

## **Minutes of Meeting September 9, 2019**

### **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. Also in attendance were Craig Albaugh, Gloria Junge, Maria Rector, Dianne Allendorf, Alice McMahon, Jenna Diederich, Interim Library Director, and Rachel Lenstra, Assistant Library Director. Ginni Yarbrough was excused.

### **Citizen Comments**

Hilary Dickerson from the Galena Gazette, Tim Doser, and Kate Freeman were in attendance. Kate Freeman has purchased the house next to the library. She would like to do some landscaping between her property and the library, but her property line is the wall of her house. Any landscaping would be on library property. She would like to move some existing trees and shrubs and add some other plantings. The board asked that she bring drawings of the plans and a draft proposal which also includes a maintenance agreement to the next meeting. The item was tabled until the October meeting.

### **Consent Agenda**

Craig moved and Maria seconded to approve the minutes of the August 12 and August 26, 2019 meetings. Motion carried.

Craig moved and Gloria seconded to table approval of the bills for July 18 through August 22, 2019 until after closed session as no bills were presented at this time but need to be approved as some are due before the end of the week. Motion carried.

Craig moved and Gloria seconded to approve the library statistics for August 2019. Motion carried.

### **Financial Report**

Honkamp has had some problems getting everything they need from Wagner Accounting so they put together a preliminary draft of what they could. A complete report will be forthcoming.

### **Treasurer's Report**

Craig, Dianne, Earl, and Maria will need to sign at Illinois Bank and Trust when Craig makes changes to the accounts. First Community Bank CD interest will now come to us so that it can be used. Dupaco needs permission from their main office in order to do this, but it should be no problem.

### **Friends**

Kathy reported that the net from the Book Sale was about \$11,000.00.

The Wish List will stay as it was under the previous director as the board had approved it.

Gloria asked how much money the Friends keep in their coffers, but Kathy was unable to answer that question at this time.

The Friends now meet on Thursdays at 4:15 PM in the upstairs conference room at Midwest Medical Center. Trustees are encouraged to sign up to attend a Friends' meeting.

A general Chairperson(s) is still needed for next year's Book Sale. The Friends would also like to see people other than those in the Galena Territory get involved with the sale and Friends in general.

## **Library Director's Report**

On October 4<sup>th</sup> from 12:00 – 1:00 PM the Galena Foundation will hold its Legacy Luncheon at the library. Jim Baranski will give his presentation about the library. About 50 people are expected to attend. Rachel and Ginni will work together on a brief presentation about the digitization project.

A postcard was sent to 18 – 50 year olds highlighting digital services available at the library as this was an age group that did not appear to be using the library when surveys were conducted. Rachel and Larissa are working on Gazette ads and bag stuffers highlighting services will be used at Piggly Wiggly.

## **Board President's Report**

Board members need to complete the Illinois Open Meetings Act tutorial and submit their certificate to Jenna.

Terry Kurt is compiling a list of library owned mineral rights and leases.

The library staff presentation at the Chamber's Business Blend was impressive.

The board has already approved the \$6,000.00 for the second invoice from Jim Baranski to be paid from the Capital Improvement Fund. Phase One has been closed out.

The parts for the security system updates have been ordered and should be in this week. Installation will be done in the mornings when the library is not open.

Prices for the circulation desk and Children's Room egress are being sought, but the projects are on hold during the director search.

Earl and Jenna are working on determining the missing pieces of information from the Trustee Notebooks and updating the Bylaws.

## **COMMITTEES**

### **Human Resources**

Craig moved and Gloria seconded to have the president appoint an ad hoc committee to coordinate the hiring process for the new director. Motion carried.

Gloria and Maria were appointed to the ad hoc hiring committee for the new director. It was determined that local advertising did not bring in candidates last time and would not be done this time around.

### **Closed Session**

Craig moved to enter closed session at 7:15 PM for the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee or legal counsel for the public body.

Maria seconded the motion which carried.

The board returned to regular session at 8:17 PM. No action was taken following closed session, and Earl stated that the board's position is to move forward in a positive manner and to be more diligent in our efforts and our work to keep the library the great place that it is.

### **Old Business**

Gloria moved and Craig seconded to approve the following bills paid and payable which were tabled earlier in the meeting: RAILS \$575.00; Kanopy \$42.00; Rachel Lenstra \$1,000.00; Matthew Henderson \$75.00; B.L. Murray Co. \$85.52; Verizon \$216.12; Thunder Bridge Trading Company

\$103.20; Findaway World LLC \$407.19; Nick Wand's Grass Cutting \$210.00; Midwest Business Products \$139.75; Kavanaugh Scully Sudow White & Frederick \$570.00; Galena Gazette Publications \$47.90; Card Services \$6,326.87; NMT Corporation \$2,380.58.

Motion carried.

### **New Business**

We now have online banking at Illinois Bank & Trust for checking and savings.

Craig moved to dispense with health insurance for employees at this time, but to pay Nita Burke's insurance until the end of September if she desires and then to look at future compensation for health insurance at a later time. Maria seconded the motion which carried.

We currently have no one on library health insurance and no one that presently qualifies for it wants the coverage. Our current coverage is not a good plan. We might look at offering a stipend rather than paying for health insurance, but we need to watch hours as we couldn't afford to pay for several employees to have coverage.

Craig is looking into what library funds have interest available for us to receive/use rather than it going back into the funds.

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

Gloria moved and Maria seconded to approve Resolution #20-01 authorizing credit card signers as Jenna, Rachel, Kathy, and Larissa. Motion carried with a vote of 5 ayes, 1 abstention, and 1 absent.

Craig moved approve resolution #20-02 appointing Jenna as the IMRF authorized agent. Gloria seconded the motion which carried with a vote of 6 ayes.

### **Items for Next Agenda**

Kate Freeman's landscaping plan for next door  
Possible financials

### **Announcements**

### **Adjournment**

Maria moved and Dianne seconded to adjourn the meeting at 8:48 PM. Motion carried.

**The next meeting will be Monday, October 14, 2019 at 6:30 PM at the library.**

Respectfully submitted,  
Dianne Allendorf  
Secretary