

Minutes of meeting February 19, 2019

Call to Order/Roll Call

President Earl Thompson called the meeting to order at the library at 6:34 PM. Board members present in addition to Earl were Peggy Stortz, Ginni Yarbrough, and Helen Mayberry. Dianne Allendorf arrived at 6:50 PM. Rachel Lenstra was present for Nita Burke, Library Director. Board member Rick Pariser was excused.

Agenda

Number 2 on the agenda has been changed to Review the Items on the Agenda. As this is a public meeting the agenda cannot be changed at the meeting, but at this time items can be moved around if someone so wishes.

Citizen Comments

Tim Doser, Craig Albaugh, and Maria Rector (Friends) were present. Dan Burke was present from the Galena Gazette.

Tim asked where we were at in the process of extending library hours. Rachel reported that at this time Nita is looking only at the Historical Room hours. She is considering opening from 1:00 – 5:00 PM on weekdays with the one open evening and from 1:00 – 4:00 PM on Saturday. The schedule is planned to start in March if training necessary for staff to fill the hours can be completed. The 10:00 AM opening time for the library will depend on a review of the budget.

Consent Agenda

Peggy moved to approve the minutes of the January 15, 2019 meeting. Ginni seconded and the motion carried.

The Kanopy bill is shown twice on the accounts paid/payable. It was not paid by credit card and this was shown in the wrong category. Peggy moved to approve the bills with the deletion of the credit card charge for Kanopy. Helen seconded and the motion carried.

Peggy moved to accept the Library Statistics as presented.

Helen asked if we can track how many different patrons the 86 Kanopy uses cover. Rachel thinks this can be done but wasn't sure how at this time. With 86 uses and \$2.00 each, we have used about one-third of the amount budgeted for Kanopy. Helen suggested we discuss possibly budgeting more at the next meeting.

Ginni seconded Peggy's motion which carried.

REPORTS

Financial Report

Line items seem to be on track as budgeted with the exception of Supplies which is way up. Nita will check into this.

Helen is concerned that the Grant line is still showing zero. Rachel said that an IMLS grant in the amount of \$44,000.00 has been applied for. It is a federal grant that could be used for digitization. Matching funds are not required but we are encouraged to add something of our own to the project if we receive the grant.

We have received the Per Capita Grant.

On p. 10, the final numbers for July through January show us at what appears to be \$386,000.00 over budget in expenses. Peggy questioned how this could be, and Earl said this would be checked with Nita and Wagner's.

Treasurer's Report

Friends Report

Maria reported that the Friends are gearing up for the Book Sale, and they will start collecting books this month.

Library Director's Report

Rachel reported that the Historical Room statistics are not accurate as they are only reflective of 2 days per week. There were also several days closed due to weather.

Board President's Report

Earl again addressed the proper preparation and execution of the meeting agenda. We have not been putting enough information on the agenda as to what will be discussed for each item. Committee chairs should submit to Nita a bullet point to add to the agenda as to what will be discussed.

Peggy stated that we can discuss items not on the agenda as long as no decisions are made. Earl will check into this to be sure we follow proper protocol on this.

In terms of expected decorum of trustees during regular meetings, Earl sees his role as more of a facilitator than a decision maker. As president, he can choose to end a meeting abruptly if proper decorum is not followed. Board members would like some sort of general rule in place as to how/if a meeting is rescheduled if ended abruptly or not held due to weather or some other emergency. We are not required to meet monthly. Meeting one week later was discussed.

Bonding the treasurer will be done after the next election of officers following the election.

Earl hopes to have information from Terry Kurt this week on the sale of the Oklahoma property. It is the surface rights that are being sold. We will retain the mineral rights. Helen asked if we could find some paperwork on the property somewhere.

Committees

Building & Grounds

The 2/11 meeting was cancelled due to weather.

Jim Baranski met with the staff on 2/5 to discuss the plans for the circulation desk. Jim asked for a little more time to do another drawing and get some cost estimates. The staff wants to see another work station at the desk and to not have the end by Nita's office closed, but signage to indicate it is a staff only area.

Peggy moved to accept the donation of bench/benches to be placed in the front of the library on the north side near the flower bed, from Sarah Johnson Golich in honor of her mother, Christine Greiner, and to let the committee decide how many benches and their placement. Ginni seconded the motion which carried.

Earl will write a letter acknowledging the gift.

The Ad Hoc Committee feels there is enough room in the archival room to store the boxes which will contain the Gazettes once they are digitized. Excess boxes might have to go in the Historical Room. Marvin is monitoring the humidity/temperature, but at

this time it seems adequate. The papers could be donated to UIUC, but Carter would like to think about this.

Carter will take the second batch to be digitized to Northern Micrographics on 2/27 and will bring back those that are completed.

Per the motion at the October meeting, we do not need to authorize each batch that is sent until we reach the \$20,000.00 mark.

Finance

Policy

The committee did not meet due to inclement weather, but they will meet before the March meeting.

Jenna Diederich has been appointed to the committee to replace Colleen Keleher.

Human Resources

The committee did not meet due to inclement weather, but they will meet before the March meeting to discuss Nita's goals and progress.

Marketing & Programming

Strategic Plan

The plan was tabled at this time as there will be a new board coming in. We could possibly hold a new session sometime after that.

Unfinished Business

Peggy said there has been talk that the money for the digitization project is not there and would not be funded on our part. We are obligated due the motion on 10/18 to provide them money, and the board did not feel there was ever any intention not to and was unsure where the talk was coming from. It is up to the Finance Committee to find the funds for the project. More discussion was tabled until the next meeting when Nita will be back.

New Business

Discussion regarding appointment of someone to fill the vacancy on the board was held, with Mike Blaum and Jason Stauter discussed as possibilities.

Helen moved to table the discussion and possible action until then next meeting. Ginni seconded and the motion carried.

Items for the next agenda include Kanopy, cancelled meeting policy, paperwork for mineral rights in Oklahoma, discussing items not on the agenda, and appointment of a new trustee.

Ginni moved and Helen seconded to adjourn the meeting at 8:12 PM. Motion carried

Respectfully submitted,
Dianne Allendorf
Secretary