

**Jerseyville Public Library
Board of Trustees meeting
Tuesday, October 22, 2019 @ 6:30 p.m.
Meeting room at 105 North Liberty Street**

MINUTES

President Jerry Schleper called to order a regular meeting of the Jerseyville Public Library Board of Trustees at 6:30pm. Others present: Michelle Lyons, Juan Lingow, Ruth Ficker, Steve LeBlanc, Josh Hileman, Anita Driver

Laura Woodring, Helen Gubser and Marcia Adams reported they would not be present.

President Schleper appointed J. Hileman to record the minutes of the meeting.

No public comment

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

On motion by J. Lingow, 2nd by S. LeBlanc, the consent agenda including the minutes of the September 17, 2019 meeting and the following treasurer's report for September 2019 were approved with a spelling correction to the minutes. Motion carried unanimously.

BUDGET ACCOUNT

\$308,756.87 Reported balance August 31, 2019
 10,581.25 Per Capita Grant
 55.88 Interest
 1,085.00 Non-resident fees
 1,222.99 Fines
 62.80 Fines—E-pay
 461.42 Copies
 5.60 Copies—E-pay
 6.00 Scans to email
 165.01 Lost items
 147.00 Fax
 2.00 Fax—E-pay
 85.00 Program fees
 25.00 Gifts
 22.00 Miscellaneous
 322,683.82 Balance plus MTD income
48,068.41 Less expenses for September 2019
 \$274,615.41 Balance September 30, 2019*

*\$192,074.66 Checking
 140.00 On hand
 9,095.21 Illinois Funds—E-pay
 73,305.54 Illinois Funds—Working cash

GIFTS & MEMORIALS

\$18,770.82 Checking
 37,659.22 Illinois Funds

SPECIAL RESERVE

\$357,581.15 Illinois Funds
 34,723.64 Checking

The following check register was presented by A. Driver:

Check #	Date	Payee	Cash Account	Amount
11855	10/8/19	Lance McClintock	1000	2,000.00
11856	10/22/19	Brockman Co.	1000	23.16

11857	10/22/19	Baker & Taylor	1000	1,154.95
11858	10/22/19	Center Point Large Print	1000	1,682.64
11859	10/22/19	Church's Lawn Care	1000	300.00
11860	10/22/19	City Directory, Inc.	1000	276.00
11861	10/22/19	City of Jerseyville	1000	3,780.00
11862	10/22/19	Demco	1000	281.41
11863	10/22/19	Diamond Lake Book Co.	1000	416.52
11864	10/22/19	Direct Energy Business	1000	946.35
11865	10/22/19	Edwardsville Public Library	1000	31.99
11866	10/22/19	EnvisionWare, Inc.	1000	430.85
11867	10/22/19	Farm & Home Publishers, LTD.	1000	182.00
11868	10/22/19	Gale/CENGAGE Learning	1000	416.87
11869	10/22/19	Gardner Media LLC	1000	242.82
11870	10/22/19	Grafton Technologies, Inc	1000	203.92
11871	10/22/19	GRP Mechanical Contractors	1000	488.89
11872	10/22/19	Illinois Heartland Library System	1000	154.00
11873	10/22/19	Jersey County Business Association	1000	200.00
11874	10/22/19	Jerseyville Water Department	1000	95.10
11875	10/22/19	Midwest Tape	1000	1,570.78
11876	10/22/19	Motion Picture Licensing Corporation	1000	136.31
11877	10/22/19	Payroll	1000	26,568.25
11878	10/22/19	The Penworthy Company LLC	1000	510.97
11879	10/22/19	Rex Encore Media	1000	57.84
11880	10/22/19	Robert (Bob) Sanders Waste Systems, Inc	1000	67.50
11881	10/22/19	Tricounty FS, Inc.	1000	78.40
11882	10/22/19	Twin L Clean	1000	625.00
11883	10/22/19	Watts Copy Systems, Inc.	1000	269.66
11884	10/22/19	Elite Event Services	1000	75.00
11885	10/22/19	Petty Cash	1000	300.00
Total				43,567.18

S. LeBlanc will check with GRP to see if the invoice being paid is for maintenance or mold around the ceiling unit in the south east, 2nd floor room.

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

The Materials, Bylaws and Policy Committee tabled a continuing education policy update.

S. LeBlanc and A. Driver reported for the Building and Grounds Committee that the tree trimming and clean-up is complete, gutters are clean and the windows will be cleaned as soon as possible.

The Finance Committee discussed changing a current 18 hour staff member to full time with benefits. M. Lyons had worked on the effect of this action on the 2019/20 budget but wants to look future into 2020/21. She is studying this along with the upcoming minimum wage changes. A. Driver will keep the board informed of her action based on M. Lyons study.

Under news for the Technology Committee, B. Smilack has begun work on revising the Library's website. A. Driver updated the status of an app for the online public catalog.

The Friends of the Library fall book sale made \$1,662. The Friends expressed that their sales have done well and that they would help purchase new meeting room chairs since we had to dispose of 25 chairs.

Correspondence:

- An email from the State Library discussed the new Illinois law on reimbursing for cell phone use. Anita said several staff use their personal phones for work. She will be watching for more on the new law, especially sample policy.
- Bob Manns replied to our email that he will be happy to meet with A. Driver and S. Leblanc to see if he can assist in any way in preparing for a construction grant.
- Anita drafted a letter to Representative Davidsmeyer and Senator McClure requesting their consideration of the Library for earmarked construction money.
- We received a depreciation table from Scheffel Boyle.

Under old business, A. Driver reported that we can still use help for the Halloween Festival.

The new E-pay website sent live on October 1. A. Driver is very pleased with the new look and the fact that we can now limit patrons to pay no less than \$5.00.

No new business, business for discussion only or public comment

Secretary Pro-Tem

Assistant Secretary