

## **Minutes of Regular Meeting September 14, 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 the library at 6:30pm. Present in addition to the president were Craig Albaugh, Gloria Junge, Ginni Yarbrough, Maria Rector, Dianne Allendorf, and Acting Library Director, Rachel Lenstra. John Cox was excused.

### **Citizen Comments**

### **Consent Agenda**

A motion was made and seconded to approve the items on the Consent Agenda including the Bills Paid/Payable for 8/8/2020 – 9/11/2020 and the minutes of the regular and Budget & Appropriation meetings of 8/10/2020. Motion carried.

### **Financial Report**

The audit of the secretary's minutes showed no errors that had not been corrected, and the information was reported for IPLAR. Ginni did compile a list of items that were discussed at board meetings but never completed. The list will be put on the iPads for review at the next meeting.

The Per Capita Grant has been received.

There will still be some tax money coming in.

### **Treasurer's Report**

### **Friends' Report**

Maria reported that the Friends met on 9/10/2020 at Midwest Medical Center. At the meeting the budget was approved, including Jenna's Wish List items. The budget projections are for \$5,303.00 in income and expenditures of \$5,270.00. In regards to the Wish List, the Friends are planning to give \$3,720.00 toward recurring expenses such as periodicals and subscriptions. Because of funds in reserve, they are giving an additional \$6,280.00 to support LitFest, summer reading, Playaways, Readsquare database, and Makerspace equipment for a total of \$10,000.00, the same amount as last year. The audit will be discussed at the next meeting. There are 2 vacancies on the board, recording secretary and publicity. Betsy Hanser is the new membership chair.

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

In looking at the statistics, circulation is down as to be expected, but overall, all things considered, things are not looking too bad.

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

Earl reported on library operations for the week of 8/31 – 9/5/2020, during Jenna's emergency absence. Earl thanked and commended Maria for helping out when he was not available and Rachel and Sara from the staff. Everyone stepped up as needed.

## **COMMITTEES**

### **Building and Grounds**

In regard to the dysfunctional floor drain in the boiler room, Elite says it is obstructed. They poured acid in, and it has been working. They feel the obstruction is somewhere near the ladies' restroom. Earl suggested that we get someone to put a camera down to find the problem and get an initial price on the repairs. It will

require tearing up the floor in the ladies' room. Craig suggested that as much of the original plumbing that can be replaced also be taken care of at the same time. The motion was made and seconded to hire someone to assess and locate the problem in the drain and give an initial estimate of the work. Motion carried. Ginni will make the phone call.

The exterior work on the library will not be completed this year due to unavailability of contractors.

There is a batch of Gazettes ready to be picked up at Northern Micrographics and the 1870s are ready to be taken up. Dale will be taking those. The bill has been received from Northern Micrographics.

Gloria asked if there was any maintenance scheduled for the outside shrubbery scheduled, particularly around the back parking lot. Rachel will talk with Charles to see if he wants to do it or if we will need to hire someone.

## **Finance**

## **Policy**

## **Human Resources**

The scheduled meeting was cancelled due to Jenna's absence.

## **Unfinished Business**

## **New Business**

Discussion was held concerning policy and procedure for library operations in the absence of the library director. It was suggested that there be a line of succession for both the director's position and for the board president in case the first designee is unavailable for either position. There should also be a place to store sensitive information, e.g. the payroll code and iPad access, and the requirement of one staff member and one board member to access that information. Earl would like to get this taken care of at the next board meeting, so the Policy Committee was directed to come with a draft for the next meeting.

The motion was made and seconded to delete the 3<sup>rd</sup> line of the 2<sup>nd</sup> paragraph of Article II, Section 2 of the Bylaws reading "Though...Trustees of the GPLD hold themselves to a higher standard of participation." Motion carried with a roll call vote of 1 nay Craig, 1 abstained Earl, 4 ayes Ginni, Gloria, Dianne, Maria, and 1 absent John.

Following discussion, the motion was made and seconded to add the line "Trustees shall not interfere with the management of responsibilities of the director or supervision of library staff" to Article II, Section 1 of the Bylaws. The motion was defeated with a roll call vote of 1 aye Gloria, 5 nays Earl, Craig, Maria, Ginni, Dianne, and 1 absent John.

At the April, 2021 election, there will be one 2 year and four 4 year terms up for election.

## **Motions, Resolutions, Ordinances**

## **Closed Session**

At 7:58pm the motion was made and seconded to enter closes session for pending or probably litigation against, affecting, or on behalf of the public body. Motion carried.

The board returned to regular session at 8:34pm. No discussion occurred and no action was taken following the closed session.

**Items for Next Agenda**

Policy Committee regarding the plan for the director's absence  
Drain

**Announcements**

Jenna's and Larissa's families have welcomed their new babies.

**Adjournment**

The motion was made and seconded to adjourn the meeting at 8:38pm. Motion carried,

**Next Meeting**

The next meeting will be held on **Monday, October 12, 2020, at 6:30pm** with the location to be determined.

Respectfully submitted,  
Dianne Allendorf  
Secretary