

Minutes of Regular Meeting January 15, 2019

Call to Order/Roll Call

The regular monthly meeting of the Galena Public Library Board of Trustees was called to order at 6:00 PM at the library by President Earl Thompson. Others present included Helen Mayberry, Ginni Yarbrough, Rick Pariser, Peggy Stortz, Dianne Allendorf, and Library Director Nita Burke.

Presentation by Tom Wagner, Wagner Accounting and Tax Services

Tom went through the monthly financial statement. We use the modified cash basis of accounting for our reports.

We will need a new policy for our Special Reserve Fund. A copy should go to Wagner when it is completed. We will also need a Grant Fund Policy as it will be a new fund. Once the new policies are established, a Budget Performance by Fund page will be added to the report.

The board asked to have a column added showing the budget numbers and to have the pages numbered on the electronic copy. The Prior Year Comparison column can be removed as this same information is shown on the Statement of Revenues and Expenditures. The board also asked to have the electronic reports a week ahead of the meeting.

Review of Agenda for Additions/Changes

Citizen Comments

Tim Doser asked about when the library hours would be changing as previously discussed. Nita said she is waiting for the budget numbers from Wagner's to see where we stand.

Craig Albaugh asked if we are paying unemployment insurance. Wagner's says we are not. Nita will check on this.

Consent Agenda

For the Bills Paid & Payable, there were 2 attorneys' fees included. The Hammer Law Firm bill was to our library attorney, Terry Kurt, and the Kavanaugh, Scully, Sudow, White, and Frederick bill was for Phil Lenzini's help with the Tax Levy. Tammy's Piggly Wiggly for \$270.00 was for Volunteer Appreciation and Jeff Upmann for \$195.00 is a newspaper subscription.

Ginni moved to approve the items on the Consent Agenda. Helen made the second to the motion which carried with a vote of 5 ayes and 1 nay.

Acceptance of Resignation/Appointment of Interim Treasurer

Diann moved to accept with regret Heather Vincent's resignation from the Board of Trustees effective immediately. Ginni seconded the motion which carried.

Helen moved and Dianne seconded to appoint Ginni as treasurer until after the April election and election of officers. Motion carried.

Treasurer

New signature cards for the banks and safety deposit box will need to be signed.

Friends

Kathy Leonard was present from the Friends.

Nita reported that the Friends are looking for a chairperson for the 2020 Book Sale.

Books will be accepted after February 1st for the sale.

The Friends are excited about Kanopy.

They would like to have the new Wish List from Nita by their May meeting.

Library Director's Report

Nita reported on the staff and trustee training that was held on working with patrons with disabilities. She has also shared the PowerPoint and webinar with trustees.

There was a 4.1% increase in the Medical Associates Insurance for the new year. It has been renewed, but Nate McCoy will come and talk to us if we want to consider something different.

Craig Albaugh, Alice McMahon, and Dianne Allendorf are running for the 3 four year terms open on the board. Rick Pariser and Earl Thompson are running for the 2 year seat.

Board President's Report

Earl and Ginni have keys to the safety deposit box at First Community Bank. The 2 volumes of Grant's memoirs signed by Julia Dent Grant were in the box. In the future Peggy would like to look at some way to safely display them in the library.

Steve Repp is looking in to finding items that should be in the library's possession but cannot be located. His list should be turned over to Nita when completed. There is a book that was a survey of graves in the Old City Cemetery that cannot be located and some other items that are pictured in newspapers from the past that cannot be located. The minutes should be checked too to see if there is any mention of any of these items.

Earl reiterated that we need to do a better job on our agenda in terms of adding brief descriptions that let people know exactly what will be discussed and what action might take place. It was also suggested that Budget be added to the monthly agenda so that we have a record of things we want to be sure are included in the budget.

Terry Kurt notified us that he received a letter naming us as co-defendants in a lawsuit concerning property we own in Oklahoma. Terry will keep us informed as to progress on gaining access to court records concerning the issue.

COMMITTEES

Building & Grounds

Minutes of the 1/10/19 were shared.

A patron would like to donate a bench for the front of the library. The item needs to go to the board for discussion and approval. It will be added to the February agenda.

Rick is concerned that posting meeting notices, etc., on the front and back doors could be a safety & liability issue. Discussion of adding outside boxes for postings will be added to the February agenda.

Northern Micrographics is almost finished with digitizing the first batch of newspapers they took. They recommend we start getting the next things ready to go. The board needs to review the quality of the completed ones before more are sent. The next issue then will be how to handle the exchange of the materials. Will they be shipped, delivered/picked up, does Colleen bring them, etc.? The Gazette should have some say in the process also. The humidity is being checked in the storage room to see if the completed papers can be stored there. Discs will be sent to UIUC and a copy will be kept here.

In regard to the County Tax Records that the courthouse can no longer store, the Museum has said they will take them as we have nowhere to store them. Nita will check with Nancy Breed to be sure this is correct.

Jim Baranski has given an option of using an accordion fold glass door rather than a permanent glass wall as originally included in the renovation plans. He will meet with the staff on February 5th for input on the circulation desk. We cannot yet move on to Phase 2 which includes cost estimating as that phase has not yet been approved.

Finance

Nita will check with Wagner's to see where the money that has come in for Lit Fest has been put.

Policy

The committee will meet 10 days prior to the next board meeting.

Human Resources

The committee will meet with Nita on 12/7 at 4:00 PM in Nita's office to discuss progress on her goals.

Marketing & Programming

The 12/10/18 minutes were shared.

Lit Fest has had great programs, great attendance, and has generated lots of talk in the community. The board extended their thanks and compliments to Larissa Distler on a job well done.

Strategic Plan

Helen suggested we come up with a list of short phrases for the things we discussed at the planning meeting so that we can keep track of where we are at and where we are going with them. Board members felt that the session was not really a strategic planning session but more of an intervention at that point, and that the notes from the meeting were not what we were looking/hoping for. Helen, Nita, and Peggy will take a

look at Mary Sheehan's notes again and see if they can come up with some key points for our plan.

The board overall felt it was valuable to have the session using an outside facilitator, but maybe there would be someone from RAILS that could lead the session or someone else with a library background. It would help to give whomever facilitates some kind of plan as to what we want ahead of time.

There was no formal contract with Andy Willis for the purchase and updating of the iPads. The board and Nita feel we need to get some of the software that we need put on them so we are able to access all documents. Matt could put the library policies and other documents that we need on the iPads for us.

New Business

Rick asked that the board look at some of the trivial items we spend tax money on and consider whether or not it is appropriate. If we want to continue some of the things that we currently do such as the holiday party and other gifts and things that we put something in the budget for the items so we are being clear and transparent for the taxpayers. This will be added as an agenda item.

Ginni moved to enter executive session at 8:30 PM for the appointment, compensation, discipline, performance, or dismissal of a specific employee or legal counsel for the Galena Public Library. Peggy seconded and the motion carried.

The board returned to regular session at 8:40 PM and no action was taken.

Discussion was held on filling the vacancy on the board left by Heather's resignation. The board was divided on waiting until after the election to fill the position with the person who does not win election.

Rick moved to defer the appointment to fill the vacancy on the board until April if the motion complies with state statutes for appointment to fill a vacancy. Peggy seconded and the motion carried.

Announcements

Nita shared a Christmas card from Matt.

Adjournment

Rick moved to adjourn the meeting at 8:50 PM. Ginni seconded and the motion carried.

Respectfully submitted,

Dianne Allendorf

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Secretary

The next meeting will be held on February 19, 2019 at 6:30 PM at the library.