

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

I. **CALL TO ORDER:** President Carol Keeley called the meeting to order at 6:30 P.M.

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

ABSENT:

Library Director Leander Spearman and Gail Eisenhart were also present .

II. **PUBLIC COMMENTS:** None.

III. **MINUTES:** Catherine Kreher moved to approve the minutes of the November meeting as read. Motion was seconded by Mary Smith. Minutes were approved.

IV. **PERSONNEL/LEGAL:**

- Leander Spearman said he plans to review and rewrite all staff Job Descriptions prior to union contract negotiations in the Spring of 2012.
- The library will be closed for an all-staff meeting and training session on Wednesday, December 14 from 1-5 p.m. The subject addressed will be dealing with change and new leadership. Subsequent training sessions will be scheduled for 2012, location to be determined. It is planned to hold an all-staff session in February with small staff sessions to follow in later months.

V. **POLICY:** After reviewing the policies, no changes were suggested to the *Inclement Weather* policy or the *Illinois Open Meetings Act* policy.

- Methods of advising the public of library closures in case of inclement weather were then discussed. A motion was made by Mary Smith and seconded by Roger Wigginton to create an alternate voice message on the incoming telephone line to be used to advise the public if the library will close due to inclement weather conditions. Motion carried.

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

- Mr. Spearman has learned it will be possible to upgrade the fire and security alarm system at the libraries by designating both the Main and West branches as “additional locations” under the City’s contract with Barcom.
- It has been determined that the roof at the West Branch library is not leaking. According to the architect consulted, the roof should be stable for another five years from this date. The leaking problem appears to stem from the fact that air-conditioning pipes are not

properly wrapped and/or insulated. In order to upgrade this system, the current pipes will be removed and replaced with energy efficient equipment that will meet current guidelines. This project will be made possible by funds available through the City.

- Renovation of the Main branch of the library will move forward with matching funds already secured in connection with the failed 2011 Live and Learn grant. Also, Mr. Spearman plans to apply for a new \$500,000 State Public Libraries construction grant. Results of the effort will be decided in May-June 2012. If successful, these monies would be released for use in four installments.

#### **VII. FINANCE:**

- Motion was made by Mary Stiehl and seconded by Mary Smith to approve regular claims in the amount of \$15,992.41, Pre-paid claims in the amount of \$7,666.38 and Petty Cash in the amount of \$310.44. Roll was called and motion carried.

#### **VIII. FUNDRAISING/PROMOTION/MARKETING:**

- TIFs 4, 5, and 6 have been closed with an approximate result of \$35,000 available. Mr. Spearman recommended these funds be set aside for capital improvement. Roger Wigginton then made a motion to put aside the funds from the TIFs until needed for use in capital improvements. Mary Steihl seconded the motion. Board was individually polled and motion carried.
- Mr. Spearman recommended the Board vote to increase the tax levy for the library to 3% in order to better manage the library budget in 2012. Subsequently, a motion was made by Catherine Kreher to increase the tax rate to 3%. Motion was seconded by Joseph McDonnell. Motion carried.
- Mr. Spearman reported that Treasury officer Jamie Maitret recommended replacing the discretionary fund. Subsequently, a motion was made by Mary Smith and seconded by Philip Silsby to replace the discretionary fund. Motion carried.
- Inactive funds remaining on the city's roster were discussed. A motion was made by Roger Wigginton and seconded by Andy Gaa to close the inactive funds. Motion carried.

#### **IX. LIBRARY REPORTS - submitted**

#### **X. OLD BUSINESS:** None

#### **XI. NEW BUSINESS:**

- Mary Stiehl gave an update on the homeless situation in Belleville.

**ADJOURN:** A motion was made by Roger Wigginton and seconded by Philip Silsby to adjourn. Meeting adjourned at 7:30 p.m. The next meeting of the Library Board of Directors will be held on Thursday, January 12, 2012 at **6:30 p.m.** at the Main Branch of the library.

Respectfully Submitted,  
Gail Eisenhart, Administrative Assistant