

## **MINUTES OF MEETING**

**June 18, 2019**

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

President Earl Thompson called the regular monthly meeting of the Galena Public Library District Board of Trustees to order at 6:30 PM at the library. Also present were Craig Albaugh, Ginni Yarbrough, Dianne Allendorf, and Library Director Nita Burke. Alice McMahon and Maria Rector were excused.

### **Review of Agenda Items**

### **Citizen Comments**

### **Consent Agenda**

Dianne moved to approve the items on the Consent Agenda including the minutes of the 5/21/19 regular meeting, bills paid/payable, and the Library Statistics for May, 2019. Ginni seconded the motion which carried.

### **Financial Report**

The report received from Wagner Accounting is improved and uses the modified cash method of accounting, but some of the figures appear to still be incorrect. At least \$9,000.00 has been spent for digitization, but that is not the amount being shown. There will be more discussion on this later in the meeting.

### **Treasurer's Report**

Craig reported that even though the financial report still might show some inaccuracies, we are in good shape financially. As of 6/17/19, there is \$85,175.62 in checking. Taking out the FICA, IMRF, and insurance monies, this leaves around \$41,000.00 for the remaining month of the fiscal year.

The board discussed purchasing Quick Books and giving numbers to line items in the budget. All agreed that giving the line items numbers would be beneficial.

Craig also reported that the Savings and Savings Reserve accounts are in one Money Market Fund at Illinois Bank & Trust. They will be separated so that we can keep track of the interest earned for each and the amount in each fund. Currently there is \$71,456.88 in the Savings and \$136,088.82 in the Savings Reserve.

The Budget Committee will meet on 6/26 at 1:00 PM at which time Nita will have a tentative budget prepared.

The Budget Hearing will be held July 30, 2019 at 6:00 PM at the library.

### **Friends Report**

Jean Wand was present to report for the Friends.

The Annual Meeting will be held on 6/23 at the library.

The Book Sale will be held at the end of July, and co-chairs are still needed for next year's sale. The membership drive is underway.

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

Nita and others reported on alternative accounting firms we might consider:

Kelly Swisher is too busy to take us on as clients at this time.

Nita will talk with Johnson, Block & Company to get a bid.

Craig will contact Honkamp, Krueger in Platteville for a bid.

Earl is emailing with Brendan Kane regarding a bid.

Ginni moved to pursue a new accounting firm to replace Wagner Accounting. Craig seconded the motion which carried.

Ginni moved to approve payment of \$1,000.00 tuition reimbursement to Jenna Diedrich for completion of her semesters for her Masters Degree contingent on her presenting a bill for the classes at or exceeding \$1,000.00. Craig seconded the motion which carried.

Rachel received \$1,000.00 in August of 2018 for her Masters classes. The handbook says that an employee will receive that amount per year, so she will not receive another \$1,000.00 at this time.

Nita reported that RBS of Argyle, WI has a heavy canvas bag that could be used for the promotional library bag. It would be black with maroon and gold printing. The cost would be \$8.81 per bag (\$440.50 for 50 bags), and we could sell them for \$15 or \$20 each. The board was concerned about the color of the print being visible enough and would like to keep the price at \$15 to sell. Nita will have a sample for the next meeting.

Craig moved and Dianne seconded to adopt Ordinance #20-01 setting the Board Meeting Dates for the next fiscal year. The motion carried.

Craig moved and Ginni seconded to approve the ERead Illinois Agreement yearly membership fee of \$575.00. Motion carried.

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

Terry Kurt is working on a spreadsheet showing all our leases, investments, etc.

### **COMMITTEES**

#### **Building & Grounds**

Jim Baranski is getting pricing for an egress window for the Children's Library.

The committee would like to proceed with getting costs for the circulation desk.

All upstairs windows would be appropriate for egress, so any one could be used and marked as such for the fire department. The way the front doors open and the fire rating of the area inside make it a safe place for disabled persons to wait for help to get out of the building. Nita reported that the Live & Learn Grant will be used for ADA projects.

Discussion was held about what might be the best possible placement of the Historical Room and a meeting/conference/maker space in the library. General consensus was that putting the Historical Room upstairs would help keep the quiet atmosphere upstairs and would allow for the Historical Room to be open the same hours as the library.

Painting and carpeting will need to be done in the not so distant future.

Making a teen space upstairs and resealing the parking lot will each be under \$1,000.00 and do not need board approval.

### **Ad Hoc Committee**

There was no meeting.

The second batch of papers are online, and the third batch will go on the July 10<sup>th</sup>.

Reorganization of the Archive Room has begun thanks to Ginni and Craig.

### **Finance Committee**

The committee will meet on June 26<sup>th</sup> at 1:00 PM.

### **Policy Committee**

Craig moved and Dianne seconded to approve the Minor Hold Harmless Agreement. The motion carried.

Craig moved and Dianne seconded to amend Article III Section 4 of the By-Laws, Order of Business for Board Meetings, removing the Review of Agenda Items. The motion carried.

Committee chairpersons will also need to give Nita a list of specific items to be put on the agenda for discussion and possible action. This will also hold for New and Unfinished Business. The information needs to be given to Nita a week in advance of the meeting.

Phil Lenzini said we do not need an ordinance to create a Grant Fund. It is an accounting item and therefore part of the budget under income.

Ginni moved to adopt the Best Practices of the Library Trustee Manual with the Christmas Bonuses to now be called Annual Awards, adding a line item to the budget of Gratuity Fund for all items listed in the Best Practices, and suggesting that trustees contribute to their cost of the Holiday Party, and removing the gift certificate given to retiring trustees. Dianne seconded the motion which carried.

The committee recommended that it be added to the Friends/Board Agreement that the Friends do not pay any invoices directly to allow for transparency/clarity in the library budget.

The committee discussed that the Wish List is really unnecessary as the Friends do not have purchase oversight for the library.

The committee recommends the board sign the agreement.

## **Unfinished Business**

The Friends have signed the agreement between the Friends and the board.

Craig moved and Ginni seconded to have Earl sign the agreement between the Friends of the Library and the Board of Trustees. Motion carried.

## **New Business**

### **Items for the Next Agenda**

Non-resident fee program

Craig moved to take an illegal vote on signing the RAILS non-resident fee agreement and Ginni seconded. Motion carried.

Nita will sign the form and return to RAILS. An illegal vote was necessary as the item was not on the agenda but Nita just received the paperwork and it was due before our next meeting. The agreement is the same we have been following to determine the cost of a non-resident library card.

### **Resignation of Board Member**

Craig moved and Ginni seconded to accept the resignation of Peggy Stortz. Motion carried.

### **Closed Session**

Craig moved to enter closed session at 9:15 PM for the discipline or removal of an occupant of a public office or appointment of an individual to fill a vacant public office. Ginni seconded and the motion carried.

### **Return to Regular Session**

The board returned to regular session at 9:33 PM.

Craig moved appoint Gloria Junge to fill the vacant trustee position. Ginni seconded and the motion carried.

### **Announcements**

Craig suggested we write letters to the banks asking for funds for the digitization project.

The Teen Advisory Board is going well with 10 people involved.

Nita encouraged everyone to look at the Hamilton Exhibition upstairs.

### **Adjournment**

Craig moved and Ginni seconded to adjourn the meeting at 9:40 PM. Motion carried.

**The next meeting will be held on July 16, 2019 at 6:30 PM at the library. Orientation for new trustees will be held at 6:00 PM.**

Respectfully submitted,

*Dianna Allendorf*

Dianne Allendorf

Secretary