

Policy Committee Meeting Minutes
December 22, 2020

Call to Order/Roll Call

John Cox called the meeting to order at 10:00 AM via Zoom. Also present were Dianne Allendorf and Jenna Diedrich.

Review of Agenda

Public Comments

Discussion and Possible Action on Amending Article II, Section 1 of the Bylaws

It should be noted that throughout the document titles were capitalized consistently (e.g. Library Director, Board, etc.).

Article II – Organization and Duties of Board, Section 1 – Board of Library Trustees

In the second paragraph, the 2nd sentence was changed to read “Newly elected trustees take office on the *second* Monday ...”, and the fourth paragraph was changed to read “The Board shall hire a qualified Library Director who will be responsible for the day-to-day operations of the library and will administer the policies adopted by the Board *and library procedures implemented by the Library Director or as amended by the Board.*”

A motion was made and seconded to approve the changes. Motion carried.

Discussion and Possible Action on Amending Article IV, Section 3.A. of the Bylaws

Section 3 – Duties of Officers A. President

A deletion of the words in parentheses was made in the 3rd sentences as follows: “If the *President* or *Secretary* is unable within the required time to sign a given document, the *Treasurer (as necessary)* shall sign the document.”

The change was also made to not allow staff to vote as they are not elected to the board. This will require Board members to serve on more committees than currently.

Titles need to be capitalized also.

A motion was made and seconded to approve the changes. Motion carried.

Discussion and Possible Action on Amending Article V, Section 2 of the Bylaws

Section 2 – Standing Committees

The second paragraph, the first and second sentences were changed to read, “The standing committees shall be appointed biennially in the month of May and shall consist of *three* or more trustees, *with the Library Director as an ex officio, non-voting member of the committee. The Library Director may direct another staff member to attend any standing committee meeting they are unable to attend.*”

It is important to note the change from two to three trustees on a committee would mean trustees will need to serve on more committees than currently. This change is necessary due to the Director being made a non-voting member. As the Director is not an elected member of the board it was felt the change was necessary.

It was also suggested that when the new board is next seated, committees look at scheduling at least one meeting in a time frame to be considered (e.g. monthly, bi-monthly, etc.) so that members can have it on their calendars and meetings are held in sufficient time to get materials ready for the following board meeting.

A. Building and Grounds Committee

Meeting: *as needed*.

Members: minimum of *three trustees with the* Library Director *servicing as an ex officio, non-voting member of the committee*.

B. Finance Committee

Members: *Treasurer, Board President, and Secretary with the* Library Director *servicing as an ex officio, non-voting member of the committee*.

C. Policy Committee

Members: minimum of *three* Board members *with the Library Director servicing as an ex officio, non-voting member of the committee*.

D. Human Resources Committee

Members: minimum of *three* Board members *with the Library Director servicing as an ex officio, non-voting member of the committee*.

A motion was made and seconded to approve the changes. Motion carried.

Discussion and Possible Action on Amending Article VI of the Bylaws

Article VI Library Director

The last sentence will read *“The Library Director shall be an ex officio member of all committee serving the Board.”*

A motion was made and seconded to approve the changes. Motion carried.

Discussion and Possible Action on Amending the Budget and Internal Finance Policy of the District

Budget and Internal Finance Policy

The first paragraph was changed to read *“The Budget and Internal Finance Policy exists to assure the safeguarding of assets owned by the Galena Public Library District, and to assure all actions are taken in the best interest of the entity. The mission of this policy lies with the elected members of the Galena Public Library District Board of Trustees.”*

Budget

The Galena Public Library District has a board-approved written budget. *Initially, the Library Director, working with staff, will draft a working budget to present to the Treasurer for review and discussion. The Treasurer presents the draft budget to the board’s Finance Committee. Upon approval, the Treasurer will present the budget to the full board of Trustees.* Each year, the Board of Trustees determines if the library’s revenues are

adequate to meet the needs of the community. If the revenues are not adequate, the Board of Trustees shall take appropriate action to increase the library's *revenue or* decrease expenditures.

Financial Statements

The second sentence was changed to read "These financial statements are a compilation of statement of assets, liabilities, fund balances on a *modified cash* basis,..."

Semi-Annual Treasurer's Report

The second sentence will read "This report *shall* be filed with the Jo Daviess County Clerk *as required.*"

Authority to Sign

The Treasurer and the Library Director of the Galena Public Library District are authorized to sign checks or receive cash from library accounts when the Board of Trustees authorizes such action through the approval of checks to reimburse petty cash. The Library Director and officers of the Board, with prior approval of the Board have authority to sign contractual agreements for the library *for activities which have received prior approval of the Board. Two signatures are required on each check. Signature cards with current designees' signatures must be on file at each financial institution with which the library works."*

Jenna will check with McCoy Insurance to find out who is bonded and able to sign checks. She now signs and we need to be sure she is bonded.

Fund Transfers

The Treasurer and Library Director are authorized to transfer funds from one library account to another library account which transfer has *received approval* of the Board."

Business Credit Cards

Business credit cards *may be issued to staff members as authorized by the Library Director and approved by the board. Should there be a need for a Board member to have a card, approval of the Board is required for a specific purpose.* Staff credit cards are to be kept in the *Library* Director's office and can only be used with prior approval *of the Library Director.*

A motion was made and seconded to approve the changes. Motion carried.

Discussion and Possible Action on Amending the Volunteer Policy of the District

The only change involved adding the sentence "*ALL VOLUNTEERS SHALL SIGN THE FOLLOWING PRIOR TO BEGINNING WORK*" before the agree and signature portions of the policy.

A motion was made and seconded to approve the changes. Motion carried.

Items for the Next Agenda

Approval of the October 8, 2020 minutes

During the process of the meeting, it was discovered that the Closed Session minutes for July – December, 2020 should be reviewed by December 31, 2020, as they should be reviewed every 6 months according to the Bylaws.

A motion was made and seconded to adjourn the meeting at 10:57 AM. Motion carried.

Respectfully submitted,

Dianne Allendorf

Recorder