

Minutes of Meeting

June 8, 2020

Call to Order/Roll Call

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

Citizen Comments

Jenna read a letter from Peggy Stortz asking the board to not support item 9c.i. on the agenda, the update of the Board President's responsibilities in the Bylaws. Letters were also read from James Boho asking that the Attorney General's letter be addressed and that everything involved in the termination of Marvin Holland be brought to light and from Rick Pariser asking the board to reconsider Marvin's termination and reinstate him as the process of the termination was questionable and Marvin has no idea why he was terminated.

Consent Agenda

In regard to the minutes of the May 11, 2020 minutes, Jenna noted that Marvin Holland's name was omitted from those submitting letters to be read, and Craig said the word "true" needed to be taken out of the second sentence under Treasurer's Report on p. 1. A motion was made to accept the items on the Consent Agenda including the corrected Minutes of 5/11/2020 and the Bills Paid/Payable for 5/9 – 6/5/2020. The motion received a second and was carried.

Financial Report

The report is labeled "Preliminary" as the supervisor at Honkamp was not available to sign off on the report before it was sent out. The updated draft is now on the iPads. There were no questions regarding the report.

Treasurer's Report

Craig shared the draft of the FY 2021 Budget. Final ending fund balances will be available after June 30th to update the beginning balances in the funds for 2021. Jenna reported that the Friends have not been meeting recently, but the \$10,000.00 requested in the Wish List should be forthcoming.

Craig also reported that the first tax fund allocations could be lower as taxpayers can wait and pay the entire tax bill in September. Purchases such as the chairs were covered in the 2020 budget, but the boiler costs will come out of the 2021 budget.

The board again discussed bringing the higher balances in the FICA, IMRF, and Insurance funds down and we only levy for what we need and should not carry large balances in the fund.

Craig commended Jenna for her work on the budget. It will be available on the website and from Jenna if requested, for 30 days before the July meeting at which time the board will act on adopting the budget.

Friends

No one was present from the Friends group.

Library Director's Report

Jenna thanked Rachel and Larissa on the virtual programming and reported the response had been great to the programs. She also reported that materials available online had been used.

The library began taking returns last week and curbside pickup began this week. The staff is making some collections available curbside for patrons to peruse for checkout. Things are running smoothly so far. All returned materials are quarantined for 7 days before being put back in to circulation.

Ginni commended the staff for their letter in the Gazette regarding social injustice.

Scott Wolfe has retired after 34 years at the library. His last day was May 31, 2020. His party has been put on hold. Sara Millhouse is covering Scott's position now, and Jenna will be posting an ad for the position when the library reopens to the public.

Jenna has been accepted to the Director's University which will now meet virtually from June through September.

In regard to the how the Historic Room might operate once the library reopens, Jenna said that only 3 patrons and 1 staff person will be allowed in the room at one time. The local patrons might need to step out if out of town visitors arrive.

Ginni shared a quote with Jenna to use for the Gazette Community Project.

Board President's Report

Earl clarified information regarding the OMA violation and the wrongful termination stating that there was no motion to terminate Marvin Holland made in closed session. In regard to the reasons for termination, the board as a whole believes that it was done for the right reasons, as the result of an internal investigation and a police investigation into anomalies occurring at the library, and the board stands by its decision. In addition, the Employee Handbook explains that all employees are at will employees and hence can be terminated at will. John noted that typically the board would have directed the director to terminate an employee, but as there was no director in place at the time, the president was so directed by the board. He also stated that there should have been a motion made allowing the President to terminate the employee rather than a verbal directive. John also acknowledged that a procedural error was made in that a motion was not made in open session to terminate Marvin Holland. That is where the issue with the Attorney General and the OMA came in, not with who terminated the employee or whether or not they were terminated. John suggested the procedural error be corrected and the file on the matter closed.

COMMITTEES

Building & Grounds

The committee met on 6/2/2020.

The painting is done. Carpet cleaning will be done this week. Pro Tech has not yet submitted their certification for the boiler job as of yet, but Earl suggested they be given more time, and the matter be discussed at the next meeting. The board agreed that if certification was dated after the bid process they not be considered for the job. Earl also recommended that the contractor be hired for installing the boiler and then let them do the rezoning for the Historical Room and unisex bathroom themselves as they would then get an engineer rather than us having to go through that process. The board is in agreement with that suggestion.

Carter Newton has signed the agreement regarding the digitized materials and a copy has been sent to Craig Brown for the Galena Foundation. Jenna will amend the waiver for transportation of the materials so that Scott Wolfe is allowed to transport to and from Northern Micrographics as he is no longer an employee of the library and have Carter sign the amended agreement. Volunteers are covered under our insurance. Other building projects are on hold for the time being. The committee will meet on July 7th at 9:30 AM.

Finance

Policy

In regard to updating the Board President's responsibilities in the Bylaws, the suggested addition to Article IV, Section 3a would make the president the point of communication between the board and the library director. The motion was made and seconded to add the recommended 2 sentences to Article IV, Section 3a making the president the contact person between the board and the director. Following discussion of the first motion it was moved and seconded that the update be amended to further state that in the absence of a library director, the board president be in charge at the library until an interim could be appointed. Ensuing discussion noted that this should be part of the Employee Handbook also. The Handbook needs revamping and this matter should be considered at the same time. It was also discussed that a leave of absence and a resignation are 2 separate matters and should be discussed separately. Jenna noted that it would be a big job for someone with no training and no pay such as the president to step in to the director's position. She also did not feel the staff would support this. Earl reiterated that he feels we need some clarity as to the chain of command in instances such as these. John said it is the practice of every business and governmental agency he has worked with the designate someone to step in to the director's position in case of an emergency until an interim can be appointed.

It was noted that the addition to the Article was about communication only not cases such as resignation, and therefore should go to the Policy Committee to discuss and make a recommendation.

The motion was made and seconded to table the current motion until the next meeting. Motion carried.

The motion was made and seconded to allow employee vacation time for FY 2020 to extend to June 30, 2021. Motion carried.

Jenna will manage requests on a first come first serve basis if there are too many requests for the same time period. There are currently 8 employees that have vacation time coming, but as some are very part time it is not a lot of time to cover. In regard to policy, as this is a situational, hopefully one time matter, Jenna does not feel the need for a policy at this time.

Human Resources

Unfinished Business

New Business

In regard to continuing to pay full compensation to all employees during the pandemic, currently in effect until June 30, 2020, motion was made and seconded to pay full compensation to all staff through FY 2021 based on approval of the FY 2021 budget. Motion carried.

The audit of the secretary's minutes is due by September 1, 2020 for the IPLAR report. Two people, other than the secretary, will do this following the next in-person meeting of the board. It was suggested that the board begin doing this every 3 months instead of all at the end of the fiscal year. A review of the closed session minutes from the first half of FY 2020 needs to be completed by June 30, 2020, and any minutes no longer deemed necessary to remain closed can be released. It will be determined which two people will complete the review.

It was moved and seconded to close the library at 4:00 PM rather than 5:00 PM on the days before Thanksgiving and the Fourth of July. Motion carried.

Motions, Resolutions, Ordinances

The motion was made and seconded to approve Ordinance #20-4 setting for the Board Meeting Dates for FY 2021. Motion carried.

The motion was made and seconded to approve the Prevailing Wage Ordinance #20-5. Motion carried.

The motion was made and seconded to approve Resolution #20-5 setting the Non-Resident Fees for FY 2021. Motion carried.

Closed Session

The motion was made and seconded to enter closed session at 8:06 PM for the discussion of the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee or legal counsel for the public body and for pending or probable litigation against, affecting, or on behalf of the public body. Motion carried.

The board returned to regular session at 8:24 PM. The motion was made and seconded that in response to the letter from the Attorney General of Illinois dated April 16, 2020, the minutes will hereby note as follows: Due to the resignation of the Library Director in August of 2019, the Board of Trustees met and discussed the possibility of hiring an Interim Director. There was a concern that the new person should not have to deal with other library employees until a new full-time Director was hired by the board. President Thompson advised the board that he would deal with staff issues until a full-time director was hired. The board members had no objection. No vote was taken in closed session. Motion carried.

Items for Next Agenda

Announcements

Adjournment

The motion was made and seconded to adjourn at 8:28 PM. Motion carried.

Next Meeting

The next meeting will be the **Budget & Appropriation Hearing at 6:00 PM on Monday, July 13, 2020** followed by the **regular board meeting at 6:30 PM**. Location to be determined.

Respectfully submitted,
Dianne Allendorf
Secretary

