

**Minutes of Regular Meeting  
March 19, 2019**

**Call to Order/Roll Call**

President Earl Thompson called the meeting to order at 6:30 PM at the library. Present were Helen Mayberry, Ginni Yarbrough, Rick Pariser, Peggy Stortz, Dianne Allendorf, and Nita Burke, library Director.

**Review of Agenda Items**

The agenda was accurate as presented.

**Citizen Comments**

Present were Shelby Miller from the Friends of the Library and Craig Albaugh and Tim Doser.

**Consent Agenda**

In the minutes of 2/19/10, it was Peggy, not Helen as reported on p. 1 that asked if Kanopy was able to track how many different patrons were using the service in addition to how many movies had been viewed.

Under Library Statistics, Nita reported that the cost of Kanopy had gone down to \$78.00, and she will give it one more month to see if we can get through the quarter on the \$500.00 budgeted for the year. Peggy moved and Ginni seconded to approve the items on the Consent Agenda including the minutes of the 2/19/19 meeting, the Bills Paid/Payable for 2/11/19 and 3/19/19, and the Library Statistics. Motion carried.

**Financial Report**

Helen's request to have the budget comparison added top. 5 has not yet been done.

The Reserve Fund is not correct in the report and some of the Budget Performance numbers are also not correct. Earl and Nita reported that there are several things that appear to be incorrect.

Rick asked that we request in writing to get the answers to why there are so many errors in the report. Nita will email Wagner's and send the reply to all board members.

**Treasurer's Report**

**Friends Report**

Books are now being taken for the sale.

Nita said there was some confusion with donations coming in to the Friends that should have come to the library in order to keep the library budget "clean". In the future, all donations will come through the library. Adding line items for Lit Fest and digitization will be added to the library budget.

**Library Director's Report**

Wagner's prepared the Semi-Annual Report of Receipts and Disbursements.

\$1,500.50 in donations has come in for the digitization project, bringing the total donations to \$4,650.50. We will need just a little over \$5,000.00 to cover our part of the Galena Foundation Grant.

The Policy Committee will need to meet to write an ordinance for a digitization fund.

Changing the hours in the Historical Room to 1 – 8 on Wednesday, Saturday 1 – 4, and the other days from 1 – 5 will add \$2,025.00 to the budget until the end of the Fiscal Year. This is an addition of 9 hours at \$15.00/hour. Adding 12 hours at \$15.00/hour to the regular library hours would add \$2,700.00 for a total of \$4,725.00. This figure does not include IMRF, taxes, etc. Nita recommends moving ahead with the Historical Room hours change effective April 1<sup>st</sup> and waiting until the next Fiscal Year to look at the library hours.

Helen asked if we couldn't use volunteers to help with the hours. She said she has received complaints about the late opening on Saturday mornings. Nita said it is hard to schedule volunteers during the busy times as she might be left with no one to cover if they call in sick or go on vacation, etc.

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

The sale of the Oklahoma property will bring in \$8,211.00, and we are just waiting for the check. Earl suggested this money could be used for the digitization project. Peggy suggested we wait until we hear about the grant that has been applied for before we use the money from the sale. We will need to put it somewhere for the time being until we hear from the grant. This could possibly be Contingencies. Rick asked if we would have fees associated with the sale. Earl said all fees have been covered on their end, but we will have our own attorney's fees.

The server at the library needs to be replaced. It was installed in 2009, and we don't have an estimate of the replacement cost yet. We could use the Capital Reserve Fund to cover the cost. Helen asked that it be referred to the Building Committee, and that they get a ballpark estimate for us.

Dale Glick has requested that we look at updating some of the equipment in the Historical Room and possible add some work stations. Rick says the equipment is outdated. Peggy asked if this could be given to the Ad Hoc Committee, and Earl agreed that would be appropriate for them to work on. It will go to the Building Committee to be referred to the Ad Hoc Committee.

## **COMMITTEES**

### **Building & Grounds**

There is nothing new from Jim Baranski yet on the circulation desk remodel.

The second batch of papers has been taken to Northern Micrographics. Carter Newton is happy with the company and their work. The first batch is back in archival boxes, labeled, and in the storage room. The room will need to be cleaned out in the near future.

### **Finance**

### **Policy**

Policy change discussion could not be held as there was not 10 days' notice.

Jenna did a great job looking at what needs to be changed and cleaned up in the policies, and the Budget Policy will be done first. We will need to have a Safe Deposit Box Policy and a Weather related policy.

### **Human Resources**

Nita has now been here 8 months, and a report/review of her goals was done.

Nita reported she and Rachel have written a national grant for \$44,100.00 that is an ADA compliance grant called a Live and Learn Construction Grant. She talked about the Playa ways to the Lions Club, and they donated \$500.00 for headphones. She also talked to them about the Loop for the hearing impaired. In May, she will write a grant for Country Fair funds for iPads.

She has formed collaborative relationships with Hillary Dickerson at the Gazette, Andy Willis at the Galena Foundation, Jessica Arnold at the East Dubuque Library, Phil Lenzini an IL library attorney, Maria Rector and Kathy Leonard for fund raising, Shelby Miller at the museum, among others.

She has learned to use Excel and Pivot table, Instagram, and the website, and Gannt.

She will have a written report by the end of May.

### **Marketing and Programming**

Peggy reported that Lit Fest had 186 unique individual attendees and came in under budget.

Rachel is working a coding program for kids that will require iPads.

### **Closed Session**

Peggy moved to enter Executive Session 7:45 PM to discuss the discipline and removal of occupant of public office or appointment of an individual to fill a vacant public office. Helen seconded and the motion carried.

The board returned to regular session at 8:35 PM.

### **Discussion and Possible Action to Regarding Appointment of a New Trustee to Fill a Vacant Position**

Helen moved and Ginni seconded to appoint Maria Rector to fill the vacancy on the board resulting from the resignation of Heather Vincent. Motion carried.

### **New Business**

A - Discussion and possible action: Fiscal Integrity – Revision or deletion of Section 6 of the Trustee manual

Rick discussed that using tax dollars for things such as the board holiday party and other board recognition items as well as things such as Christmas bonuses for staff and other things should be looked at carefully as they are funded by people to whom amounts like these are not trivial. And if we continue these kinds of things, there should be line items in the budget for them as we need to be transparent. We should look at our “Best Practices” list.

B – Discussion FY 2018 – 2019 GPL Budget

Peggy presented a written list of things she found concerning in the Financial Report. They include:

Total Income: July 1, 2018 – February 28, 2019 - \$368,611.88

This figure includes donations and grants of \$8,857.50, monies which were gifted for specific funding;

Total expenses July 1, 2018 – February 28, 2019 - \$250,977.96

Leaves a remaining income on February 28, 2019 of \$117,633.92

On February 28, 2019 we had completed 6 months of the fiscal year. Therefore it would be expected that we have spent 2/3 of the annual income. But in fact, we've spent 68% of the total income and 70% of the total income if grants and donations are exempted.

So with 1/3 of the fiscal year remaining, we have 30 – 32% of our total income remaining.

She noted she was pleased to see discretionary spending for February was considerably below average and hopes we can continue to limit it until the Finance Committee has a chance to do a more extensive evaluation of our income/expense ratios.

### **Suggested Items for Next Agenda**

Budget/Financial Report

### **Announcements**

### **Adjournment**

Ginni moved and Helen seconded to adjourn the meeting at 9:02 PM. Motion carried.

### **Next Meeting**

The next meeting will be held on April 16, 2019 at 6:30 PM at the library.

Respectfully submitted,

*Dianne Allendorf*

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Secretary