

**O'Fallon Public Library**  
**Regular Board Meeting Minutes**  
**March 12, 2018**

President Dennis Grimmer called the meeting to order at 6:58 p.m. in the upstairs small conference room of the library. Also present were Board members Larry Morrison, Doug Distler, Nancy Clark, Harriet Baker, Linda Gruchala, Suzanne Rupright, Library Director Molly Scanlan and Shirley Seipp, recording secretary. Linda Kahley and Betty Reed were excused. Jeff Taylor and Library Assistant Director Ryan Johnson attended as visitors.

With the opening of the street to the senior villas, Jeff Taylor gave an overview of the proposed remedies for the library's parking lot safety concerns. It was suggested that the sidewalks be extended to the library side of Civic Plaza and crosswalks be painted on the roadways. Also suggested were the use of white stop lines drawn on the pavement at the exit of our parking lot and using directional arrows the next time the library restriped the parking lot. Taylor did not see the need for speed bumps or stop signs.

Ryan Johnson went over his monthly assistant director's report. He gave a more detailed explanation of how the staff was using Collection HQ in weeding out our collection and were able to make better selections when purchasing new items for best use of the libraries shelf space. Ryan also gave a review of the library staff development day that he organized.

**Secretary's Report** A motion was made by H. Baker to approve the February minutes and was seconded by S. Rupright. All ayes. Motion carried.

**Treasurer's Report** L. Morrison made the motion to file for audit the February Treasurer's Report. Then N. Clark seconded the motion. All ayes. Motion carried.

**March Bills** A motion was made by L. Gruchala and seconded by H. Baker to approve payment of the presented bills. Roll call: N. Clark, aye; D. Distler, aye; L. Morrison, aye; D. Grimmer, aye; H. Baker, aye; L. Gruchala, aye; and S. Rupright, aye. All ayes. Motion carried.

**Librarian's Report** Molly reported on the meeting the HVAC committee had with the Mayor, Walter Denton, Jeff Taylor, and Dan Bowman earlier in the afternoon. The new digital sign is up and working at the entrance of the senior villas. There were more problems with leaks when it rained. Taylor roofing is coming out to fix the problems, but the leak from the sign by the flag pole that leaked to the mechanical room was taken care of by Mike in maintenance. Molly told the board that Renny McBride decided to leave her position at the library and the formula she and Ryan Johnson came up with to fill the void. The 470 e-rate form was completed at the meeting with Dan Gentry and Jim Beirman from IT. The 471 form should be completed by March 20<sup>th</sup>. Molly and Teri Rankin will be attending the PLA March 20<sup>th</sup>-24<sup>th</sup> in Philadelphia. Molly attended the Library Legislative Day where she brought up the issue of the Veteran's Real Estate Tax exemption and educated them on the local impact it made on the City of O'Fallon.

**Friends of the Library** H. Baker announced that the book sale will be held this weekend, March 17<sup>th</sup> and 18<sup>th</sup> with set up on Friday, March 16<sup>th</sup>. She is expecting volunteers from the high school ROTC.

**Book Discussion Group** The library book club is reading *The Drunken Botanist: The Plants that Create the World's Great Drinks*, by Amy Stewart. The group meets the fourth Monday of the month at 7:00 p.m. at the library. The Books and Brew book club is reading *Artemis*, by Andy Weir. The group meets at Global Brew.

**Public Comment** A note of thanks was forwarded to Molly. It was in reference to the tutoring program provided by library volunteers. It was from a Fourth grade boy who said that his Math grade improved from an “F” to a “C”! He gave a special thanks to Mr. Robert, his tutor.

**Topics for Future Consideration** Possible traffic study for the parking lot safety needs.

**Unfinished Business** Doug Distler presented a comparison of all four of the bids received for the completion of the HVAC project. He then presented the recommendation from the HVAC committee to award the contract to Bel-O. L. Gruchala expressed some concerns and wished to back the Baer proposal. Molly went on record as recommending that we award the contract to Baer. A motion was made by S. Rupright to accept the lowest bid for the HVAC replacement project. It was seconded by L. Gruchala. Roll call: : N. Clark, abstention; D. Distler, nay; L. Morrison, nay; D. Grimmer, nay; H. Baker, abstention; L. Gruchala, aye; and S. Rupright, aye. The vote was two (2) ayes, three (3) nays, and two (2) abstentions. Motion not carried. A motion was made by L. Morrison and seconded by D. Distler to accept the lowest Carrier provider bid with the provision that if roof curbs did need to be replaced there would be no additional cost to the library by contractor. Roll call: N. Clark, aye; D. Distler, aye; L. Morrison, aye; D. Grimmer, aye; H. Baker, aye; L. Gruchala, nay; and S. Rupright, nay. The vote was five (5) ayes, two (2) nays. Motion carried.

**New Business** Molly explained the two new job descriptions that would take the place of the Adult Services Position that was vacated. The first one was for a full time Public Services and Staff Manager and the other was for a part time Program and Social Media Coordinator position. A motion was made by N. Clark to accept the two new job descriptions and was seconded by H. Baker. All ayes. Motion carried.

A motion was then made by H. Baker to hire Laura Picato for the position as Public Services and Staff Manager. S. Rupright seconded the motion.

Roll call: N. Clark, aye; D. Distler, aye; L. Morrison, aye; D. Grimmer, aye; H. Baker, aye; L. Gruchala, aye; and S. Rupright, aye. All ayes. Motion carried.

The job description for the part time Programs and Social Media Coordinator position will be posted as an internal posting for city employees this week.

**Adjournment** There being no further business, the meeting was adjourned at 8:14 p.m.

Respectfully Submitted,

Shirley Seipp  
Recording Secretary

Approved by O’Fallon Public Library Board Action

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Nancy K. Clark, Secretary

