

Minutes of Regular Meeting

May 17, 2021

Call to order, roll call

Thompson called the meeting to order at 6:35pm

Trustees present: Earl Thompson, Gloria Junge, Ginni Yarbrough, Maria Rector, Craig Albaugh, John Cox
Others present: Jenna Diedrich, Library Director, Kathy Leonard from the Friends, Tim Doser, Hillary Dickerson, Walter Johnson

Resignation of Dianne Allendorf, Secretary

Albaugh moves to accept Dianne Allendorf's resignation. Junge seconds. Discussion on Allendorf's reason for resignation. She was appointed to the county board and cannot serve on two public boards simultaneously. Allendorf has been on the library board since the 1980s. Rector and Diedrich will meet to discuss honoring Allendorf's time on the library board.

Vote to accept the resignation: Thompson-yes, Junge-yes, Yarbrough-yes, Rector-yes, Albaugh-yes, Cox-yes.
Motion carries.

Appointment of Acting Secretary

Thompson appointed Cox as Acting Secretary until the election of new officers.

Oath of Office for Newly Elected Trustees by Secretary

Cox being one of the trustees taking the Oath of Office could not read the Oath; Albaugh read the Oath to all newly elected trustees (Thompson, Junge, Rector, Cox, and Walter Johnson). Albaugh signed all the Oath forms.

Election of Officers

Thompson led the election for new officers.

President: Rector nominated Albaugh due to his leadership and knowledge of the trustee role. Cox motions that the nominations be closed and that Albaugh be elected President by acclamation. Rector seconds.

Vote: Thompson-yes, Junge- yes, Rector-yes, Albaugh-yes, Cox-yes, Johnson-yes

Vice President: Albaugh nominates Rector. Thompson supports nomination due to her previous experience and is great to work with. Cox motions that the nominations be closed and that Rector be elected Vice President by acclamation. Johnson seconds.

Vote: Thompson- yes, Junge-yes, Rector-yes, Albaugh-yes, Cox-yes, Johnson-yes

Treasurer: Albaugh nominates Thompson as treasurer. Cox motions that the nominations be closed and that Thompson be elected Treasurer by acclamation.. Rector seconds.

Vote: Thompson-yes, Junge-yes, Rector-yes, Albaugh-yes, Cox-yes, Johnson-yes

Secretary: Cox nominates Johnson. Cox motions to withdraw nomination and table the vote until the next meeting when a new board member will be appointed to fill Allendorf's vacancy. Albaugh seconds.

Vote: Thompson-yes, Junge-yes, Rector-yes, Albaugh-yes, Cox-yes, Johnson-yes

Call to order by new Board President

Albaugh calls the meeting to order.

Trustees present: Earl Thompson, Gloria Junge, Maria Rector, Craig Albaugh, John Cox, Walter Johnson.

Others present: Same as listed previously.

Albaugh gave thanks to Yarbrough for her service to the library board. The board will miss her presence and is appreciative of her hard work.

Due to not having a Secretary, Diedrich volunteered to type minutes during the meeting. The board accepted.

Citizen comments

Kathy Leonard inquired how to get a new board member. Diedrich explained that now that Allendorf's resignation has been accepted, she will post the opening on the library's website.

Consent Agenda

Cox moves to approve the consent agenda. Thompson seconds.

Vote: Thompson-yes, Junge-yes, Rector-yes, Albaugh-yes, Cox-yes, Johnson-yes

Motion carries.

Financial Report

No comments or questions.

Treasurer's Report

Albaugh stated that library funds are in good shape. Thompson and Albaugh will meet prior to June's meeting to discuss financials and obtain banking information. Cox inquired about Albaugh's intention to change account names so the properly reflect the purpose of the accounts. Albaugh said that will be done alongside the FY22 budget.

Friends Report

Kathy Leonard informed the board that membership mailing will go out soon. The Friends are depending on membership dues to meet financial goals in order to continue supporting the library. A Go Fund Me Page was created to boost potential donations. The Annual Meeting will occur via Zoom on Tuesday, June 22nd at 7pm. A Culver's Share Night will be on September 14th from 5-8pm.

Library Director's Report

Discussion was had on the ongoing project to purchase new furniture from Demco. Floor plans from Demco were supplied in the board packet. Albaugh would like to see furniture that is more in line with the historical building, not a modern aesthetic. Cox believes that the focus should be on usability. Johnson agrees that usability should be key. Rector originally felt similar to Albaugh; a change will be difficult for everyone. Thompson thought if there is a basis for the choice than it is agreeable; modern is okay. Diedrich reminded the board that nothing has been finalized. Demco will be providing color samples and full price lists for each layout.

Diedrich presented a new statistics infographic. She explained that it is an easier way to view the stats rather than providing the board with the full spreadsheet. She will continue gathering stats in the same way, just presenting them this way. Albaugh would like to see more granular data. Diedrich will alter the infographic for next meeting to meet the boards requests.

Board President's Report

Thompson thanked the board for working together as a team. Thompson stated that serving as president was both challenging and rewarding and is thankful for the cohesiveness of both the previous and current board. The board thanked Thompson for his service as president.

Albaugh's goal is to keep the meetings to 1.5 hours.

Albaugh opened the floor for committee assignments.

Building & Grounds: Thompson as chair, Junge, and Rector

Finance: Thompson as chair, Albaugh and the currently vacant Secretary

Human Resources: Rector as chair, Junge, and Johnson

Policy: Cox as chair, Junge, and new board member

Committees

Building & Grounds

Thompson as new chair invited Yarbrough to give her last report on May's committee meeting. Yarbrough stated that there has been no movement on two projects: the exterior work and the children's egress window. Diedrich gave an updated report on the tile work for downstairs in the emergency exit. Knautz flooring offered two options: using the recently purchased tile (which is thicker than the current tile) and patch the small area or replace the tile in its entirety. Diedrich and Thompson both felt that having uneven flooring in an emergency exit is not the way to proceed. Knautz estimated that using stock tile for a full replacement would cost roughly \$900 and ordering a neutral tile would cost \$1200. After looking at the stock tiles, Diedrich and Thompson did not find any to be a good fit. Diedrich went forward with approving the order of a neutral tile similar to what is down there. A formal board vote does not need to happen as there are funds available in the budget for general building repair.

Digitization update: Northern Micrographics is closing due to owner's retirement. Diedrich researched and found an alternative vendor, Advantage Archives, located in Cedar Rapids.

Junge motions to approve the change the vendor from Northern Micrographics to Advantage Archives for the contents of the historical room. Rector seconded. Discussion: Thompson thought that since a previous motion specifically named NM as the vendor, it was important to formally approve a vendor change. Albaugh looked at other materials digitized by AA and he found it to be readable and thought it would be a good choice. AA will microfilm the papers and then digitize from the microfilm.

Vote: Thompson-yes, Junge-yes, Rector-yes, Albaugh-yes, Cox-yes, Johnson-yes.

Motion carries.

Fireplace update: Conservator gave thorough examination and report/proposal for the restoration work. The estimate that was provided is broken into phases. The Galena Foundation is interested in providing funding for the project. Diedrich will have to write a grant to the Foundation to obtain funding. Yarbrough highlighted that Anna is working with Ted Ellison, the expert in this particular façade in the US.

Junge motions to accept Third Coast Conservation's Plan and Proposal for the fireplace restoration and for the cost not to exceed \$12,425. Thompson seconded. Discussion: The question was raised if the Foundation grant needs to be made as a stipulation with the grant. Junge stated that Ken Robb is committed to the restoration.

Vote: Thompson-yes, Junge-yes, Rector-yes, Albaugh-yes, Cox-yes, Johnson, yes

Finance: No report

HR: No report

Policy: No report

Unfinished Business

None

New Business

Discussion was had on the previously implemented Reopening Plan. Due to the recent mask guidelines changing, Diedrich wanted input on the board as to how the library should act. Diedrich would like to continue requiring masks in the building as the overall county vaccination rate is somewhere between 55-60% and many children use the library who cannot be vaccinated. The CDC guidelines and Pritzker's guidelines both state that local organizations and businesses can choose to continue requiring masks. Albaugh and Thompson stated Diedrich can continue to take the lead on whether masks need to be required. Diedrich discussed with staff and they would all like the practice to continue. Cox mentioned that the subject ought to be revisited as the vaccination rate increases. Thompson agreed and stated the board needs to stay apprised.

Motions, resolutions, ordinances

None

Closed Session

None

Items for next agenda

Meeting Date Ordinance

Non-Resident Fee for FY22

Joe Filapek from RAILS presentation on Trustee/Director responsibilities

Appointment of new trustee

The board gave thanks to Diedrich for taking minutes.

Announcements

None

Adjournment

Meeting was adjourned at 7:45pm.

Next meeting will be Monday, June 14th, 2021 at 6:30pm at the Galena Public Library.

Respectfully Submitted,

Jenna Diedrich

Library Director