

Library Board of Trustees
May 12, 2011 7:00 PM

Acting President Carol Keeley called the meeting to order at 7:00 P.M.

PRESENT:	Carol Keeley	ABSENT:
	Mary Smith	
	Joseph McDonnell	
	Mary Stiehl	
	Rhonda Ross	
	Roger Wigginton	
	Phil Silsby	

Jim Schneider, Harriett Zipfel and Gail Eisenhart were also present.

Acting President Carol Keeley accepted the resignation of Board Member Patricia Hamilton who is moving out of the City of Belleville. New Board member, Phil Silsby, was then sworn in.

PUBLIC COMMENTS: None

MINUTES: Joseph McDonnell moved to accept the April 2011 Minutes as read. Roger Wigginton seconded the motion. Minutes were approved.

POLICY: The *Borrowing Privileges and Responsibilities-Registration Requirements* policy was reviewed and accepted. Motion was made by Mary Stiehl to accept the *Computer Use* policy with amendments suggested at the April meeting. Roger Wigginton seconded the motion. Motion passed. No changes were made to the *Library Telephone and Cell Phone* policy or the *Exhibits* policy.

PROPERTY, EQUIPMENT AND BOOKS:

- Computers purchased with proceeds from the Gates Computer Grant are now in use.
- It is hoped that Envisionware software will be installed prior to the end of May.
- PC Management software is being considered. An investigation into its ability to do all software updates needed without manual intervention is ongoing.

PERSONNEL/LEGAL:

- The Board accepted a notification of retirement from current Library Director Harriett Zipfel effective May 31, 2011.
- At 7:20 p.m. Joseph McDonnell made a motion that the Board now meet in Executive Session. Motion was seconded by Roger Wigginton. Motion carried. Harriett Zipfel and Gail Eisenhart left the meeting room at this time.
- At 8:25 p.m. the regular meeting of the Board of Directors resumed. Motion was made by Joseph McDonnell and seconded by Mary Smith to form a Committee to Search for a new Library Director as well as a person to serve as "Interim Director" beginning June 1, 2011 and until a qualified Director can be hired. Roll was called and motion passed.

- The Library Director Search Committee members named are Mary Smith, Mary Stiehl, Joseph McDonnell and Gail Eisenhart.
- Mary Smith suggested a notice of the Director's retirement be placed on the Library website May 31, 2011 and that a press release be drawn up for the local newspaper.
- Acting President Carol Keeley and Board Member Joseph McDonnell will meet with Mayor Eckert to discuss the details of replacement of the Director as soon as possible.

FINANCE:

- Motion was made by Mary Stiehl and seconded by Rhonda Ross to approve Claims in the amount of \$21,370.81; prepaid claims in the amount of \$16,552.90 and Petty Cash in the amount of \$310.19. Roll was called and claims were approved for payment.

FUNDRAISING/FOUNDATION/MARKETING:

- All Materials prepared for the 2011 Construction Grant will be held for possible 2012 re-submission.
- Foundation meeting for April was cancelled.
- The Friends of the Belleville Public Library have generously provided additional funds for use by the Young Adult Department of the Library in addition to their gift to the Children's Summer Reading Programs. A letter of thanks will be prepared for signature by the Board President.

UNFINISHED BUSINESS:

- With the resignation of Board Member Patricia Hamilton, two vacancies now remain on the Library Board of Directors.
- The restructuring of the State Library System is ongoing.

NEW BUSINESS:

- The following proposed Slate of Officers was submitted to the Board:
 - For President: Carol Keeley
 - For Vice President: Mary Smith
 - For Secretary-Treasurer: Mary Stiehl.
- The Board will vote for new Officers at the June 2011 meeting.
- The Acting President has signed the Illinois Public Library Annual Report and the Director will submit as written.
- The annual Per Capita Grant must be submitted by October 15, 2011.
- Delta Kappa Gamma sorority has requested that a donated shelf be designated in honor of their deceased members. When complete, the shelf will be placed in the Parent-Teacher section of the Children's Department.

Motion to adjourn was made by Joseph McDonnell and seconded by Rhonda Ross. Meeting adjourned at 8:47 p.m. The next board meeting of the Belleville Public Library will be held on Thursday, June 9, 2011.

Respectfully submitted,
Gail Eisenhart