JERSEYVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, OCTOBER 25, 2022 AT 6:30 p.m.
Meeting room at 105 North Liberty Street

MINUTES

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

NO PUBLIC COMMENT

On motion by M. Hopper, 2nd by J. Lingow, the agenda was approved. Motion carried unanimously.

On motion by M. Adams, 2nd by L. Woodring, the consent agenda, including minutes of the September 27, 2022 meeting and the September 2022 Treasurer’s Report, was approved. Motion carried unanimously.

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

BUDGET ACCOUNT
$403,133.24 Reported Balance August 31, 2022
2,513.58 Other Grants
43.74 Interest
534.00 Non-Resident Fees
1,246.00 Non-Resident Fees Epay
257.70 Fines
137.05 Fines-Epay
397.40 Copies
16.15 Copies-Epay
12.50 Scans to Email
81.27 Lost Items
114.00 Fax
5.00 Fax-Epay
29.00 Miscellaneous
408,520.63 Balance + MTD Income
70,250.99 Less Expenses
$338,269.64 Balance September 30, 2022*

*323,222.79 Checking Account
140.00 Cash on Hand
14,158.53 Illinois Funds-Epay
748.32 Illinois Funds-Working Cash

GIFTS AND MEMORIALS
$ 510.03 Checking
505.47 Illinois Funds

SPECIAL RESERVE
$ 384,801.13 Checking
511.44 Illinois Funds

The following check register was presented by J. Pruitt:
<table>
<thead>
<tr>
<th>Check #</th>
<th>Date</th>
<th>Payee</th>
<th>Cash Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>12861</td>
<td>10/18/22</td>
<td>VISA</td>
<td>1000</td>
<td>2,974.06</td>
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<tr>
<td>12862</td>
<td>10/25/22</td>
<td>Baker &amp; Taylor</td>
<td>1000</td>
<td>2,955.64</td>
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<td>12863</td>
<td>10/25/22</td>
<td>Brockman Co.</td>
<td>1000</td>
<td>30.93</td>
</tr>
<tr>
<td>12864</td>
<td>10/25/22</td>
<td>Cengage Learning Inc / Gale</td>
<td>1000</td>
<td>255.11</td>
</tr>
<tr>
<td>12865</td>
<td>10/25/22</td>
<td>City of Jerseyville</td>
<td>1000</td>
<td>12,716.80</td>
</tr>
<tr>
<td>12866</td>
<td>10/25/22</td>
<td>Kenneth Conrady</td>
<td>1000</td>
<td>90.00</td>
</tr>
<tr>
<td>12867</td>
<td>10/25/22</td>
<td>Demco</td>
<td>1000</td>
<td>149.39</td>
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<td>12868</td>
<td>10/25/22</td>
<td>Enfold Systems, Inc.</td>
<td>1000</td>
<td>472.00</td>
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<tr>
<td>12869</td>
<td>10/25/22</td>
<td>Grafton Technologies, Inc.</td>
<td>1000</td>
<td>195.39</td>
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<td>12870</td>
<td>10/25/22</td>
<td>Illinois Power Marketing dba</td>
<td>1000</td>
<td>724.79</td>
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<tr>
<td>12871</td>
<td>10/25/22</td>
<td>Illinois American Water</td>
<td>1000</td>
<td>156.17</td>
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<tr>
<td>12872</td>
<td>10/25/22</td>
<td>The Illinois Funds</td>
<td>1000</td>
<td>72,000.00</td>
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<td>12873</td>
<td>10/25/22</td>
<td>Rusty Ingram</td>
<td>1000</td>
<td>396.00</td>
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<td>12874</td>
<td>10/25/22</td>
<td>Kanopy, Inc.</td>
<td>1000</td>
<td>26.00</td>
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<td>12875</td>
<td>10/25/22</td>
<td>Kids Reference Company</td>
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<td>199.65</td>
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<td>12876</td>
<td>10/25/22</td>
<td>Lazerware Inc.</td>
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<td>912.37</td>
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<td>12877</td>
<td>10/25/22</td>
<td>Liberty Office Products</td>
<td>1000</td>
<td>221.00</td>
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<tr>
<td>12878</td>
<td>10/25/22</td>
<td>Library Ideas LLC</td>
<td>1000</td>
<td>14.50</td>
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<td>12879</td>
<td>10/25/22</td>
<td>Chris Maness</td>
<td>1000</td>
<td>625.00</td>
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<td>12880</td>
<td>10/25/22</td>
<td>Midwest Tape</td>
<td>1000</td>
<td>1,680.93</td>
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<td>12881</td>
<td>10/25/22</td>
<td>Nevlin Plumbing &amp; Electric, Inc.</td>
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<td>110.00</td>
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<td>12882</td>
<td>10/25/22</td>
<td>Payroll</td>
<td>1000</td>
<td>19,524.75</td>
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<td>12883</td>
<td>10/25/22</td>
<td>Elizabeth Smilack</td>
<td>1000</td>
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<td>12884</td>
<td>10/25/22</td>
<td>Smith's Pest Control</td>
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<td>45.00</td>
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<td>12885</td>
<td>10/25/22</td>
<td>Watts Copy Systems, Inc.</td>
<td>1000</td>
<td>241.61</td>
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<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>117,096.15</strong></td>
</tr>
</tbody>
</table>

On motion by M. Hopper, 2nd by S. LeBlanc, the bills will be paid. Motion carried unanimously.

Librarian Pruitt reported on September statistics, programming, and library operations.

**Materials, Bylaws and Policy Committee**

H. Gubser, Chairman of the Materials, Bylaws and Policy Committee presented a recommended change to computer policy sections D.8.1.8 and D.8.2.7 from

The first 15 copies for school work or resume’ copy is free

To

As an additional service, the first 15 black and white copies of a school assignment for K-12 students and college students, as well as job-search related documents, are free. Color copies will be charged at the regular rate.

This will be voted on in November.
On motion by H. Gubser, 2nd by S. LeBlanc, the current procedure is to charge 50 cents per page for scanning. The new procedure will be no charge for scanning. Motion carried unanimously.

**Building and Grounds/Expansion Project Committee**

S. LeBlanc reported on the expansion plan. He and Director Pruitt will have a conversation with Mark Shaffer at the State Library regarding hiring a construction manager.

**Finance Committee**

On motion by S. LeBlanc, 2nd by J. Lingow, the audit for FY2021-2022 from Scheffel Boyle was accepted as presented. Motion carried unanimously.

Finance Committee meeting November 15 at 6pm.

**Technology Committee**

A new copier will be installed on Friday, October 28, 2022.

**Friends of the Library**

The Friends raised $1500 from their book sale.

The house tour fundraiser scheduled for November 27 has been cancelled due to lack of participation.

**Correspondence**

A sincere thank-you note was received from Anita Driver.

**OLD BUSINESS**

Beth Smilack received an unclaimed scholarship in addition to the $250 stipend previously awarded to attend the ILA Annual Conference in Chicago.

**NEW BUSINESS**

None.

**NO PUBLIC COMMENT**

Meeting was adjourned at 7:43 p.m.

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Helen Gubser, Secretary

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Judy Pruitt, Assistant Secretary