

Belleville Public Library
Board of Trustees Meeting
October 13, 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
Rhonda Ross
Mary Stiehl
Roger Wigginton
Mary Smith
Catherine Kreher

ABSENT: Joseph McDonnell
Phil Silsby

Acting BPL Library Director Terri Bassler and Gail Eisenhart were also present.

II. **PUBLIC COMMENTS:** None.

III. **MINUTES:** Mary Smith moved to approve the minutes of the September meeting as read. Motion was seconded by Roger Wigginton. Minutes were approved as amended.

IV. **PERSONNEL/LEGAL:**

- New Library Director Leander Spearman will begin his job on Monday, October 24. A new email address and security codes have been prepared for his use upon arrival.
- The Board of Directors thanked staff member Terri Bassler for her willingness to serve as acting Director when the position of Interim Director was vacated by Jo Ann Rushing until Mr. Spearman begins his tenure.
- A file has been created to document the entire process of searching for and hiring a new Director for the library. A note thanking them for their time will be sent to unsuccessful candidates.

V. **POLICY:** The *Disposal of Surplus Library Materials* policy and the *Friends of the Library* policy were approved with minor changes to language to make it easier to read. The *General Collection Policies* were tabled until the new Director can evaluate them with staff supervisors and will be addressed at a future meeting of the Board.

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

- A motion was made by Rhonda Ross and seconded by Catherine Kreher to donate the library's collection of aging Contemporary Authors reference books to Lindenwood University's Belleville campus. Motion carried.
- Information regarding monitoring of the fire alarm system at both Main and Branch libraries is still incomplete. An unsolicited call was received from a St. Louis firm interested in bidding on this job. Central District Alarm was expected to bid on this work but has not as yet responded. Pass Security advises that the fire alarm system at the Main library is being monitored but not inspected under a grandfather clause in the contract. However, they are not monitoring the system at the Branch library. A motion

was made by Roger Wigginton and seconded by Mary Smith to solicit bids from several companies to properly install, inspect and monitor security, fire and burglar alarms as well as possibly install cameras. Motion carried.

VII. FINANCE:

- Motion was made by Rhonda Ross and seconded by Roger Wigginton to approve regular claims in the amount of \$14,611.67, Pre-paid claims in the amount of \$16,027.17 and Petty Cash in the amount of \$535.64. Roll was called and motion carried.

VIII. FUNDRAISING/PROMOTION/MARKETING:

- Letters have been sent to local citizens and companies following the 175th Anniversary celebration for the library, soliciting donations to the library for the purpose of doing needed updates. Response has been gratifying.

IX. LIBRARY REPORTS - submitted

X. OLD BUSINESS: Per Capita Grant has been completed and mailed.

XI. NEW BUSINESS:

- Children in Belleville School District 118 have begun a challenge to read 175 books in celebration of the library's 175th anniversary. Staff will attempt to interest the Belleville News Democrat in covering this in the newspaper.
- Board will look into other means of soliciting additional funds for the update and refurbishment of the library. A proposed sign indicating the goal and showing the progress of the campaign was discussed.

ADJOURN: A motion was made by Roger Wigginton and seconded by Andrew Gaa to adjourn. Meeting adjourned at 7:40 p.m. The next meeting of the Library Board of Directors will be held on Thursday, November 10, 2011 at **6:30 p.m.** at the West Branch of the library.

Respectfully Submitted,
Gail Eisenhart
Administrative Assistant