

Minutes of Regular Meeting

November 11, 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 present were Ginni Yarbrough, Craig Albaugh, Maria Rector, Gloria Junge, Dianne Allendorf, and interim library director, Jenna Diederich.

Oath of Office for Newly Appointed Trustee

John Cox took the oath of office as a new trustee and then joined the meeting.

Citizen Comments

Presentation of FY19 Audit by Pat McCarthy

The omission of the Friends from the audit results in an adverse opinion being issued in the audit as we are not in compliance. Friends should be included as they exist solely for the benefit of the library. Deficiencies in internal control continue to be reported as there are not enough employees to allow for segregation of duties and there is no one on staff who can prepare financial statements.

Insurance was mistakenly paid from the General Fund rather than the Insurance Fund, but that has been taken care of in the new budget.

Some adjusting entries were made, but overall the audit went fine.

Consent Agenda

Craig moved and Ginni seconded to approve the items on the Consent Agenda including the minutes of the regular October 14, 2019 meeting and the bills paid/payable for 10/12/19 to 11/8/19. The motion carried.

Financial Report

Treasurer's Report

Friends Report

Library Director's Report

Craig and Dale Glick are inventorying the photos in the Historical Room. Dayna Lapidus and Jason Stauter are the new clerks at the library. Charles Holmes is the new custodian.

Jenna reported that PrairieCat has a new mobile app, Capira, available which allows patrons to do all they can currently do on their desktop on their phones. Craig said the cost of \$599.00/year for the 5 year contract could be taken from Contingencies.

Craig will attend the staff meeting on 11/26 at 9:30 AM to meet the Per Capita Grant requirement. Other board members are welcome to attend also. Jenna reminded trustees to review the material sent to our iPads also.

Board President's Report

Committees were reappointed as follows:

Finance

Craig (Chair)
Earl
Dianne
Jenna

Building & Grounds

Ginni (Chair)
Gloria
Rachel

HR

Maria (Co-Chair)
Dianne (Co-Chair)
Jenna

Policy

John (Chair)
Dianne

The by-laws should be changed to make the president a non-voting member of each committee. All committee meetings will continue to be posted.

COMMITTEES

Building & Grounds

Finance

Policy

Human Resources

Unfinished Business

There is a plan in place for replacing computers in the library. As there is money available for computers, Jenna can move ahead with what is needed for the Historical Room.

It is doubtful that a new boiler will be able to be installed this winter. The pump was replaced, and it can be used on the new boiler also. The specs for the new boiler are not quite finished. The existing boiler is 40 years old.

A policy change will be made to remove the need for board approval of an expense by the director exceeding \$1,000.00 if the money is already in the budget.

Craig and John will continue to work on separating accounts for which the interest is restricted and those which it is not. Further action was tabled at this time. It is suggested that there be an account for the interest that is not restricted and another for restricted interest so it could be tracked. Resolution #09-01 will be voided.

Craig moved and Ginni seconded to approve Phase 2 of the renovation proposal from Jim Baranski . The motion carried.
He will be paid \$3,000.00 at this time.

Craig moved and Gloria seconded to accept and receive the FY19 audit from O'Connor Brooks. Motion carried.

Discussion was held as to whether we need to have the audit done every year as it is only required every 4 years. Past boards have always believed it was important for transparency to the taxpayers, but further discussion will be held in the future.

New Business

Motions, Resolutions, and Ordinances

John moved and Ginni seconded to approve Tax Levy Ordinance #20-03. The motion carried with a roll call vote of Aye – John, Ginni, Earl, Craig, Gloria, Maria, and Dianne. There were no nays and no one absent.

Closed Session

Dianne moved to enter closed session at 8:57 PM for the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee or legal counsel for the public body. Ginni seconded the motion which carried.

Discussion and Possible Action Regarding Closed Session Discussions

The board returned to regular session at 9:21 PM.

No action was taken following closed session.

Suggested Items for Next Agenda

Announcements

Adjournment

Dianne moved and Gloria seconded to adjourn the meeting at 9:27 PM. Motion carried.

The next regular meeting will be held at 6:30 PM on Monday, December 9, 2019 at the library.

Respectfully submitted,

Dianne Allendorf

Dianne Allendorf
Secretary