

**Minutes of Regular Meeting  
January 13, 2020**

**Call to Order**

Vice President Maria Rector called the meeting to order at 6:30 PM at the library. Also present were Dianne Allendorf, Craig Albaugh, Ginni Yarbrough, John Cox, and Library Director Jenna Diederich. Earl Thompson and Gloria Junge were excused.

**Citizen Comments**

Kathy Leonard was present from the Friends group.

**Consent Agenda**

A motion was made and seconded to approve the items on the Consent Agenda, including the Bills Paid/Payable 12/07/19 – 1/10/2020 and the regular meeting minutes of 12/09/19, with corrections to the minutes on p. 2 under New Business of the word “if” changed to “of” in the sentence in the first paragraph reading, “These are restricted to use if the interest only.” and under Closed Session, the board returned to regular session at 8:54PM, not 8:35 PM as reported. Motion carried.

**Financial Report**

On p. 7, the month’s expenditures have been added so there are now 4 columns.

There were some errors in reporting with Prairie Cat Corporate, Security Services, and Lit Fest expenses that need to be corrected.

**Treasurer’s Report**

Action on moving funds around was tabled until the February meeting.

**Friends**

Kath Leonard reported that collection of books for the book sale to be held July 23 – 25, 2020, will begin on February 1, 2020.

There will be a Culver’s Share Night on April 7, 2020.

The next meeting will be on February 13, 2020.

In regard to donations made to the digitization project, John stated that he believes donors should be able to write a check directly to the library, not through Friends, to be able to use it as a tax deduction as the library is a governmental entity that is tax exempt. He suggested we check with Pat McCarthy to be sure.

**Library Director’s Report**

The Per Capita Grant has been submitted.

Jason Stauter will begin his duties as Technical Services Librarian following completion of the courses and tests he needs. He has moved to working 21 hours per week and 1 Saturday per month. Jenna is looking for a new library clerk.

Digitization – Letters were sent in December to Illinois Bank & Trust, DuPaco, and First Community Bank for donations to the project. First Community donated \$1,000.00 and said we could ask again in October again. The donations received so far were shared by Jenna, and there should be enough money left to complete 4 more years. Everything that has been completed is now also online. Craig asked that we think about using the money from the land sale for the project as the Galena

Foundation will probably continue to match the funds. It was suggested that we get an article in the Gazette informing people of the progress on digitization and how to access the papers.

## **Board President's Report**

### **COMMITTEES**

#### **Building & Grounds**

Recommendations from the committee for possible action at the February meeting included pursuing funds for the quiet room, repainting the main floor and the Historical Room, and boiler replacement with rezoning of the Historical Room to its own thermostat.

#### **Finance**

#### **Policy**

The meeting for 12/18/19 was cancelled and rescheduled for 1/ 21/2020 at 4:00 PM at the library.

#### **Human Resources**

#### **Unfinished Business**

#### **New Business**

The quiet room is a priority according to both staff and patrons. The staff is suggesting using the southeast corner of the library and mirroring the director's office. In terms of size, it was discussed to try and make it large enough to accommodate a combination of a quiet room, maker space, and meeting space. The motion was made and seconded to pursue an architect to work with the space in the southeast corner as quiet room. The motion carried.

The board feels that improvements should take precedence over new construction at this time.

The Historical Room and men's restroom could be rezoned together for heating. The pump that was replaced on the old boiler can be used with a new system. Rezoning could require moving a radiator. The motion was made and seconded to update the estimate for the new boiler to include the rezoning and the moving of a radiator, rewrite the specs for the project, and put it out for bids. The motion carried.

The motion was made and seconded to approve the funds for painting the main library and the Historical Room including the ceilings and radiators by Joe Beyer at a cost not to exceed \$10,000.00. The motion carried.

Joe has told Jenna he will do the work himself on Sundays and during closed hours to complete the job and has given an estimate of \$8,300.00.

Jenna is waiting for a price for carpeting the main floor, entry, and Historical Room from Knautz's . We have a previous estimate of \$36/square foot for just carpeting (\$30,000.00 for 4,500 square feet) and with labor totaling around \$50,000.00.

The motion was made and seconded to enter closed session at 7:46 PM for the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee or legal counsel for the public body. The motion carried.

The board returned to regular session at 7:57 PM.

Items for the next agenda include discussion of the use of the money from the land sale and funds for the carpeting.

Jenna also asked that the Policy Committee begin thinking about a policy regarding the use of cannabis.

The motion was made and seconded to adjourn the meeting at 8:05 PM. The motion carried.

The next meeting will be on February 10, 2020, at 6:30 PM at the library.

Respectfully submitted,  
Dianne Allendorf  
Secretary