

**Minutes of Regular Monthly Board Meeting  
November 20, 2018**

**Call to Order**

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

**Review of Agenda for Additions/Changes**

It was suggested discussion of the Strategic Plan be removed from the Agenda due to time constraints, but the board decided to keep it with limited discussion.

**Citizens Comments**

Tim Doser was present.

**Consent Agenda**

Ginni moved to approve the items on the Consent Agenda including the Minutes of the 10/16/18 regular meeting, Bills Paid and Payable for 10/13 & 11/14/18, and the Library Statistics for October, 2018. Dianne seconded the motion which carried.

**Audit Presentation by O'Connor, Brooks & Company**

Blake Ellinor was present to go over the audit with the board. There were no problems or anything out of the ordinary concerning the audit.

**Financial Report**

**Treasurer's Report**

**Library Director's Report**

Larissa gave a presentation and shared a video of a video streaming platform for libraries called Kanopy. The films could also be used for programs as there are public performance rights. The films that can be used are 60% documentaries. We can customize the program to fit our needs, patrons, and finances. We are able to cap the number of users or dedicate an amount of money that can be spent per year in order to cover costs. The cost is \$2.00 per use of each film. The board liked the program but suggested that Larissa talk with other libraries that have the service first.

IDES, Illinois Department of Employment Security has asked to use space in the library 1 day per month to assist with those needing help with unemployment. The board had some questions as to whether the person coming in would be bilingual, would the person be available all day, etc. Nita will get some more information.

The bill for Phase 1 of the upstairs renovation project is \$6,500.00 to Baranski, Hammer, Moretta, and Sheehy. This will be paid from the Special Reserve Fund.

Board election papers are due to be filed at the library between 12/10 and 12/17/18.

A Thank You from Colleen was shared.

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

Earl reiterated the uses of the Special Reserve Fund. The fund is governed by statute and can be used only for capital improvements, not things such as operating expenses, etc. It was suggested that our policy be updated to state the specific uses allowed for in each fund.

### **Friends**

No one was present from the Friends group.

## **COMMITTEE REPORTS**

### **Building & Grounds**

The committee had 2 meetings.

There are some concerns about the teen learning area/multi-purpose room upstairs in the renovation plans. The committee suggested that at this time we go ahead with the reconfiguration of the circulation desk and agree to leave the director's office as is with some possible rearrangement of the stacks to make the space in that area more usable. It was also suggested by the committee that changes be implemented in increments that would give the public more time to buy into them. It would also be nice if there was a way to get patron feedback about proposed changes.

The allowed capacity of the Children's Room is low due to there being no other egress from the room than the current door. This is something the committee feels we need to look in to. The current upstairs capacity is 86 people.

The committee also likes the idea of using more modular furniture.

The Ad Hoc Committee report on digitization was also shared. Nita will sign the proposal for Colleen Lubinski to start the process. She has 6 months of papers to start with, July 6, 1876 through December 31, 1876. There is no time limit on the grant.

Rick moved and Ginni seconded to endorse the suggestion by the Building & Grounds Committee to move ahead with the revision of the circulation desk and to get cost estimates for the project. Motion carried.

The Building & Grounds Committee was also given approval to look in to cost estimates to add climate control to the storage room.

### **Finance**

The committee will meet in December.

### **Policy**

The committee will meet in January.

## **Human Resources**

Heather moved to enter into Closed Session at 8:05 PM to consider the appointment, employment, compensation, discipline, performance or dismissal of a specific employee of the Galena Library or legal counsel of the Galena Library, including hearing testimony on a complaint lodged against an employee of the Galena Library or against legal counsel for the Galena Library to determine its validity. Ginni seconded the motion which carried.

Rick moved to suspend the rules for Closed Session and allow Nita to attend. Helen seconded the motion which carried.

The board returned to regular session at 8:32 PM.

Following the Closed Session, Heather moved to increase Jenna's hourly wage to \$13.00 and Matt's hourly wage to \$12.90 in light of their new positions. Ginni seconded the motion which carried.

Rick moved that the board award employees year end performance awards in the amounts for \$250.00 for the director and \$125.00 for all other employees. Ginni seconded the motion which carried.

## **Marketing & Programming**

It was suggested that we look in to an app to be made that people could follow to take self-guided tours of the library which included the history of the library.

## **Unfinished Business**

Melissa Hammer has approached the library about possible storage of the county tax books. They have all been cleaned and shrink wrapped. There are about 800 volumes that will be thrown out as there is no room for them at the Court House. At this time, we have no storage space for them, and some suggestions included spreading them among the libraries in the county to store or maybe townships also. Tim Doser said they are probably valuable to keep but he hasn't seen them used a lot. Discussion will continue on the topic if necessary.

## **New Business**

We need to get all material on the iPads such as By-Laws, Policies, Handbook, etc.

We need a current inventory of what is in the safety deposit box at First Community Bank. Also, the signature card for it is not up to date and needs to be signed by all officers.

Jenna will be added to the Policy Committee to replace Colleen.

The museum has a statue from Anna Felt they would like to give to us. The board's feeling is that the statue should be added to our collection.

### **Motions, Resolutions, Ordinances**

Ginni moved to adopt Tax Levy Ordinance 19-04. Helen seconded the motion which carried.

### **Closed Session**

Close session was held earlier in the meeting.

### **Items for next agenda**

Budget discussion should be added under the Financial Report for every meeting so that we are noting projects that will need to be taken care of in the next fiscal year and other budgetary concerns/suggestions. Tonight we have suggested a line item for Strategic Planning be added to the budget.

The meeting adjourned at 8:40 on a motion made by Heather and seconded by Helen. Motion carried.

Respectfully submitted,

*Dianne Allendorf*

Dianne Allendorf  
Secretary

**The next meeting will be held on January 22, 2019 at 6:00 PM at the library.**