

**Minutes of Regular Meeting  
December 14, 2020**

**Call to Order/Roll Call**

President Earl Thompson called the regular meeting of the Galena Public Library District Board of Trustees to order at 6:00 PM via Zoom. Also present were Craig Albaugh, Ginni Yarbrough, Gloria Junge, Maria Rector, John Cox, Dianne Allendorf, and Jenna Diedrich, Library Director.

**Presentation of FY 2020 Audit by Pat McCarthy, O'Connor, Brooks & CO**

As in other years, there were no problems with the library's financial statements and an unmodified opinion was given. There were no issues of non-compliance and there were no appropriation ordinance violations.

But an adverse opinion was again given as the Friends are not included in the audit. As they are a component unit of the library, this makes us not in compliance with General Accounting Practices. The Friends have been reluctant to be a part of the audit in the past, and the board has not pursued the matter. It is Pat's recommendation again that they should be included. Gloria and John both expressed the opinion that we need to deal with this matter. The board was in agreement, and John and a representative of O'Connor Brooks will meet with the Friends board to explain why it is necessary.

Deficiencies were again noted in Internal Control Over Financial Reporting as the size of the staff does not allow for complete and adequate segregation of duties in this regard.

Six adjusting journal entries were made to four funds.

As discussed in the past, the library does not need to conduct an audit every year. Pat recommends it be done, and the board agrees that for the sake of transparency in our operations and responsibility with tax dollars it is necessary. If we skipped a year or more, our unmodified opinion would go away, and this opinion would be necessary if we had unbonded debt.

Richard Bernal will be our new O'Connor, Brooks contact as Pat is retiring. The board thanked Pat for his work over the years.

**Presentation of Financial Report by Aaron Cullen, Honkamp, Krueger & Co**

Jenna has not seen a check from Dupaco for the interest we were to receive, so Craig will check on this.

**Citizen Comments**

**Consent Agenda**

A motion was made and seconded to approve the items on the Consent Agenda including the minutes of the regular meeting of 11/9/2020 and the Bills Paid/Payable for 11/7/2020 – 12/11/2020. Motion carried.

**Financial Report**

**Treasurer's Report**

Jenna and Craig are watching the budget in case of transfers to the General Fund being needed.

Gloria asked if the trimming of the bushes in the parking lot was ever completed as had been discussed earlier in the fall. Jenna will check but does not believe it was completed.

**Friends Report**

As Ginni stated in regard to the audit, we assume the Friends do not understand the consequences to the library of the Friends not being included in the audit, and hopefully the suggested meeting will solve the issue. The Friends are losing their space at the bank for their Book Sale storage and that is a concern. Jenna noted that the Friends By-laws state that they will meet at least 6 times per year which has not happened. Maria will reach out to talk with the President about this.

### **Library Director's Report**

Jenna shared the November 2020 library statistics.

#### ***Gloria left the meeting at 7:15 PM due to technical difficulties.***

Jenna shared a summary of what items were identified in the Per Capita Grant as needing to be implemented or improved upon. Two of the larger items include the Strategic Plan, for which Jenna is already working on a timeline for in hopes of completion by July or August, and the yearly review of the director. The HR committee is working on the review at this time, but it was suggested that this year the review be done at the February meeting, and then each year after at the January meeting. Jenna will be asked to present to the board a written report of her progress/accomplishments for this year and goals for the coming year as well as areas that might need improvement.

In regard to the Procedure for Historical Newspaper Usage, Jenna, Rachel, and Sara came up with a procedure that states that only a staff person can get the newspapers and rather than making copies on the copy machine and a library device will be used to take an image of the paper. Craig asked if volunteers could access the papers if no staff was present. Jenna said that as written, the procedure does not allow that. Craig also suggested that it be added that patrons could bring their own device to make the copies and that scanners be added as appropriate devices also. As this is a procedure not a policy, board approval is not necessary, but Jenna will take the suggestions/concerns back to Sara to discuss for possible changes.

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

#### **COMMITTEES**

##### **Building & Grounds**

The committee met on 12/1/2020.

The boiler inspection is done. Rezoning should be finished soon as the contractor was waiting until the weather no longer permitted outdoor work. Earl will give them a call. Now would be a good time to get it done as the building is closed to the public.

The committee was directed to go with Knautz's bid of around \$300.00 to replace tiles in the downstairs hallway.

Earl is meeting with Chuck Horton on Wednesday for a quote on the egress window in the Children's Library. Ginni is hoping to get quotes for the exterior work over the winter.

Earl will get the chimneys wrapped as soon as possible.

Jenna said the fireplace conservator might be coming in February to look at the downstairs fireplace.

In regard to digitization, the last batch was taken up on November 17<sup>th</sup>. This covers up to 1930. An anonymous donor has agreed to donate \$5,000.00 if the Galena Foundation will match it. Craig suggested that this money could be used to do the 1860s Gazettes or the Industrial Press and Courier. There are 2 sets of the 1860s Gazettes, so Jenna will check with Sara and to decide what should be done next. Craig and Gloria will work on an article regarding the project for the Gazette after the holidays.

#### **Finance**

#### **Policy**

The committee will meet on 12/22 at 10:00 AM via Zoom.

### **Human Resources**

The committee will meet on 12/18 at 11:00 AM to finalize the Trustee Orientation Manual.

### **Unfinished Business**

#### **New Business**

There is \$5,000.00 budgeted for a website redesign. RAILS offer something to have a website created but it then costs \$6,000.00 per year after to maintain. This does include technology help, training, hosting, and implementation. Someone suggested looking into Aero, but this might also be pricey. Earl suggested that we need someone that specializes in library websites to get the best possible. John asked if we could see what RAILS offers. Jenna will do some more research over the next few weeks as this is not currently as urgent as some other projects.

Open agenda items discovered in the audit of the secretary's minutes, most of which are in progress, included:

Egress Window

Trustee Orientation

Fireplace

Strategic Plan

Employee Handbook/Hiring New Director

Increase in Historical Room Presence

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

#### **Closed Session**

A motion was made and seconded to enter closed session to discuss pending or probable litigation against, affecting, or on behalf of the public body and the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee or legal counsel for the public body. Motion carried. Jenna left the meeting.

#### **Discussion and Possible Action Regarding Closed Session Discussions**

The board returned to the regular session at 8:33 PM. Jenna returned to the meeting.

No action was taken.

#### **Items for the Next Agenda**

Report on the Friends discussion regarding audit and bylaws

### **Announcements**

#### **Adjournment**

A motion was made and seconded to adjourn the meeting at 8:36 PM. Motion carried.

The next meeting will be held on **January 11, 2021 at 6:30 PM** with the location to be determined.

Respectfully submitted,  
Dianne Allendorf  
Secretary