

Belleville Public Library
Board of Trustees Meeting
September 8, 2011 7:00 PM

I. **CALL TO ORDER:** President Carol Keeley called the meeting to order at 7:00 P.M.

PRESENT: Carol Keeley
Andrew Gaa
Joseph McDonnell
Mary Stiehl
Roger Wigginton
Mary Smith
Catherine Kreher
Phil Silsby

ABSENT: Rhonda Ross

Interim BPL Library Director JoAnn Rushing and Gail Eisenhart were also present.

II. **PUBLIC COMMENTS:** None.

III. **MINUTES:** Minutes of the August 2011 meeting were amended to read "Director Search update was given by Mary Stiehl." Joseph McDonnell then moved to approve the minutes. Motion was seconded by Roger Wigginton. Minutes were approved as amended.

IV. **PERSONNEL/LEGAL:**

- Director Search update was given by Committee Chair Mary Smith who said candidates Leander Spearman and Elisa Topper were interviewed. Contacts for both candidates were reached and interviewed by phone. It was decided that Mr. Spearman would be called for a second interview on August 9.
- Interim Director Jo Ann Rushing met with Union Representative Carla Gillespie to discuss the Job Description of Acquisitions Clerk Kelly Vandersand and the temporary assignment of Circulation Clerk Margaret Bacon-Hunter to Assistant Supervisor pending hiring of a permanent Circulation Supervisor. Subsequent to discussion, a motion was made by Catherine Kreher and seconded by Mary Stiehl to temporarily increase Margaret Bacon-Hunter's hourly wage as directed by the Union contract to the higher rate during her temporary Assistant Supervisor status. Roll was called and motion passed.

V. **POLICY:** The Investment of Public Funds Policy was accepted without change.

VI. **PROPERTY, EQUIPMENT AND BOOKS:**

- Spalling (probably caused by moisture) was noticed near the main entrance of the Main library by Historian Bob Brunkow. A preliminary inspection of the area was done and will be followed up. Because the Board is unable to determine action needed at this time, a motion was made by Mary Smith and seconded by Roger Wigginton to table the matter until additional facts are available. Motion passed.
- Repairs to the automatic door at the West Branch library have been completed.

- Monitoring of the fire alarm systems at Main and West Branch libraries is unresolved to date. Additional bids and information will be gathered in order to make a determination of action needed.
- The Director's office was re-painted by maintenance personnel in preparation for the 175th Anniversary celebration and impending occupancy by a new Library Director.

VII. FINANCE:

- Motion was made by Roger Wigginton and seconded by Joseph Mc Donnell to approve regular claims in the amount of \$24,690.50, Pre-paid claims in the amount of \$20,861.76 and Petty Cash in the amount of \$417.44. Roll was called and motion carried.
- Joseph McDonnell made a motion to request the Mayor to encumber the remaining funds in the TIF account during the current fiscal year to make needed improvements at the library. Motion was seconded by Mary Smith. Roll was called and motion carried.
- Joseph McDonnell noted it is the "the City's library" and should present a good image. He then made a motion to request the Mayor to encumber an additional \$125,000 in TIF funds to complete the renovation of the library in Fiscal 2012-13. Andy Gaa seconded the motion. Roll was called and motion carried.

VIII. FUNDRAISING/PROMOTION/MARKETING:

- It was announced that Ruby Luebbens, long time member of the Friends of the Belleville Public Library died recently. Library staff members donated a book in her memory to the permanent collection and condolences were sent to the family and Friends organization.

IX. LIBRARY REPORTS - submitted

X. OLD BUSINESS

- The Committee for the 175th Anniversary sent invitations to community leaders and benefactors of the library as well as past employees and Board members. Television news personality John Pertzborn agreed to emcee the event . Chamber music will be provided by the Belleville Philharmonic Orchestra. Marvin's Camera provided copies of historic library photos for a timeline display to be placed upstairs. Refreshments will be provided. The event will be well publicized and it is planned that students from both Belleville East and Belleville West high schools will read poems in German and English.

- XI. **NEW BUSINESS:** Mary Stiehl will attend a Day of Renewal meeting at the National Shrine of our Lady of the Snows in connection with the Barbara Arms group. There is no report on the homelessness situation to date.

ADJOURN: A motion was made by Roger Wigginton and seconded Andrew Gaa to adjourn. Meeting adjourned at 7:50 p.m. The next meeting of the Library Board of Directors will be held on Thursday, September 8, 2011 at **6:30 p.m.**

Respectfully Submitted,
Gail Eisenhart
Administrative Assistant