

**Minutes of Regular Meeting
December 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 present were Craig Albaugh, Ginni Yarbrough, John Cox, Gloria Junge, Dianne Allendorf, and Library Director Jenna Diederich. Maria Rector was excused.

Citizen Comments

Tim Doser commented about the length of time it is taking to get the Galena Gazettes out once the digitization is completed. UIUC has had 11 years of Gazettes since August. Rachel has been in contact with them, and UIUC has stated they are short of staff. As the service is free, the board's general feeling is that we can't push too hard, but as Tim noted it doesn't look good to donors if the material is not out there and available. Ginni will talk with Rachel and will check in with her contact if that might be helpful.

Presentation of Community Assessment by Larissa Distler

Larissa reported on a community needs study she did for a class she took. The study looked at all local organizations with which we have something in common. Four major findings resulting from the study were that a quiet space is needed, more access to audiobooks is wanted, much of the community is not aware of the breadth of library services, and more online services and resources are desired. Larissa's work was impressive, and the board thanked her for her information.

Consent Agenda

A motion was made and seconded to approve the items on the Consent Agenda including the Minutes of the 11/11/19 regular meeting and the 11/14/19 special meeting and the Bills Paid/Payable for 11/9/19 – 12/10/19. Motion carried.

Financial Report

Treasurer's Report

Friends

Library Director's Report

Jenna gave an update on preparations for Lit Fest to be held 1/5 – 1/19/20.

For the Per Capita Grant update, Jenna reminded trustees to read Chapter 3 of the Trustee Facts File, Standards for Illinois Public Libraries which she sent out. The checklist was completed. The grant is due 1/15/20.

It was suggested that we begin to work on some kind of salary schedule for the future.

Board President's Report

A Policy Committee meeting was scheduled for 12/18/19 at 4:00 PM. Earl asked that board members send John policy issues that they believe the committee should begin working on.

COMMITTEES

Building & Grounds

The committee will meet on 12/17/19.

Finance

Policy

Human Resources

Unfinished Business

New Business

Discussion of member concerns

Discussion and possible action on endowments, restricted funds, and general funds – Craig gave a budget update as Jenna had expressed concern as to how much money she had available for various projects/equipment for the library and what she was authorized to spend. John suggested that having a Capital Improvements Budget as well as the Operating Budget would help Jenna know what she has to spend. John also feels that clear budget approval by the board is prior board approval for expenditures Jenna could make as long as she stays within that budget.

A motion was made and seconded to approve the items on p. 5 of Craig's budget report under Capital Outlay, Improvements, including chairs and table for the Historical Room, tables and other furniture as needed for upstairs, Window Exit, as well as equipment including computers, but excluding painting, carpeting, and the front desk. The motion carried with 5 ayes and 1 abstention.

The only funds that are restricted include the Virtue, Klein, and Wachter Fund. These are restricted to use if the interest only. Craig feels that the amount of \$9,355.55 is the correct amount for this fund. The Uehren fund cannot be used for salaries but can be used for the property. Other funds were restricted by board action, not the donors, and some previous board resolutions will need to be changed/removed. This will be tabled until the February meeting.

Discussion and possible action on building and temperature control – General consensus is that when a new boiler is installed, the Historical Room should have its own thermostat.

Discussion and possible action on the structure and scheduling of committees – It is recommended that policy be changed to add the president's role as a non-voting member of all committees. It was also suggested that a standing meeting date be set for each committee to be used when needed.

Discussion of formulation and implementation of strategic plan - The board believes there is a need to begin working on a new plan including Jenna meeting with her staff to provide input. Further action was tabled until the January or February meeting.

Closed Session

A motion was made at 8:35 PM to enter closed session for the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee or legal counsel for the public body. The motion was seconded and carried.

The board returned to regular session at 8:35 PM.

Discussion and possible action regarding closed session discussions

The motion was made and seconded to set Rachel Lenstra's salary at \$18.00 per hour. Motion carried.

The motion was made and seconded to set Meritorious Rewards at \$250.00 for the director and \$125.00 for all other staff. Motion carried.

Items for next agenda

Announcements

Adjournment

The motion was made and seconded to adjourn the meeting at 9:00 PM. Motion carried.

Next Meeting

The next meeting will be held on January 13, 2020, at 6:30 PM at the library.

Respectfully submitted,



Dianne Allendorf
Secretary