

## Minutes of Meeting

July 13, 2020

### Call to Order/Roll Call

President Earl Thompson called the regular monthly meeting of the Galena Public Library District Board of Trustees to order at 6:30 PM at the library. Present in addition to Earl were Dianne Allendorf, Maria Rector, Craig Albaugh, Gloria Junge, John Cox, Ginni Yarbrough, and Library Director Jenna Diederich.

### Citizen Comments

Jenna read an email from Jim Boho asking what the cost to taxpayers was of the firing of Marvin Holland and stating that he felt the dismissal was unfair and not just.

### Consent Agenda

In regard to the minutes of the June 8, 2020 minutes, Earl corrected the first sentence of the Board President's Report on p. 4 of the board packet to read "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." The word open was changed to closed and the remainder of the sentence "as should have been done" was omitted.

The motion was made and seconded to approve the items on the Consent Agenda including the minutes as corrected and the Bills Paid & Payable for 6/6/2020 – 7/10/2020. Motion carried.

### Financial Report

The report is showing around \$100,000.00 in checking at the end of the last fiscal year due to receiving the first tax disbursement of the current year on 6/26/2020. The actual ending balance in Corporate Checking was \$36,584.54.

So far we have collected about \$177,000.00 of the \$349,000.00 due in taxes this year.

### Treasurer's Report

Everything has been completed to have the interest that can be spent from investments deposited into the checking account. Dupaco will send a check every 6 months and the interest from First Community will be done with a direct deposit.

### Friends

No one was present from Friends, but Jenna reported that the \$5,000.00 reported in the June financial report was received for items on the Wish List for which Jenna had submitted invoices.

### Library Director's Report

Craig asked if the library might want to invest in more Hot Spots for students as they go back to school. Each Hot Spot costs \$200.00 plus there is a \$36.00 line charge. This isn't included in the budget, but that could be amended if we feel it is a necessary purchase. It was suggested that the school be contacted to determine need before any action is taken.

In regard to the library reopening, Jenna reported that there is no longer curbside service. Today was the first open day, and the library was busy. Jenna felt everything went well. She also feels that staying with the current hours is the best thing to do for now as the number of cases is going up.

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

Earl stated that he is pleased to have the library open and happy to hear things are going well so far.

### **Building & Grounds**

The motion was made and seconded to accept the bid from D & D for the boiler replacement. Motion carried.

Earl Thompson provided a complimentary inspection and assessment of the building exterior, and the committee prioritized the list of items needing attention. Craig suggested that we get estimates for all the items on the list so we could prioritize them financially. The committee felt that there were some items that were immediate priorities and should be acted on first. The complete list of items includes:

1. Scrape and paint all windows. Repair glazing as necessary.
2. Repair damaged mortar joints on both chimneys.
3. Remove caulk and mortar joints and install new expansion joint compound at limestone water table.
4. Repair steel railing mounts at concrete steps.
5. Patch front limestone steps, remove and install new expansion joint compound.
6. Repair badly damaged limestone corner near new elevator.
7. Remove caulk and mortar joints and install new expansion joint compound at limestone coping and corbeling.
8. Remove damaged mortar joints and tuck point limestone to match original.
9. Repair parget section on 2 front buttresses with limestone to match original.
10. Repair door threshold at storeroom door.
11. On north side power wash organic material from stone and infill around drains in sidewalk.

The motion was made and seconded to get estimated prices at this time on number 1 including the storms if necessary, and also numbers 2 & 3 as one job, and numbers 4 & 5 as one job. Motion carried.

The other items will be worked on next year.

The authorization allowing Scott Wolfe to transport papers to Northern Micrographics has been signed, and they are ready for the next batch of papers. Craig reported that with an additional \$5,000.00 with the money currently budgeted we could do another 40 years of papers and have those in the worst shape completed. Once the budgeted amount is depleted, the budget could be amended if necessary to allow for completing the papers from the 1860s – 1930s.

### **Finance**

#### **Policy**

Jenna sent the Parental Leave Policy to the staff and received no feedback on it.

The motion was made and seconded to approve the Parental Leave Policy as presented. Motion carried.

The motion was made and seconded to approve as recommended the GPLD Rules to Maintain Safe Behavioral Practices. Motion carried.

Regarding the tabled motion of the update to the Bylaws, the motion was made and seconded to take from the table the original motion regarding the President's duties and bring it back to the board at a later date after reconsideration by the policy committee. Motion carried. The motion will be added to the agenda for the August meeting.

In regard to the proposed addition to the Bylaws Article IV, Section 3A as its own paragraph stating "The Board President is the point of communication between the Board of Trustees and the Library Director. The Library Director reports ultimately to the Board of Trustees, with the Board President facilitating communication." Gloria stated that she feels it impedes communication between the board and the director and questioned if it violates library law. Jenna stated that what Gloria was referring to was a line from the Trustee Manual, not library law. Jenna likes the additional statement as she feels it allows her to tell a trustee that she cannot talk to them about something directly that should be a board matter if she is confronted by individual trustees inappropriately.

The motion was made and seconded to add the above paragraph to Article IV, Section 3A. The motion carried with 6 ayes and 1 nay.

In regard to forming the sub-committee of the whole to do an evaluation of structural documents of the library, the Policy Committee will meet before the next board meeting and the item will be added to the agenda for August.

## **Human Resources**

### **Unfinished Business**

#### **New Business**

Human Resources will meet to work on developing an orientation for new trustees and directors.

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

#### **Closed Session**

The motion was made and seconded to enter closed session at 8:22 PM for discussion of the minutes of a meeting that lawfully closed under OMA. Motion carried.

The board returned to regular session at 8:31 PM.

The motion was made and seconded that following the review and assessment of the minutes of the closed sessions of July 16 , August 12 & 26, September 9, October 14, November 11, and December 9, 2019 the minutes remain closed. Motion carried.

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

Maria asked if the Strategic Plan which expired in 2019 should be on the agenda. Jenna did not feel that with everything going on at this point it was the right time. She would like to start with the staff and also include

focus groups from the community. She asks the board to start thinking about the plan with a goal to begin work on it after the first of the year. It does not need to be an agenda item at this time.

### **Announcements**

### **Adjournment**

The motion was made and seconded to adjourn the meeting at 8:40 PM. Motion carried.

### **Next Meeting**

The next meeting will be the Special Meeting for Budget & Appropriation at **6:00 PM on August 10, 2020**. The regular board meeting will follow at 6:30 PM at the library.

Respectfully submitted,  
Dianne Allendorf  
Secretary