

**JERSEYVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, APRIL 18, 2023, AT 6:30 p.m.
Meeting room at 105 North Liberty Street**

MINUTES

Board President Josh Hileman called to order a regular meeting of the Jerseyville Public Library Board of Trustees at 6:30 p.m. Others present: Marcia Adams, Helen Gubser, Michelle Hopper, Steve LeBlanc, Judy Pruitt, Kevin Weber, Laura Woodring. Matt Derrick and Jerry Schleper were absent.

NO PUBLIC COMMENT

Secretary H. Gubser administered the Trustee Oath of Office to Kevin Weber.

On motion by M. Adams, 2nd by L. Woodring, the agenda was approved. Motion carried unanimously.

On motion by M. Hopper, 2nd by M. Adams, the consent agenda including minutes of the March 21, 2023 regular meeting, the April 5 Finance Committee meeting, the April 12 Materials, Bylaws, and Policy Committee meeting, and the Treasurer's report for March 2023 was approved. Motion carried unanimously.

The following Treasurer's Report was presented by J. Pruitt:

**TREASURER'S REPORT
FOR MARCH 2023**

BUDGET ACCOUNT

\$283,422.46 Reported Balance February 28, 2023

1,273.05 Interest
3,923.73 Non-Resident Fees
712.00 Non-Resident Fees Epay
430.27 Fines
132.68 Fines-Epay
425.02 Copies
19.45 Copies-Epay
20.00 Meeting Room Fees
40.00 Meeting Room Fees-Epay
73.97 Lost Items
71.50 Fax
41.00 Fax-Epay
45.00 Program Fees
26.15 Book/Magazine Sales-Epay
30,050.62 Miscellaneous
 .51 Miscellaneous-Epay
320,706.90 Balance + MTD Income
34,093.26 Less Expenses

\$286,613.64 Balance March 31, 2023*

*194,059.24 Checking Account
140.00 Cash on Hand
18,397.45 Illinois Funds-Epay
74,016.95 Illinois Funds-Working Cash

GIFTS AND MEMORIALS

\$ 510.03 Checking

515.57 Illinois Funds

SPECIAL RESERVE

\$390,495.85 Checking

521.69 Illinois Funds

The following check register was presented by J. Pruitt:

Check #	Date	Payee	Cash Account	Amount
13023	4/13/23	Baker & Taylor	1000	2,180.93
13024	4/13/23	Cengage Learning Inc / Gale	1000	231.77
13025	4/13/23	Central Technology, Inc	1000	167.76
13026	4/13/23	City of Jerseyville	1000	3,101.56
13027	4/13/23	Kenneth Conrady	1000	90.00
13028	4/13/23	Demco	1000	99.16
13029	4/13/23	East Alton Public Library	1000	18.99
13030	4/13/23	EnvisionWare, Inc.	1000	452.41
13031	4/13/23	Grafton Technologies, Inc	1000	195.64
13032	4/13/23	Illinois Power Marketing dba	1000	980.55
13033	4/13/23	Illinois American Water	1000	119.46
13034	4/13/23	Rusty Ingram	1000	528.00
13035	4/13/23	Kanopy, Inc.	1000	14.00
13036	4/13/23	Lazerware Inc.	1000	912.37
13037	4/13/23	Chris Maness	1000	500.00
13038	4/13/23	Midwest Tape	1000	1,356.52
13039	4/13/23	Stephanie Milentz	1000	400.00
13040	4/13/23	Payroll	1000	19,379.48
13041	4/13/23	Pointer Electric	1000	135.00
13042	4/13/23	Republic Services	1000	83.89
13043	4/13/23	Elizabeth Smilack	1000	97.71
13044	4/13/23	Smith's Pest Control	1000	45.00
13045	4/13/23	VISA	1000	1,259.11
13045a	4/13/23	VOID	1000	
13045b	4/13/23	VOID	1000	
13045c	4/13/23	VOID	1000	
13046	4/13/23	Wall Street Journal	1000	659.88
13047	4/13/23	Watts Copy Systems, Inc.	1000	215.82
12968V	4/18/23	EnvisionWare, Inc.	1000	-452.41
Total				32,772.60

On motion by K. Weber, 2nd by L. Woodring, the bills will be paid. Motion carried unanimously.

Librarian Pruitt reported on statistics, library staffing and training, collection management, programming, and upcoming events.

Materials, Bylaws and Policy Committee

Chairperson Gubser presented three changes and/or additions to policy.

On motion by S. LeBlanc, 2nd by L. Woodring, revisions to the Meeting Room policy were accepted with additional changes. Motion carried unanimously.

On motion by S. LeBlanc, 2nd by M. Adams, updates to the Bereavement Leave policy as per new Illinois law were accepted. Motion carried unanimously.

On motion by M. Hopper, 2nd by K. Weber, an addition of a Returned Checks policy to the Fines and Fees policy was accepted. Motion carried unanimously.

Building and Grounds/Expansion Project Committee

Steve LeBlanc presented an update on the expansion project and on upcoming building repairs and maintenance.

Finance Committee

The 2023/2024 salary schedule was presented and explained by Treasurer M. Hopper.

On motion by S. LeBlanc, 2nd by L. Woodring, the FY2023/24 salary schedule was adopted. Motion carried unanimously.

Technology Committee

Using a shared Google Drive as a repository for board documents was presented and explained.

Friends of the Library

No report.

OLD BUSINESS

None

NEW BUSINESS

The following schedule of meeting dates for 2023/24 was presented and accepted.

June 20

July 18

August 15

September 19

October 17

November 21

December 19

January 16

February 20

March 19

April 16

May 28 (annual meeting)

NO PUBLIC COMMENT

Meeting was adjourned at 7:39 p.m.

Helen Gubser, Secretary

Judy Pruitt, Assistant Secretary