

## **Minutes of Regular Meeting**

**April 12, 2021**

### **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 Maria Rector, Gloria Junge, Craig Albaugh, Ginni Yarbrough, Dianne Allendorf, and Jenna Diedrich, Library Director. John Cox was excused.

### **Citizen Comments**

### **Consent Agenda**

A correction was made to the minutes of March 8, 2021, under Announcements regarding LitFest, in that **some**, not all presenters did not charge for their presentations. The motion was made and seconded to approve the Consent Agenda with the noted correction to the minutes and also including the Bills Paid/Payable for 03/06/2021 – 04/09/2021. Motion carried.

### **Financial Report**

Honkamp has not received January and February statements from Dupaco so once they do, corrected pages will be received. Jenna will see that the statements are forwarded.

### **Treasurer's Report**

Craig asked that the renaming of the accounts be tabled until the next meeting.

### **Friends Report**

Kathy reported that the Friends will meet on April 4<sup>th</sup>.

Sheila Wells will be putting together the items needed for Friends to be included in the audit.

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

The report is now part of the packet on the iPad.

Jenna asked that if we have social media accounts we comment and like library posts.

Someone has offered to pay to have some of the museum's items digitized to be added to our project. The museum director will take this to their collections board before this moves ahead. It will be at no cost to the library.

### **Board President's Report**

In a discussion of Parliamentary Procedure, Earl noted that all items on the agenda should be labeled as a report or for discussion and possible action. If there is to be discussion, there should be a motion and a second as such. It was also noted that moving forward, all votes should be roll call votes.

Jenna noted that other libraries' meeting agendas look very different from ours. She will work on changes to the agenda.

## **COMMITTEES**

### **Building & Grounds**

A motion was made and seconded to approve the reglazing and painting of the exterior windows for a cost of \$9,800.00 from Joe Beyer.

It was discussed that the transom over the front door was not specifically mentioned in the bid and it should be clarified that this is included in the price. He should also be reminded to paint the one radiator downstairs that was missed previously.

The motion carried with a vote of 6 ayes – Earl, Dianne, Ginni, Craig, Maria, and Gloria, and 1 absent – John.

### **Finance**

### **HR**

### **Policy**

The motion was made and seconded to adopt the Employee Handbook with the changes and additions noted in the Minutes of the Special Meeting of April 12, 2021. The motion passed with a vote of 6 ayes – Earl, Dianne, Ginni, Craig, Maria, and Gloria and 1 absent – John.

### **Unfinished Business**

A motion was made and seconded to change the Historical Room hours to those proposed by Jenna, Monday – Friday 1 – 5 and Saturday 1 – 4.

Discussion then followed. Current hours are M, T, Th, F 1 – 5, W 1 – 8 and S 1 – 4. Jenna would like to get the hours consistent. She also feels that with digitization there will be access available at any time. Discussion concerned the feeling of some trustees that some evening hours were needed for people who work and to allow for more continuous hours that some people might need for research. Our primary responsibility is accessibility for patrons. Making Saturday hours 1 – 5 was discussed, but Jenna stated this would require additional staff. It was suggested that we hold off on any changes until more material is digitized and more staff are familiar with how to find the information. Jenna said she would look at the room usage history to see when peak times occurred, but as Craig noted, this information is not accurate as record keeping of usage was little to none over past years and COVID affected the past year's usage.

The motion and the second were withdrawn.

### **New Business**

### **Motions, Resolutions, Ordinances**

### **Closed Session**

The motion was made and seconded to enter closed session at 7:26 PM for the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee or legal counsel for the public body. The motion passed with a vote of 6 ayes – Earl, Dianne, Ginni, Craig, Maria, and Gloria and 1 absent – John.

The board returned to regular session at 9:15 PM. No action was taken following the closed session. Gloria had left the closed session at 9:10 PM.

**Items for Next Agenda**

Renaming accounts

**Announcements**

**Adjournment**

The motion was made and seconded to adjourn the meeting at 9:18 PM. The motion passed with a vote of 6 ayes – Earl, Dianne, Ginni, Craig, and Maria, and 2 absent – John and Gloria.

**The next meeting will be held on May 17, 2021 at 6:30 PM at the library.**

Respectfully submitted,  
Dianne Allendorf  
Secretary