

## **Minutes of Meeting**

**May 11, 2020**

### **Call to Order/Roll Call**

The regular monthly meeting of the Galena Public Library Board of Trustees was called to order via Zoom at 6:30 PM. Present were Earl Thompson, Dianne Allendorf, Craig Albaugh, Ginni Yarbrough, John Cox, Maria Rector, Gloria Junge (6:39 PM), and Library Director Jenna Diederich.

### **Citizen Comments**

Several citizens were present regarding the dismissal of the library custodian, Marvin Holland, and the decision regarding violation of the Open Meetings Act. Jenna read letters from Judy Sutcliff, Bev Felderman, Kathy Gereau, Susanna Ludwig, Colleen Keleher, Sue Cording, James Boho, Jane Guil, Peggy Stortz, Marvin Holland, and Rick Pariser.

### **Consent Agenda**

It was noted that on p. 2 under the President's Report of the 3/9/2020 minutes that Craig Brown is the attorney for the Galena Foundation not the Gazette. A motion was made and seconded to approve the items on the Consent Agenda including the minutes as approved and the bills paid/payable for 3/7 – 4/10, 2020, and 4/11 – 5/8, 2020. Motion carried.

### **Financial Report**

#### **Treasurer's Report**

The preliminary draft of the FY2021 budget was discussed. Craig reported that one budget was what would be adopted officially for use and the other would be a budget that would reflect how monies would be spent if we don't get all the money requested, a guide for Jenna's spending. This budget shows a decrease in revenues of 15%. The board is asked to review the budget for adoption at the next meeting. John reminded the board that a budget amendment would have to be done if necessary.

#### **Friends**

No one was present from the Friends group.

The Friends have cancelled the book sale for this year. It is not yet certain how that will affect project funding.

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

Jenna updated the board on how the staff is working from home.

There will be a webinar for trustees on May 14 from 2 – 4 pm regarding COVID.

Congratulations to Jenna, Rachel, and Larissa who are all expecting babies yet this year. Jenna updated the board on maternity leaves and library coverage during those times.

## **Board President's Report**

Earl discussed proposed updates to the bylaws. These include establishing a chain of command/ organizational structure for communication between the board and the staff and to establish clear lines of oversight, accountability, and reporting. John stated that any proposed changes need to go through the Policy Committee before any action is taken.

Items 8b & c on the agenda, discussion regarding IL Attorney General finding regarding OMA violation and discussion and possible regarding request by IL Attorney General to rectify OMA violation in open meeting were moved to follow Closed Session so that John could be informed as to what happened at the meeting in question as he was not a member of the board at that time. The order of the agenda items can be changed but the items themselves cannot.

## **COMMITTEES**

### **Building & Grounds**

The committee is recommending that carpeting of the main floor, entryway, and Historical Room be postponed at this time due to financial considerations and the logistics of moving all materials in light of social distancing guidelines. They are instead recommending having carpets throughout the building professionally cleaned by Kramer's at a cost of \$1,082.00. The new carpeting cost will still be in the budget.

The boiler replacement was sent back to the committee for further information as none of the bids included the rezoning. It was suggested an engineer be hired to draw up the specs. The project could be bid as one project or 2 separate. Earl will also check to see if Pro Tech has the proper credentials/license for the job. Action was tabled until the June meeting.

Except for the radiators, the painting of the upstairs and Historical Room is complete.

Other building projects will be put on hold for the time being.

### **Finance**

### **Policy**

The committee will meet before the next meeting.

### **Human Resources**

### **Unfinished Business**

Terry Kurt saw no problem with the updated agreement with the Galena Gazette Agreement regarding ownership of the digitized copies that has been approved by the Galena Foundation. Ginni sent it to Carter Newton last week but has not heard anything back. She will follow up on it

A motion was made and seconded to accept the agreement between the Galena Public Library and the Gazette Publications. Motion carried.

### **New Business**

A motion was made and seconded to continue to pay full compensation to the library staff through the stay-at-home period from March 16, 2020 through the end of the fiscal year on June 30, 2020. Motion carried.

Jenna shared her Reopening Plan for the library. This does not require board action. The plan will be kept on the agenda for discussion as things change.

The boiler project has already been discussed.

The Employee Vacation Policy will go back to the Policy Committee. Staff has a lot of time coming yet that can only be rolled over until September 30, 2020 as stated in the current policy. It was suggested that we look at amending it for the time being and then revert back once things are back to normal.

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

A motion was made and seconded to adopt Resolution #20-04 authorizing payment of certain routine and recurring expenses by the director without monthly board approval during the stay-at-home order issued by Governor Pritzker through June 30, 2020. Motion carried.

If necessary, another resolution can be adopted at the June meeting.

### **Closed Session**

At 7:58 PM a motion was made and seconded to enter into closed session for 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 8:52 PM.

No action was taken following closed session. President Earl Thompson stated that as this was the first board meeting since receiving the letter from the Attorney General and our first opportunity to discuss the matter, the Board has requested assistance from our attorney prior to responding to the Attorney General's letter. This matter will be on next month's meeting agenda, and it is the board's intention to have a response at that time.

### **Items for the next agenda**

Items for the next agenda will include possible action on policy, a response to the Attorney General's letter, and an update on the boiler project.

### **Announcements**

### **Adjournment**

The motion was made and seconded to adjourn the meeting at 8:56 PM. Motion carried.

### **Next Meeting**

The next meeting will be held on Monday, June 8, 2020, at 6:30 PM at the library.

Respectfully submitted,

Dianne Allendorf

Secretary