

**Galena Public Library
Board of Trustees Meeting
May 21, 2019**

Call to Order/Roll Call

President Earl Thompson called the meeting to order at 6:30 PM at the library. Also present were Peggy Stortz, Dianne Allendorf, Maria Rector, and Library Director Nita Burke. Ginni Yarbrough was excused.

Review of Agenda Items

Dianne asked that The Review of Agenda Items be moved to allow the minutes of the 4/16/19 meeting, #10 Consent Agenda, to be approved so that the new board members could then be sworn in to participate in the remainder of the meeting.

Approval of Minutes of the 4/16/19 Meeting

In regard to the minutes of 4/16/19, Peggy asked that it go on the record that she feels it is not acceptable, and that the board is not being financially responsible, when the financial statements from Wagner Accounting are not accurate and when the former director is still authorized as a signer for the library credit card.

It was noted that the Friends Agreement was inadvertently left off of the agenda, but as it first needs to go to the policy committee no action could be taken regardless.

Peggy moved to approve the minutes of 4/16/19, and Maria seconded the motion which carried.

Oath of Office for Newly Elected Trustees by the Secretary

The Oath of Office was taken by Earl Thompson, Dianne Allendorf, Alice McMahon, and Craig Albaugh.

Election of Officers

Earl read the duties of each officer, and nominations were taken from the floor with the following results:

President: Earl Thompson
Vice-President – Maria Rector
Treasurer – Craig Albaugh
Secretary – Dianne Allendorf

Following the election, Peggy submitted her resignation due to her concern with, and inability to continue on the board due to the lack of fiscal responsibility. Earl stated that this would be discussed later in the meeting during his and Nita's report. No action could be taken on the resignation as it was not on the agenda.

Call to Order

President Earl Thompson called the meeting to order at 6:55 PM. Also present were Dianne Allendorf, Maria Rector, Craig Albaugh, Alice McMahon, and library director Nita Burke.

Citizen Comments

Tim Doser and Kathy Leonard from the Friends were present.

Tim asked what was taking so long to get the next batch of papers to Northern Micrographics. Carter Newton has been out of town, and we have not been notified that the last batch is ready to be picked up. Nita will have Rachel check into this.

It was asked who ultimately has oversight of the project, and it was discussed that it might make sense that it would be Ginni. Earl and Nita will look into this.

Review of Committees by Trustees
There are no rules or laws governing the number of members that can sit on a committee. As it requires only 4 board members, the majority of a quorum, to take action, it is possible that 3 members on a committee could lead to manipulation of the board in some matters. Craig noted that it is not good practice and not fair to the public to have 3 members on a committee. Discussion was held with the action being taken that only 2 board members would sit on a committee. The President is an ex officio member of all committees and could sit in if another member could not be at a meeting. The exception to the 2 member limit would be the Finance Committee which is set in the by-laws to include the president, treasurer, secretary, and director.

Appointment of Committees by the President

Craig stated that he felt we have too many committees. After some discussion and the decision that this function could be best handled by the staff, Craig moved and Maria seconded that the Marketing and Programming Committee be removed from the list of committees. Motion carried.

Committee Appointments were as follows:

- Building & Grounds – Ginni and Alice
- Finance – Earl, Craig, Dianne, Nita
- Policy – Earl & Dianne
- Human Resources – Maria & Dianne

Consent Agenda

Craig moved to approve the bills paid and payable for 4/12/19 – 5/17/19 and the library statistics for April, 2019. Dianne seconded and the motion carried.

It was noted that the Historical Room use statistics were not accurate as not everyone using the room is getting marked down. It was suggested to Nita that a sign in sheet be instituted and that a sign be put on the door noting that it is important that we have these statistics. People not wanting to sign their name could mark an X.

Financial Report

Wagner Accounting has not been responsive to Nita's phone calls, and it is making her job difficult as the changes that were requested at the meeting with Nita, Earl, and Tom Wagner have not been instituted. Earl noted that with the exception of a few figures, the numbers are now correct in the report. The problem is that the reports are based on the accrual system, which makes them hard to read and misleading. Tom assured Nita and Earl that a cash report could be given to us, but that has not been done. Nita stated that she is willing to learn Excel or Quick Books to do the cash report herself, but the board felt that was a misuse of her time as we are paying Wagner's to do the reports. Discussion regarding Wagner Accounting will take place again later in the meeting.

Treasurer's Report

Craig reported that our CDs are tied up until 2022. He recommended that we check in to moving one of them into something we can access if we have projects to move ahead with. We might have to pay a penalty, but Craig will check into options and bring them to the next meeting.

The four officers, Earl, Maria, Dianne, and Craig, will sign the signature cards for the banks and for the lock box. Earl, Nita, and Rachel will be authorized signers for the credit card.

Friends Report

Kathy Leonard reported that the membership drive is going on and urged board members who have not joined to do so

The Annual Meeting will be held on June 23rd with a children's author as the program. The book collection for the Book Sale to be held July 25th – 27th at Crossroads Church is well underway. Help is always appreciated.

Library Director's Report

Nita distributed the Friends' Wish List. Craig moved to approve the list as presented and Dianne seconded the motion.

Kathy Leonard asked whether or not Mango is being used. When the numbers were checked, it was found that it is not getting much usage. Nita said she could replace Mango with more Play Aways as they do get a lot of usage.

Craig moved to amend his previous motion to approve the Wish List with the removal of Mango for \$2,000.00 and to replace it with more Play Aways at \$1,500.00 for a total of \$11,465.00. Dianne seconded the motion which carried.

Nita reported that she is looking into options for bags with the library's and Friends' logos to be sold at the Book Sale and then for the rest of the year as a fundraiser for digitization. As we are waiting to hear on the \$44,000.00 digitization grant, Nita has looked into the possibility of selling some of the Soldiers Monument Association certificates signed by Grant in order to raise funds if needed. As there is a market for them currently, we might want to consider selling some not necessarily just for digitization if we get the grant.

Board President's Report

Earl reported that we should be seeing the approximately \$8,300.00 dollars from the sale of the surface rights on the Oklahoma property soon.

Craig moved to put the proceeds of the sale into the Capital Improvements Reserve Fund. Dianne seconded the motion which carried.

We received notice that one of the companies with which we have oil well leases has filed for bankruptcy. Terry Kurt currently has the information and will do an audit of all the wells.

The Friends Agreement changes were not included on the agenda so there was no discussion.

New board member orientation will be done a half-hour prior to the next board meeting.

COMMITTEES

Building & Grounds

Jim Baranski has completed the circulation desk drawings.

Building & Grounds Ad Hoc Committee

The committee did not meet.

Nita was reported that Mr. English, who frequently uses the Historical Room, has donated \$2,000.00 for the digitization project.

Finance

As we are getting no response from Tom Wagner, Nita and Earl will be looking into other accounting firms that would be willing and able to take over our financial reporting.

Policy

Human Resources

Marketing & Programming

Old Business

New Business

Peggy is still a board member as her resignation cannot be acted on until the next meeting as it was not on the agenda.

Suggested Items for Next Agenda

Promotional bags

New board member

Budget

Friend's agreement

New accountant information

Soldiers Monument Certificates

Closed Session

Dianne moved to enter closed session at 8:37 PM for the consideration of collective negotiating matters or deliberations concerning salary schedules for one or more classes of employees. Craig seconded the motion which carried.

The board returned to regular session at 9:27 PM.

Craig moved to approve salary increases of \$0.93 per hour for Rachel, Jenna, and Larissa, a 2.8% increase for all other employees, to raise Matt's projected hours to 27 hours per week, and to have Nita and Matt's increases go into effect on the one year anniversary of their employment. Dianne seconded the motion which carried.

Craig asked Nita to project the cost of adding 1 more hour to everyone's schedule to use for budget projections as we prepare the new budget.

Announcements

Nita shared upcoming program information.

New trustees are reminded to complete the Open Meetings Act Test.

Adjournment

Craig moved to adjourn the meeting at 9:34 PM. Earl seconded and the motion carried.

The next meeting will be June 18, 2019 at 6:30 PM at the library.

Respectfully submitted,



Dianne Allendorf
Secretary