

**Jerseyville Public Library  
Board of Trustees Meeting  
Tuesday, November 15, 2016 @ 6:30 p.m.  
Meeting room @ 105 North Liberty Street  
MINUTES**

President Kent Hake called to order a regular meeting of the Jerseyville Public Library Board of Trustees at 6:30 p.m. Others present: Andy Thomas, Juan Lingow, Steve LeBlanc, Michelle Lyons, Ruth Ficker, Beth Smilack, and Anita Driver. Members reporting they could be absent: Jerry Schleper and Helen Gubser.

In the absence of the secretary, M. Lyons recording the minutes of the meeting.

**On motion** by J. Lingow, 2<sup>nd</sup> by S. LeBlanc, the agenda was approved. Motion carried unanimously.

**On motion** by A. Thomas, 2<sup>nd</sup> by R. Ficker, the consent agenda including the minutes of the October 18, 2016 meeting was approved. Motion carried unanimously.

**On motion** by S. LeBlanc, 2<sup>nd</sup> by B. Smilack, the following treasurer's report, presented by A. Driver, was accepted. Motion carried unanimously.

**BUDGET ACCOUNT**

\$388,198.63 Reported balance September 30, 2016

1,678.95 Corporate replacement tax

44.45 Interest income

2,480.00 Non-resident fees

465.00 Non-resident fees—e-pay

529.97 Fines

37.20 Fines—e-pay

366.65 Copies

26.70 Copies—e-pay

16.50 Scans to email

80.00 Meeting room

450.70 Lost items

26.95 Lost items—e-pay

17.00 Magazine & Book sales—e-pay

5.00 Gifts & memorials (under \$100)

369.70 FAX income

11.00 FAX income—e-pay

38.00 Miscellaneous income

394,842.40 Total balance and MTD income

107,029.43 Less expenses and transfers

\$287,812.97 Balance October 31, 2016

\$357,656.97 Balance sheet balance

287,812.97 Balance above

69,844.00 Difference is the amount transferred to Special Reserve, I'll ask Crystal/Scheffel & Boyle to fix

**GIFTS & MEMORIALS**

\$15,938.64 Checking

21,701.43 Illinois Funds

**SPECIAL RESERVE**

\$351,736.35 Illinois Funds

**On motion** by J. Lingow, 2<sup>nd</sup> by A. Thomas, the following check register was approved for payment. Motion carried unanimously.

Check #	Date	Payee	Cash Account	Amount
10569	11/15/16	Baker & Taylor, Inc.	1000	1,388.33
10570	11/15/16	BookPage	1000	335.00
10571	11/15/16	Campbell Publications	1000	246.50
10572	11/15/16	Charleston Carnegie Public Library	1000	17.00
10573	11/15/16	Church's Lawn Care	1000	74.00
10574	11/15/16	City of Jerseyville	1000	7,560.00
10575	11/15/16	Demco	1000	536.03
10576	11/15/16	Anita Driver	1000	100.00
10577	11/15/16	Grafton Technologies, Inc.	1000	199.79
10578	11/15/16	Greene/Jersey Shoppers	1000	93.48
10579	11/15/16	Ingram Library Services	1000	38.24
10580	11/15/16	Jerseyville Water Department	1000	100.25
10581	11/15/16	Lazerware, Inc.	1000	1,658.71
10582	11/15/16	Lerner Publishing Group	1000	134.00
10583	11/15/16	Liberty Office Products	1000	189.00
10584	11/15/16	Lincoln Public Library	1000	27.00
10585	11/15/16	Loellke Plumbing, Inc.	1000	109.00
10586	11/15/16	Chris Maness	1000	295.00
10587	11/15/16	Midwest Tape	1000	948.60
10588	11/15/16	Payroll	1000	8,218.07
10589	11/15/16	Penguin Random House LLC	1000	67.50
10590	11/15/16	R.P. Lumber Co., Inc.	1000	39.60
10591	11/15/16	Reader Service	1000	78.76
10592	11/15/16	Chelsea Sams	1000	77.50
10593	11/15/16	Smith's Pest Control	1000	45.00
10594	11/15/16	The Telegraph	1000	90.00
10595	11/15/16	Trico Electrical Contractors, Inc.	1000	387.50
10596	11/15/16	Tricounty FS, Inc.	1000	58.44
10597	11/15/16	Card Services	1000	1,796.58
10598	11/15/16	VOID	1000	
10599	11/15/16	VOID	1000	
10600	11/15/16	VOID	1000	
10601	11/15/16	Williams Office Products, Inc.	1000	262.16

**Librarian's report:**

- Anita attended the Metro East librarian's meeting and a meeting at Chatham PL about electronic databases.
- Chris Maness constructed a voting booth for the children so they too could vote but not just for the president; favorite book, candy, movie, etc.
- Statistics: 6,389 visits, 280 Wi-Fi users + the monthly circulation stats sheet.
- Christie Meyer reported on FaceBook advertising posts and on online voting.

At the next meeting we will discuss adding a public comment section to the beginning and end of our agenda.

**Building and Grounds:**

- GRP should be finished installing the new 2<sup>nd</sup> floor HVAC in about 2 weeks.
- Trico, Mark Vanausdoll, will remove and replace all old knob & tube electrical from the attic.
- Wall and ceiling of the 2<sup>nd</sup> floor Carnegie will be prepped by Kelly Grizzle and the finish work by Heitzig/Darr Painting.
- Carpet selection is in the works with Jerseyville Carpet & Furniture Galleries.

**On motion** by S. LeBlanc, 2<sup>nd</sup> by A. Thomas, we will accept the Milliken Carpet bid with color and pattern choice from Anita, staff and board members. Motion carried unanimously.

J. Lingow and A. Driver reported for the Friends of the Library that they have approved donating up to \$10K for remodeling of the study room area and the book sale room, pending structural review.

Anita also reported that they discussed a Harry Potter trivia night in March 2017 and a holiday house tour.

Trico Electric and S. LeBlanc along with Lighting Associates reviewed the T8 lighting. Will submit a grant proposal in our behalf the replace the T8 with LEG, proposal to follow.

**On motion** by J. Lingow, 2<sup>nd</sup> by S. LeBlanc, an equalization assessment of 1% of their gross will be given to all employees. Motion carried unanimously.

**On motion** by B. Smilack, 2<sup>nd</sup> by J. Lingow, the Library will close at 6:00 p.m. on Thanksgiving eve. Motion carried unanimously.

The Board discussed hiring Contemporary Landscapes for landscaping on our side of the new fence. The bid with materials was \$950.00. Anita feels confident that our Friday community service worker can do the same job for a lot less.

**On motion** by S. LeBlanc, 2<sup>nd</sup> by J. Lingow, the meeting was adjourned. Motion carried unanimously.

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Secretary Pro-Tem, Michele Lyons

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Assistant Secretary