

**Minutes of Regular Meeting  
February 8, 2021**

**Call to Order/Roll Call**

Vice President Maria Rector called the meeting to order at 6:30 PM at the library. Also present were John Cox, Craig Albaugh, Gloria Junge, Dianne Allendorf, Ginni Yarbrough (6:47 PM), and Jenna Diedrich, Library Director. Earl Thompson was excused.

**Citizen Comments**

Jenna shared a letter from Tim Doser stating that although what has been done so far with digitization has been remarkable, he does not want to see the momentum lost, and that as long as money is available, the process continue. He also suggested a news release, possible when the Gazettes are returned, to generate public interest and reiterate that donations are welcome.

**Consent Agenda**

The motion was made and seconded to approve the items on the Consent Agenda with a correction of the date of the next meeting from February 15, 2021 to February 8, 2021 in the regular minutes of January 11, 2021 and the Bills Paid/Payable for 1/09/2021 – 2/5/2021. Motion carried.

**Financial Report**

Jenna will check to see if the Financial Report needs to be approved at the meetings.

**Treasurer's Report**

The first interest check has been received from Dupaco, and another should be coming soon.

**Friends' Report**

The Book Sale has been put on hold for the time being.

Jenna explained the necessity of including the Friends in our audit at their board meeting. Sheila Wells talked to O'Connor Brooks and reported that information to the board. There has been no further action.

There was some discussion of the library trustees as to the distinction between a Friends group and a Library Foundation.

John suggested we ask O'Connor Brooks exactly what we need from the Friends for a complete audit.

The item will be on the agenda for next month's library board meeting again.

**Library Director's Report**

Jenna shared the library statistics for January, 2021.

Jenna also shared the reopening plan which will mean the library will be open every day beginning in April.

There will be no in-person programs at this time.

Rachel will be back on March 10<sup>th</sup>, and Jenna will be interviewing for a new clerk this week.

## **Board President's Report**

Jenna asked that the board seriously consider beginning work on the Historical Room remodeling (p. 14 in the Baranski master plan) over the next couple of years. The room would be split into a Collection Room and a Conference/Tutoring Room that could be used by the Historical Room also during their open hours. The plan would involve moving a radiator. A pocket door would be used between the rooms.

Jenna, Rachel, and Sara will look at what materials are necessary to keep in the room for local history as this is the room's main purpose.

## **COMMITTEES**

### **Building & Grounds**

John Bookless took care of the lighting issue.

Jenna will check into where we are with the rezoning of the Historical Room, men's restroom, and the storage closet.

Ginni has nothing from contractors regarding the exterior work on the building.

Jenna will touch base with Knautz's regarding the tile.

There was nothing more from Chuck Horton on the egress window.

### **Finance**

### **Human Resources**

The final version of the Director's Evaluation was presented.

The committee will meet on 2/17 to work on the Director's Orientation Packet.

### **Policy**

The committee will meet on 2/9 to review/update the Employee Handbook.

### **Unfinished Business**

There was information from Phil Lenzini shared regarding amending the budget and other questions. We can amend the budget up to 10% with no notification/hearing. That would mean around \$32,000.00.

Donations and grants are not governed by the Budget & Appropriation. Therefore we could spend more than what is budgeted due to donations to digitization. John suggested that a motion should be made before we spend donations over what is budgeted stating that money is coming from donations and is authorized by the board for the sake of transparency.

There cannot be a surplus of funds over 150% of what we ask for in taxes. This does not include the Memorial or Endowment Funds. The Special Reserve Savings Account of \$150,000.00 would not be included either. If surplus funds were over 150%, people could refuse to pay the library taxes as they could say the money wasn't needed.

Craig suggested we inflate next year's budget to account for donations to digitization.

The suggested schedule for current digitization is:

#### To be done now

1860s (10 years)

1930s (10 years)

#### To be done later

Industrial Press (16 books)

1940s & 1950s Advertiser (35 books)

Courier (6 books)  
Jeffersonian (3 books)

All the 1850s (10 years)  
All the 1830s & 1840s (16 volumes)  
The Weekly Northwestern Gazette (7/11/1845 –  
10/22/1847)  
Weekly Tribunes (3/2/1905 – 12/27/1906)  
Galena Weekly Gazette (1899 – 1939)

Jenna asked Craig to prioritize the materials to be done later.

The list to be done now would be 29 books. Around \$13,673.37 would need to come from somewhere to cover the cost.

Discussion followed as to whether responsibility for the digitization project needed to stay in Building & Grounds or whether it could now be turned over to staff. The general consensus is that the staff can now assume control as it was initially in the hands of the committee due to the instability of the board and staff at the time and the need for community support.

Finds for the Digitization Project summary:

Donations Received	Grant Money from Galena Foundation	Library Funds
\$27,390.00	\$33,000.00	\$18,850.00
Library Paid to Northern Micrographics	Galena Foundation Paid to Northern Micrographics	
\$32,566.63	\$32,566.63	
Remaining Donations	Remaining Galena Foundation Funds	Remaining Library Funds
\$0	\$433.37	\$13,673.37

## **New Business**

## **Motions, Resolutions, Ordinances**

### **Closed Session**

The motion was made and seconded to move into closed session at 8:11 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 8:41 PM. No action was taken following the closed session.

### **Items for the next agenda**

Friends' Audit  
Director's Evaluation to the board for completion  
LitFest

## **Announcements**

**Adjournment**

The motion was made and seconded to adjourn them meeting at 8:43 PM. Motion carried. It was determined that no motion is needed to adjourn the meetings.

**Next Meeting**

The next meeting will be on **Monday, March 8, 2021 at 6:30 PM** with the location to be determined.

Respectfully submitted,

Dianne Allendorf

Secretary