

**Minutes of Regular Meeting  
February 10, 2020**

**Call to Order**

President Earl Thompson called the meeting to order at 6:30pm at the library. Present were Library Director Jenna Diedrich, Craig Albaugh, John Cox, Gloria Junge, Maria Rector and Ginni Yarbrough. Dianne Allendorf was excused.

**Citizen Comments**

Craig had invited Jim Baranski to speak to the Board regarding his concerns about the placement of the Quiet Room on the main floor of the library. He encouraged the library board and staff to *not* consider putting a quiet room in the southeast corner of the main floor. His rationale was that other areas of the library were “pristine” and that copying the design and placement of the Director’s Office had compromised the architectural design. He said that the Historic Preservation Board, which is under the National Parks Service, has a set of rules for historic preservation which this placement would violate. The design would particularly violate the historic and volumetric integrity of the library space. He also mentioned that this violation would prevent the library from obtaining any tax credit or grant monies, if we were to apply for any that had requirements to follow that set of rules. He stated that a glass partition wall as was suggested in his proposal, with the quiet room in the west alcove, would still be pristine. After some discussion of the merits of both suggestions, the matter was returned to the Building and Grounds Committee.

**Consent Agenda**

A motion was made and seconded to approve the items on the Consent Agenda, including the Bills Paid/Payable 1/11/20-2/7/20 and the regular meeting minutes of 1/13/2020. Motion carried.

**Financial Report** – none

**Treasurer’s Report** –none

**Friends Report** – none

**Library Director’s report**

Jenna updated the board on the Galena Gazette digitization project funds, a summary of which is in the board packet of 2/10/2020. The board then discussed the painting of the main floor of the library, the upper staircase vestibule and the historic room. Jenna reports that colors are being chosen and she will find out if the painting can be done on Sundays, after hours or if we should close the library for a few days to complete the job. She will discuss with painter.

**Board President’s Report**

**COMMITTEES**

**Building and Grounds**

A motion was made and seconded to approve the carpeting estimate from Knautz and have them do the work. Motion passed. A motion was made and seconded to hire a conservator to assess the damage to the downstairs fireplace façade, not to exceed \$3000.00 from the capital improvements fund. After the conservator assesses the fireplace, a decision will then be made as to the feasibility of repair. Motion passed. Discussion was had regarding sending out proposals and placing newspaper ads for bids for replacement of furnace and rezoning of historic room and men’s washroom heating. Craig and Earl will work together on this.

## **Policy**

A motion was made and seconded to accept the changes made by the Policy Committee to the Bylaws, Article IV, Section 2, and Section 3 and Article V as shown in the Board Packet of 2/10/2020. Motion passed. A motion was made and seconded to accept the changes by the committee to the Budget and Internal Finance Policy. Motion passed. A motion was made and seconded to accept the changes made by the committee to the Circulation Policy. Motion passed. A motion was made and seconded to accept the changes made by committee to the Collection Management and Development Policy. Motion passed. A motion was made and seconded to accept the addition to the IFOIA Policy. Motion passed. Copies of all policies, old and new, are included in the Board packet of 2/10/2020 for comparison purposes. It was also mentioned that from now on, Closed Session Minutes should include summarizations.

## **Human Resources**

### **Unfinished Business**

### **New Business**

### **New Member Concerns**

John states that the Board of Trustees needs an orientation protocol for new trustees and a policy for the process of hiring a new director. The noise level in the Historic Room was also discussed. It was suggested that the Historic Room have its own Facebook page to promote the room and its unique collections. We should also regularly write up features to be published in the paper emphasizing the Historic Room. We need a plan to promote the room and the digitization funding. Discussion was then had regarding the Gazette digitization agreement between Carter Newton (the Gazette) and the library as to who would ultimately have ownership of the digitized copies of the papers. This is especially important to the ability to obtain continued grants from the Galena Foundation. Earl will discuss the Galena Foundation grant requirements with Craig Brown and Ginni and Craig will discuss this with Carter Newton, with support from John. Ginni will also supply Earl and Jenna with a copy of the letter from Carter giving the library the authorization to digitize.

**Adjournment at 9:08pm, next meeting March 9, 2020 at 6:30pm at Galena Public Library**