

**Minutes of Regular Meeting
August 21, 2018**

Call to Order/Roll Call

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

Citizen Comments

Jean Wand was present for the Friends.
Michaela Willis was present to distribute the iPads.

Consent Agenda

Dianne moved to approve the items on the Consent Agenda including the Minutes of July 17, 2018, Bills Paid/Payable for July 30 and August 15, 2018, with the addition of the bill for McCoy's Insurance to be approved later in the meeting, and the Library Statistics for July, 2018. Heather seconded the motion which carried.

Financial Report

Once the iPads are up and running it is suggested we stop the mailing of the paper report each month and have Wagner's send it via email.

Treasurer's Report

Library Director's Report

Peggy moved to adopt Ordinance #19-01 setting forth the meeting dates for FY 2019, and Heather seconded the motion which carried. The dates will also be published as a Public Notice in the Gazette.

Nita presented the Annual Budget for FY2019. It was suggested that rather than being part of the Continuing Education line item, in the future mileage and other expenses besides the actual cost of the educational program be a separate line item.

Discussion was held in regard to opening the library at 10:00 AM daily rather than 11:00 AM. It was also discussed that the Historical Room be open from 1:00 PM – 5:00 PM on weekdays except for Wednesday when it is open from 1:00 PM – 8:00 PM. The board was in favor of the proposed changes.

There will be a Volunteer Fair on September 15, 2018.

Thank you to the Friends for purchasing Ancestry.com. It is really being used at the library.

Board President's Report

Training with the iPads will be done at a later date.

O'Connor , Brooks will account for the 2019 tax money received in 2018 in the audit.

Jane Yoder has asked that someone from the Board attend the Galena Cultural Arts Alliance meetings held at the hospital on the third Tuesday of each month at 4:30 PM. The meetings last about an hour. It was also suggested that the groups share minutes of their meetings. Larry Cording is president of the Arts group. Nita will attend the next meeting to introduce herself, and Earl will also attend.

Angie Kaiser needs an updated list of board members.

Dianne and Nita will get together to put board election packets together.

Jim Baranski will meet with the board for interviews on 8/28 at 4:00 PM at Illinois Bank and Trust.

The September meeting begins at 6:00 PM with the Budget & Appropriations Hearing. The October meeting will begin at 6:00 PM with a presentation from Wagner Accounting.

Larissa is spearheading the planned introduction of the new director within the community.

Friends

Friends currently has 151 members.

The board also wishes to thank the Friends for their support of Litfest.

The book sale went extremely well with around \$11,000.00 taken in.

Friends of the Library Week will be celebrated at the library in October.

The next meeting will be on the 2nd Tuesday of October, and Rick will attend for the Library Board.

COMMITTEE REPORTS

Building & Grounds

The Ad Hoc Historical Room Committee report was shared. Northern Micrographics the cost of digitizing 1,400 pages of the newspapers would cost around \$908.00. The University of Illinois will then store the actual newspapers. Nita and Rachel will begin looking for grant opportunities for the project, and there is some money in the budget currently.

The committee will meet again the last week of September.

Finance

Policy

Heather moved and Dianne seconded to adopt the Volunteer Policy as presented. Motion carried.

Dianne moved to approve Article VIII of the By-Laws with the addition to the Policy for Handling Incident Reports to include reporting by the library director. Heather seconded and the motion carried.

Human Resources

The committee, along with Nita, will meet at Illinois Bank and Trust at 4:00 PM on September 13 to discuss the new director's goals and timelines for the goals.

The Strategic Planning Meeting is set for November 10 from 8:30 AM – 12:00 PM at Midwest Medical Center with Mary Sheehan.

Marketing & Planning

This year's Litfest will run for 2 weeks. It will begin with brunch with Elizabeth Barrett Browning on January 3, 2019 at Fritz & Frites and end on January 19 with dinner at the DeSoto Hotel with Michael Perry. Writer's workshops will also be included throughout the Fest.

Rachel is beginning a STEAM Club for 3rd – 6th graders at the library after school on Thursdays through the school year on days when school is in session.

Strategic Plan

Unfinished Business

Rick asked that hiring a recorder to take minutes at board meetings be revisited in the future.

New Business

Rich moved to approve the engagement letter with O'Connor Brooks for the library audit for FY2018. Heather seconded and the motion carried.

The General Liability Insurance Proposal in the amount of \$5,895.00 was approved with the items on the Consent Agenda.

Nita will check with McCoy's about whether or not the library is liable when someone drives a patron home or if the staff person's own insurance would cover that.

Closed Session

Heather moved to enter closed session at 8:17 PM for the discussion of the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee or legal counsel. Dianne seconded and the motion carried.

The board returned to regular session at 8:25 PM.

Following the closed session, Rick moved to maintain Colleen's current pay rate of \$20.00/hour until November 1, 2018. Peggy seconded and the motion carried.

Items for the Next Agenda

Announcements

Rick suggested that the library consider having teens produce a YouTube program of some type through the library.

It was suggested that posters not be placed on the glass doors as it obstructs the view.

Highland will be offering some courses through the library on Tuesdays from 1 – 3 PM. Classes are on the Black Hawk War and Civil War Medicine. They will run for 3 Tuesdays each.

Adjournment

Rick moved to adjourn the meeting at 8:39 PM. Heather seconded and the motion carried.

The next meeting will be at 6:00 PM at the library on Tuesday, September 18, 2018.

Respectfully submitted,

Dianne Allendorf

Dianne Allendorf
Secretary