

## **Minutes of Regular Board Meeting**

**January 11, 2021**

### **Call to Order/Roll Call**

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

### **Citizen Comments**

### **Consent Agenda**

The motion was made and seconded to approve the items on the Consent Agenda including the minutes of the December 14, 2020 board meeting and the Bills Paid/Payable for 12/12/2020 – 1/8/2021. Motion carried.

### **Financial Report**

Jason Stauter is resigning in 2 weeks so salaries will be a little less than budgeted. His position was for 20 hours/week.

### **Treasurer's Report**

Dupaco did not issue the interest checks from CDs as requested starting in July, but the first check should arrive this week with another soon to follow as Craig contacted them.

We have no CDs coming due until 2023.

Honkamp & Krueger raised their monthly fee by \$25.00 for next year (\$900.00/month).

### **Friends Report**

Maria discussed with Alice, the Friends president, the lack of meetings being held by Friends as the Bylaws state they will meet 6 times per year and not doing so might affect their 501C3 status. Alice sighted COVID and there being no book sale as the determining factors. No resolution was reached.

Books have all been moved to the new location and organizing will begin soon. No date has been set for the next book sale.

Earl talked with Sheila Wells about the Friends not participating in the library audit. He explained that we don't want to control their money, but it is a bonding issue for us. Sheila will be given a copy of the audit. Ginni suggested we wait awhile and then talk with Sheila again about having a Zoom meeting with the Friends board. The library board agreed with her.

### **Library Director's Report**

Jenna shared the library statistics for December 2020.

Ginni stated that she was impressed with how staff handled the maternity leaves at the library, and the board concurred.

Jenna reported that 5 new E resources are being launched including Hoopla, Creative Bug, GIS, BiblioBoard, and Pronunciator.

Jenna shared the updated Per Capita Grant requirements that we need to work on completing.

Jenna distributed Library Days and Dates to Remember by Phil Lenzini. Page 13 pertains to District Libraries, and Jenna suggests we familiarize ourselves with it.

LitFest starts on 1/16/2021, and information is on the home page.

## **Board President's Report**

### **COMMITTEES**

#### **Building & Grounds**

The committee met 1/5/2021.

John Bookless has been contacted about the lighting issue in the emergency exit hallway near the boiler room and the need for a new lighting fixture in the boiler room as the PVC pipes now make it impossible to reach it. There was no new information regarding the rezoning of the Historical Room, men's restroom, and storage closet. Jenna will contact D & D.

Knautz Flooring should be here the first week of February to replace the tile.

Chuck Horton has Jim Baranski's drawings of the egress window in the Children's Library. Earl will check back with him.

There is still no estimate on the exterior work to the building. Ginni has checked back with the interested contractors and one will be giving a line item estimate for the spring.

The snowplowing will be done by Danny Cole. He is also servicing the library's snow blower for use.

Gazette digitization will be discussed later in the agenda.

## **Finance**

### **Human Resources**

The Trustee Orientation will be ready for review and use by all board members following the election in April. The Director's Evaluation will be done in the spring to coincide with her staff evaluations. This will align with budget preparation. The director will complete a self-evaluation using the same form. The suggestion by the board was that each trustee completes the evaluation and return to the HR committee for averaging, and a special meeting would be held for discussion/action. The board also felt that a separate line item for the Historical Room should be included. The committee is meeting again on January 21, 2021.

### **Policy**

Changes were made to the Bylaws as follows:

Article II Organization and Duties of Board, Section 1 Board of Trustees

2<sup>nd</sup> paragraph, 2<sup>nd</sup> sentence now reads "Newly elected trustees office on the **second** Monday on the month following the biennial election and take the oath at the first regular Board meeting following that date."

4<sup>th</sup> paragraph now reads "The Board shall hire a qualified Library Director who will be responsible for the day-to-day operations of the library and will administer the policies adopted by the Board **and library procedures implemented by the Library Director as amended by the Board.**"

A motion was made and seconded to accept the proposed changes. Motion carried.

#### Article IV, Section 3 Duties of Officers, A. President

The 3<sup>rd</sup> and 4<sup>th</sup> sentences now read “If the President or Secretary is unable within the required time to sign a given document, the Treasurer (**as necessary**) shall sign the document. The president is an ex-officio, non-voting member of all committees.”

The motion was made and seconded to approve the changes. Motion carried.

#### Article V, Section 2 Standing Committees

The 2<sup>nd</sup> paragraph, sentences 1 and 2 now read “The standing committees shall be appointed biennially in the month of May and shall consist of **three** or more trustees **with the Library Director serving as an ex-officio, non-voting member of the committees. The Library Director may direct another staff member to attend any Standing committee meeting they are unable to attend.**”

A. Building and Grounds Committee changes:

Meeting: **as needed**

Members: minimum of **three trustees with the Library Director serving as an ex-officio, non-voting member of the committee.**”

B. Finance Committee

Meeting: **as needed**

Members: Treasurer, Board President, and Secretary with the Library Director **servicing as an ex-officio, non-voting member of the committee.**”

C. Policy Committee

Meeting: **as needed**

Members: minimum of three board members with **the Library Director serving as an ex-officio, non-voting member of the committee.**”

D. Human Resources Committee

Meeting: **as needed**

Members: minimum of three board members with **the Library Director serving as an ex-officio, non-voting member of the committee.**”

The motion was made and seconded to approve the changes as presented. Motion carried.

#### Article VI Library Director

Capital letters were added to all titles and the last sentence was added as follows: “**The Library Director shall be an ex-officio, non-voting member of all committees serving the board.**”

The motion was made and seconded to approve the changes. Motion carried.

#### Budget and Internal Finance Policy

All titles were capitalized.

The first paragraph now reads “The Budget and Internal Finance Policy exists to assure the safeguarding of assets owned by the Galena Public Library District, and to assure all actions are taken in the best interest of the entity. The mission of the policy lies with the elected members of the Galena Public Library District Board of Trustees.”

## Budget

The Galena Public Library District has a board-approved written budget. Initially, the Library Director, working with staff, will draft a working budget to present to the Treasurer for review and discussion. The Treasurer presents the draft budget to the board's Finance Committee. Upon approval, the Treasurer will present the budget to the full Board of Trustees. Each year, the Board of Trustees determines if the library's revenues are adequate to meet the needs of the community. If the revenues are not adequate, the Board of Trustees shall take appropriate action to increase the library's revenue or decrease expenditures."

## Financial Statements

2<sup>nd</sup> sentence – "These financial statements are a compilation of statement of assets, liabilities, fund balances on a modified cash basis,..."

## Semi-Annual Treasurer's Report

2<sup>nd</sup> sentence – "This report shall be filed with the Jo Daviess County Clerk as required."

## Bank Statement Reconciliation

"The accountant shall reconcile bank statements on a monthly basis."

## Authority to Sign

"The Treasurer and the Library Director of the Galena Public Library District are authorized to sign checks or receive cash from library accounts when the Board of Trustees authorizes such action through the approval of checks to reimburse petty cash. The Library Director and officers of the Board, with the prior approval of the Board have authority to sign contractual agreements for the library for activities which have received prior approval of the Board. Two signatures are required on each check. Signature cards with current designees' signatures must be on file at each financial institution with which the library works."

Signature Card Holders was removed.

## Fund Transfers

"The Treasurer and Library Director are authorized to transfer funds from one library account to another library account which transfer has received approval of the Board."

## Business Credit Cards

"Business credit cards may be issued to staff members as authorized by the Library Director and approved by the Board. Should there be a need for a Board member to have a card, approval of the Board is required for a specific purpose. Staff credit cards are to be kept in the Library Director's office and can only be used with prior approval of the Library Director."

A motion was made and seconded to approve the changes. Motion carried.

## Volunteer Policy

Above the signature lines, the line was added reading “**ALL VOLUNTEERS SHALL SIGN THE FOLLOWING PRIOR TO BEGINNING WORK.**”

Lines were added for signatures.

A motion was made and seconded to approve the changes. Motion carried.

John said that it appears board members are doing a lot of things staff should be doing, for example outreach for contractors, which is generally not how it is done. Jenna stated that there were several unusual circumstances in the last year with a new director, her accident, and her baby. Things haven't transitioned back yet. John reiterated that the board's job is to set policies, review the budget, and listen to the director for needs, among other things. There might be the need for another staff person.

## Unfinished Business

### New Business

We could pass an ordinance to change the budget but, changing the appropriation for digitization will not be a simple process and would need to involve our attorney. Currently we have \$18,850.00 budgeted and \$20,000.00 appropriated. If we get more money than this we cannot use it. Jenna suggests we just ride it out this year and when the FY 22 budget is done we inflate the number. We should set the appropriation 20% higher than the budgeted number. It is also suggested we have 2 line items next year, one for donations and one for library dollars.

It is recommended that we next do just the Gazettes that are remaining, 1930 – 1939 and 1860 – 1869.

When the new board comes on a schedule will be created for reviewing the closed session and regular meeting minutes. John and Dianne will review the July 2020 – December 2020 closed session minutes at this time.

## Motions, Resolutions, Ordinances

### Closed Session

The motion was made and seconded to enter closed session at 8:48 PM for the discussion of pending or probable litigation against, affecting, or on behalf of the public body and the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee or legal counsel for the public body. Motion carried.

The board returned to regular session at 8:59 PM. No action was taken following the closed session.

## Items for Next Agenda

Director's Evaluation

## Announcements

## **Adjournment**

The motion was made and seconded to adjourn the meeting at 9:01 PM. Motion carried.

The next meeting will be Monday, **February 15, 2021 at 6:30** PM with the location to be determined.

Respectfully submitted,

Dianne Allendorf

Secretary