



**MINUTES of the
BOARD OF TRUSTEE'S MEETING**

DATE: May 21, 2012
TIME: 7:00 p.m.
PLACE: Collinsville Memorial Library Center

Call to Order

President Wells presided and called the hearing to order.

Roll Call

Members present:

Mr. Thomas Wells
Ms. Janet Albertina
Ms. Marie Johnson
Mrs. Mary Ellen Fedder
Mrs. Virginia York
Mr. Gary Keller

Members absent:

Ms. Nancy Gerstenecker

Others present:

Barbara Rhodes, Director
Katie Heaton, Branch Manager

Consent Items:

Minutes of the regular meeting of March 19, 2012 were presented.

Communications

None

Librarian's Reports

- ▶ Director's Report
- ▶ Adult Services Librarian, Youth Services Librarian, and Fairmont City Manager's Report

Finance

- ▶ April and May Bill list was presented.
- ▶ General Fund Account was presented.
- ▶ Gift Account was presented.

Committee Reports

Finance - No Report

Personnel - No Report

Fundraiser - No Report

Special Committees - No Report

A motion was made by Mr. Keller, seconded by Mrs. York, to:

APPROVE THE CONSENT ITEMS IN ENTIRETY.

A roll call vote was taken.

Mr. Wells	Yes	Mrs. York	Yes
Mrs. Fedder	Yes	Mr. Keller	Yes
Ms. Albertina	Yes	Ms. Gerstenecker	Absent
Ms. Johnson	Yes		

Motion carried.

Discussion Items:

- ▶ Reminder - Election of officers at the June meeting.
- ▶ First reading to amend Policy 7.8.1 Vacation for Part time employees.
- ▶ First reading to amend all references in the policies of Lewis and Clark Library System to Illinois Heartland Library System.
- ▶ First reading to amend all references in the policies to Gatenet Automation System to SHARE Automation System.
- ▶ Update of building damage at both Library Centers from the recent storms.

Action Items:

- ▶ Renovation expenses at the Fairmont City Library Center
With the increase / decrease of expenses in the options for the roof at the Fairmont City Library Center, the Board asked for exact costs from the architect and contractor. This was tabled until next meeting.
- ▶ Historical Museum requesting assistance
Historical Museum requested financial assistance to add a drainage system that move water away from their back entrance.

A motion was made by Ms. York, seconded by Mr. Keller, to:

NOT FUND THE REQUEST OF FINANCIAL ASSISTANCE TO THE HISTORICAL MUSEUM.

A roll call vote was taken.

Mr. Wells	Yes	Mrs. York	Yes
Mrs. Fedder	Yes	Mr. Keller	Yes
Ms. Albertina	No	Ms. Gerstenecker	Absent
Ms. Johnson	Yes		

Motion carried.

- ▶ Transfer of \$80,000 from the Reserve Fund to the General Fund for construction purposes
Fulfillment of the amount established in the FY 2011-2012 budge to be transferred to help defray construction costs.

A motion was made by Mr. Keller, seconded by Ms. York, to:

TRANSFER \$80,000 FROM THE RESERVE FUND TO THE GENERAL FUND FOR FAIRMONT CITY LIBRARY CENTER CONSTRUCTION PURPOSES.

A roll call vote was taken.

Mr. Wells	Yes	Mrs. York	Yes
Mrs. Fedder	Yes	Mr. Keller	Yes
Ms. Albertina	Yes	Ms. Gerstenecker	Absent
Ms. Johnson	Yes		

Motion carried.

- ▶ Post Office CPU Service
After consideration for the past months, Mr. Keller advised that installing the Post Office Service in the Library might cause staffing stress and a financial burden.

A motion was made by Mrs. York, seconded by Mr. Keller, to:

NOT PURSUE THE INSTALLATION OF THE POST OFFICE CPU SERVICE INTO THE COLLINSVILLE MEMORIAL LIBRARY CENTER SERVICE AT THIS TIME.

A roll call vote was taken.

Mr. Wells	Yes	Mrs. York	Yes
Mrs. Fedder	Yes	Mr. Keller	Yes
Ms. Albertina	Yes	Ms. Gerstenecker	Absent
Ms. Johnson	Yes		

Motion carried.

- ▶ Insurance reimbursement to Diane Wolfe
Diane Wolfe will turn 65 in June and will leave our insurance carrier. She will pick up a different carrier to support her secondary insurance. She is requesting reimbursement as a full time employee for this insurance.

A motion was made by Mrs. York, seconded by Mr. Keller, to:

ALLOW THE REIMBURSEMENT TO DIANE WOLFE OF HER SECONDARY CHOICE OF INSURANCE PER MONTH AS OPPOSED TO OUR INSURANCE CARRIER.

A roll call vote was taken.

Mr. Wells	Yes	Mrs. York	Yes
Mrs. Fedder	Yes	Mr. Keller	Yes
Ms. Albertina	Yes	Ms. Gerstenecker	Absent
Ms. Johnson	Yes		

Motion carried.

- ▶ SHARE Agreement
Agreement to join the new SHARE Automation System at the Illinois Heartland Library System.

A motion was made by Mr. Keller, seconded by Mrs. Fedder, to:

SIGN THE AGREEMENT TO JOIN THE SHARE AUTOMATION SYSTEM.

A roll call vote was taken.

Mr. Wells	Yes	Mrs. York	Yes
Mrs. Fedder	Yes	Mr. Keller	Yes
Ms. Albertina	Yes	Ms. Gerstenecker	Absent

Ms. Johnson Yes

Motion carried.

- ▶ Approval of Audit ending June 30, 2011

A motion was made by Mrs. York, seconded by Mr. Keller, to:

APPROVE THE AUDIT ENDING JUNE 30, 2011.

A roll call vote was taken.

Mr. Wells	Yes	Mrs. York	Yes
Mrs. Fedder	Yes	Mr. Keller	Yes
Ms. Albertina	Yes	Ms. Gerstenecker	Absent
Ms. Johnson	Yes		

Motion carried.

- ▶ Letter to the Fairmont City Village Council
A draft letter requesting TIF funding for the exterior renovations of Fairmont City Library Center from the Fairmont City Village Council was discussed. The majority of the Board agreed that President Wells could sign and send the letter requesting assistance.

Adjournment:

A motion was made by Mrs. Fedder, seconded by Mr. Keller, to:

WITH NO FURTHER BUSINESS, ADJOURN THE BOARD MEETING OF MAY 21, 2012.