

Belleville Public Library
Board of Trustees Meeting
November 10, 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 as well as Laura Girresch, reporter for the Belleville News Democrat.

II. **PUBLIC COMMENTS:** None.

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

IV. **PERSONNEL/LEGAL:**

V. **POLICY:** No changes were suggested to the *Budget and Finance* policy and the *Microfilm Machine* policy. Changes in language used were suggested by the Library Director to clarify linking patrons in the *Borrowing Privileges and Responsibilities* policy and the *Circulation-Lost and/or Damaged Matrials* policy. Language usage changes were also suggested to allow library staff greater autonomy to individualize small variations in the *Computer Use* policy when necessary. A motion was then made by Joseph McDonnell to accept the changes in language as suggested by the Library Director for the *Circulation-Lost and/or Damaged Matrials* policy; the *Borrowing Privileges and Responsibilities* policy and the *Computer Use* policy. Motion was seconded by Katherine Kreher. Motion carried.

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

- A motion was made by Joseph McDonnell and seconded by Roger Wigginton to solicit formal Requests for Bid from several fire protection/alarm companies that would encompass security, fire and security cameras for both the main and branch libraries. Motion carried.
- A motion was made by Joseph McDonnell and seconded by Roger Wigginton to wipe clean the hard drives and sell old library computers that are to be replaced to the public for a nominal fee. Motion carried.
- It is planned to clear the storage areas of clutter in the near future.

VII. FINANCE:

- Motion was made by Mary Stiehl and seconded by Rhonda Ross to approve regular claims in the amount of \$21,622.83, Pre-paid claims in the amount of \$14,777.37 and Petty Cash in the amount of \$538.05. Roll was called and motion carried.

VIII. FUNDRAISING/PROMOTION/MARKETING:

- Library Foundation is believed to be in a better position to assist the library in the next calendar year.
- Friends of the Belleville Public Library are making plans to host a welcome reception for the new Director, time and date to be announced.

IX. LIBRARY REPORTS

- Director Spearman submitted a list of goals for his tenure. Short term goals include:
 1. Formulation of a Procedures Manual
 2. De-cluttering throughout the main and branch library
 3. Update of all Job Descriptions prior to Union contract negotiations in Spring 2012

Mid range goals include:

1. Working with the Mayor toward library renovation plans
2. Particular attention to updates needed at West Branch of the library
3. Re-evaluation of staff levels
4. Refurbishing and refurnishing the library

Long-range goals:

1. Possibly adding a third branch of the Belleville Public Library

X. OLD BUSINESS: None

XI. NEW BUSINESS:

- TIFs 5, 6 and 7 will be closed at the end of fiscal 2011. Nominal funds may defer to the library.
- Tax levies will be set in the near future by the City and those present were asked to consider the effect this will have on future library funding and whether it may be possible to begin moving monies back into the emergency operating fund.
- It was noted that the Champaign Public Library is being disciplined by the Illinois Heartland Library Association for violating the Fair Access Policy and will receive no funding
- A thank you note was received from retired Circulation Director, Patricia Miller.
- Board of Trustees members are considering an entry to the City of Belleville annual gingerbread house decoration contest and plans were considered for a follow-up (informal) meeting to construct an entry.

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

Respectfully Submitted,
Gail Eisenhart, Administrative Assistant