

## **Minutes of Meeting April 16, 2019**

### **Call to Order/Roll Call**

The regular monthly meeting of the Galena Public Library District Board of Trustees was called to order at 6:30 PM at the library by President Earl Thompson. Also present were Helen Mayberry, Ginni Yarbrough, Rick Pariser, Peggy Stortz, Dianne Allendorf, and Library Director, Nita Burke.

### **Oath of Office for Newly Appointed Trustee**

The Oath of Office was given to newly appointed trustee, Maria Rector, who then joined the meeting.

### **Review of Agenda Items**

### **Citizen Comments**

Craig Albaugh, Tim Doser, and Barb Miller (Friends) were present at the meeting.

### **Consent Agenda**

In the minutes of March 19, 2019 there were corrections on p. 2 to Nita's report under Human Resources regarding grants: 1) IMLS grant is a national grant for \$44,000.00 to be used for digitization; 2) Live & Learn Grant is a state grant for ADA compliance with the amount to be determined; 3) the Country Fair grant has been written by someone else and should be struck from Nita's list. In another correction, on p. 3, under New Business, Discussion of FY 2018-2019 GPLD Budget, the first line should state we have completed 8, not 6, months of the fiscal year. For Approval of the Bills Paid & Payable 3/19 – 4/12/19, the \$3,076.24 for Historical Digitization is our half of the bill.

Ginni moved and Helen seconded to approve the Minutes of the March 19, 2019 meeting as corrected, the Bills Paid & Payable for 3/19 – 4/12/19, and the Library Statistics for 3/19. Motion carried.

### **Financial Report (See President's Report)**

### **Treasurer's Report**

Signature cards will need to be updated after the May meeting.

### **Friends**

Barb Miller, Friends Secretary/Treasurer, was present.

Barb discussed the original agreement from 2007 that was drawn up between the Friends and the board. She asked that the annual meeting to be held between the 2 boards be stricken from the agreement as it is no longer deemed necessary. The Friends' purpose is strictly fundraising. She asked that minutes continue to be shared among the boards and that trustees should be members of the Friends.

In terms of the Wish List, it is not necessary for the Executive Board of the Friends to approve the payment of an item on the list before the money is given to the library as both boards have already

approved all the items on the list. The library asked that all invoices be given to the library to pay if the invoice should go to the Friends.

The updated agreement will be on the agenda for the next meeting.

### **Library Director's Report**

History Room hours have been expanded and there is now a consistent opening hour. Nita and other staff and volunteers are covering when needed, and it seems to be working well. Nita will keep statistics for the room starting soon.

Opening the main library earlier will be considered for the FY 2020 budget.

Peggy suggested that Nita look at going directly to Apple to see about pricing for a laptop to be purchased. This was referred to the Building Committee.

It was suggested that Andy Willis and Matt be invited to the Building Committee meeting to discuss the purchase of a new server. There are options for renting and buying.

### **Board President's Report**

When we receive the check for the sale of the Oklahoma property, it will be put in a fund where it can remain undedicated until we decide what it will be used for.

Nita and Earl met with Wagner Accounting regarding the errors in the Financial Reports. It was found that some totals were doubled, items had been attributed to 2 different funds, actual monies in funds were not correct, and there were other errors also. The Year to Date Budget figures was being shown using an accrual system rather than a cash basis. Helen suggested that we consider having our auditing firm, O'Connor Brooks look at it to be sure the numbers are correct. Rick suggested that we have a Certified Public Finance Officer come in and look at our reports. Earl asked that we wait to do something further until we hear back from Wagner's, who are to make the necessary changes and get back to us. The May report should reflect all changes/corrections.

Given permission to address the board, Craig Albaugh stated that our accountants had always used the accrual method, but the reports were done as a cash report, and that this practice stopped somewhere along the line.

The process of paying the library's bills is a long one, and some are paid late, at present with Wagner's issuing the checks after all bills are sent to them. Nita will be issued checks that can be printed for approval in a couple of days to expedite the process. In terms of the credit card payment, parameters will be set for an amount that Nita can pay. Signers for the credit card are currently set up as Helen and Susi. Peggy suggested that the new signers be Nita and Rachel.

## **COMMITTEES**

### **Building & Grounds**

There was no meeting this month. The committee is still waiting to hear from Jim Baranski regarding options for bringing down the cost of the circulation desk.

The request for equipment changes from patrons in the Historical Room will be discussed at the committee's next meeting.

The Capital Improvements Reserve Fund allows for technology purchases, so the cost of the laptop discussed earlier could come from here.

### **Ad Hoc Committee**

The committee met on April 16, 2019.

Batch 2 of the digitization is completed and read to be picked up. The third batch is ready to go, and Carter Newton will take care of the transfers. The cost of the 2<sup>nd</sup> batch was \$2,732.00, of which we pay half. A \$1,200.00 anonymous donation has been received also.

Organization of the Historical Collection will need to be done at some point, and the staff will be part of that process. Items of discussion have included categorizing materials by theme, what can be stored that does not need to be accessed by patrons, and where to store items.

### **Finance Committee**

Tom Wagner will meet with Nita and Earl again when the revisions to the reports are completed. Nita will let the board know about that meeting in case they wish to attend.

### **Human Resources**

The committee needs to meet before the June meeting so that salary adjustments can be done at the meeting. Nita recommends the increases and these then go to the HR committee. Nita should start performance reviews in May.

Helen suggested that a salary study be done again in the next couple of years.

Helen volunteered her services to the HR committee once she leaves the board.

### **Marketing & Programming**

#### **New Business**

#### **Old Business**

Discussion and Possible Action on FY2019 Budget Corrections

Nita shared a spreadsheet that she found much easier to read and understand. No action was taken, and the board thanked her for the work on this.

Discussion about Fiscal Concerns

Rick asked that there be continued discussion and action in regard to some fiscal concerns including performance awards instead of bonuses, board members paying for things that have been paid for from the budget in the past that might require some changes.

The policy committee has looked at these things and will continue to discuss them.

Peggy suggested that since it is already April, we begin the budgeting process soon as FY 2020 will begin July 1, 2019.

Marvin will follow up with the family regarding the bench donation.

**Items for the Next Agenda:**

Friends Agreement

Officers

Committees

Signature Cards

Credit Card

**Announcements**

Yellow Statements of Economic Interest are due at the courthouse in May. Those who ran for election do not need to submit this again.

**Adjournment**

Rick moved to adjourn the meeting at 7:56 PM. Ginni seconded the motion which carried.

**The next meeting will be held on May 21, 2019 at 6:30 PM at the library.**

Respectfully submitted,

*Dianne Allendorf*

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Secretary