

Minutes of Regular Meeting

June 14th, 2021

Call to order, roll call

Albaugh called the meeting to order at 6:30pm. Albaugh appointed John Cox as Acting Secretary with Jenna Diedrich taking minutes.

Trustees present: Gloria Junge, Walter Johnson, Maria Rector, Craig Albaugh, Earl Thompson, John Cox
Others present: Jenna Diedrich, Library Director, Betsy Hansen from the Friends, Tim Doser, and Mike Doyle

Presentation from Joe Filapek

Joe Filapek, Director of Consulting and Continuing Education, from RAILS gave a presentation on Trustee roles and responsibilities followed by a short question and answer session.

Discussion, Nomination, and Appointment of new Trustee

Cox begins the discussion of the two candidates, Katherine Walker and Sandra Schultz, by finding both to have impressive resumes. Thompson reminds the board that the open seat needs to be filled with 60 days. Cox requested Diedrich's opinion on the two candidates. Diedrich highlighted Walker's regular usage of the library, across multiple services, and her experience both as serving on boards and in the role of director. Diedrich could not comment on Schultz as the two have not met.

Junge provided background on Schultz and mentioned her involvement on many committees and working with diverse people. Schultz, the wife of a farmer and teacher, would provide the board with a rural perspective.

Johnson does not know either candidate but mentions both have strong resumes.

Rector interested in knowing more about each candidate. Agrees with Diedrich and likes the idea of the new board member being a patron that regularly engages with multiple areas of the library.

Thompson wonders whether an active participant of library services will lead to misunderstanding of the trustee role.

Albaugh spoke with Walker and mentioned she understands the trustee role and is interesting in serving the library.

Cox announces the board is pleased with having two qualified candidates. A vote is not against a candidate but simply for the best candidate. Cox willing to put forth a motion for a vote.

Junge reminds the board that the search for a new candidate should be to expand the knowledge of the board. Library users are represented on the board. Schultz's background would expand the board. Trustees ought to bring a variety of experience.

Cox moved to approve Katherine Walker as the candidate to fill the two-year term left vacant by Dianne Allendorf. Rector seconded.

Vote: Junge-no, Johnson-yes, Rector-yes, Albaugh-yes, Thompson-yes, Cox-yes.

Motion carried.

Katherine Walker will take the Oath of Office at the July 12th meeting.

Election of Secretary

Junge offers to fill the office of Secretary due to experience. Dianne Allendorf turned in her materials to Albaugh and suggested the Board purchase another iPad to be used solely for closed sessions and look into a sound system

that will better record meetings. Diedrich will look into the purchase of another iPad. Diedrich plans to meet with Mary Beth Hyde at the City and learn about the system they use for meetings.

Rector nominated Junge as secretary. Thompson seconded. Cox moved to close nominations and that Junge be elected Secretary by acclamation.

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

Motion carried.

Citizen Comments

Mike Doyle gave background on himself and the research he is involved in as the Galena Fire Department Historian. As a regular user of the Historical Room, Doyle inquired about the procedural change of patrons' ability to use some of the materials in the room. Prior to COVID patrons were able to physically handle and now the procedure states patrons are unable to take books off shelf, need a staff member to do so, need to research off the microfilm and not the original documents, which are difficult to read, grainy, and unprofessional looking.

Thompson interjects and reminds Albaugh that the Board Bylaws give each citizen 3 minutes for comment. In order for Doyle to continue with his comment the Board needs to formally approve an extension. All trustees approve extending Doyle's time.

Doyle mentions when using microfilm to research it is time consuming and difficult. Some microfilm fades in and fades out. Doyle wants to know why the change was made. The material in the Historical Room is precious and regulars are extremely careful. Doyle does not want any of the material damaged and understands importance of preservation. Doyle is very happy with the ongoing digitization project. In order to continue with his research, he would like the procedure for using materials to revert back to the one used pre COVID.

As this topic is not formally on the agenda a discussion will not be had. Diedrich invited Doyle to come in any day of the week to further discuss his concerns with Rachel Lenstra, Archivist, and herself. Doyle accepted.

Consent Agenda

Albaugh noticed an error in the May 17th meetings. Under Election of Officers of President, it should state "Rector nominated Albaugh" not "Rector elected Albaugh."

Cox moves to approve the consent agenda with the change in the minutes. Johnson seconded.

Junge questioned what the bill for Center Point Large Print is. Diedrich explained it is for large print books. Junge suggested contacting the Lions Club Eyes and Ears program to obtain funding for large print collection. Diedrich stated that that has been a long-standing item on the Friends' Wishlist.

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

Motion carried.

Financial Report

The May Financial Report shows as a 'Preliminary Draft.' Diedrich explained that this was because Aaron Cullen was out of office. An updated final draft will be made available later in the week.

Thompson reiterated that the renaming of funds will be done in the future.

Treasurer's Report

No changes. Diedrich informed the board of the funds to be received by Carol Diew's estate. Diedrich had a meeting with Jim Webster on how best to use the funds. Thompson and others have also spoke with Webster.

Friends Report

Betsy Hansen, incoming Co-President starting July 1st. Hansen will be Co-President with Jane Yoder. Membership renewals have been sent out. The Friends started a Go Fund Me page asking for donations based on what people would have spent at the Book Sale. A Culvers Share Night is scheduled for September. The Friends are working on other smaller fundraisers, like a bake sale. New board members start on July 1st.

Library Director's Report

Thompson compliments the new format of the director's report. Diedrich provided updates on the Strategic Plan and showed the board the new website design.

Board President's Report

Albaugh appointed Cox and Rector to review the first half of the year's closed session minutes.

A correction is needed on Ordinance #21-03 FY 2022 Meeting Dates. The special meeting has a date of August 8th when it should be August 9th.

Albaugh requested Thompson continue on as OMA officer and as the point person with the library's attorney, Terry Kurt. Thompson agreed to both.

Funding is going to be getting tight over the coming years with increasing salaries/hourly wages due to the minimum wage. Albaugh presented two options: library goes to referendum for a tax increase or reach out to surrounding townships and include them within the district. The board needs to consider these options to stay financially stable. Research needs to be done as to how to acquire additional townships and how to prepare for a referendum. Rawlins Township has many young families – it may be interested in joining the district. Cox asked if RAILS offers assistance for either option. Diedrich will start researching.

Albaugh is pleased with the ongoing library projects and is looking forward to the new website.

Committees

No committee meetings were held.

B&G: Thompson and Diedrich will be doing a building walkthrough in the coming week. Anticipate a meeting prior to next month's board meeting.

Unfinished Business

Diedrich provided the board with an update to mask wearing inside the library. If patrons are vaccinated, they do not need to wear a mask; if patrons are unvaccinated, they need to continue wearing a mask; all patrons and staff require a mask in the children's library; for those who cannot wear a mask, staff will continue to provide alternate arrangements (bring materials outside or deliver to home). If staff and volunteers are vaccinated and want to forego a mask, they must present their vaccination card to Diedrich. Patrons will not be asked to provide proof of vaccination.

New Business

None

Motions, Resolutions, Ordinances

Cox moves to approve Resolution #21-01 Non-Resident Fee for FY 2022. Thompson seconded.

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

Motion carried.

Cox moves to approve Ordinance #21-03 FY 2022 Meeting Dates with the Special Meeting Date change from August 8th to August 9th. Johnson seconded.

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

Motion carried.

Closed Session

Thompson moves to go into closed session for the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee or legal counsel for the public body. Rector seconds.

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

The Board went into closes session at 8:45pm.

Albaugh invites Diedrich to attend closed session.

The board returned to regular session at 9:01pm.

Discussion and possible action on Closed Session

Cox moves to approve the Pay Grade Assignments as presented, effective July 1, 2021. Johnson seconded.

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

Motion carried.

Items for Next Agenda

Discussion of future referendum or expanding district

Procedure for Historical Newspaper Usage

Discussion of input of Hispanic community

FY 2022 Budget

Announcements**Adjournment**

Meeting adjourned at 9:05pm.

Next Meeting

The next meeting will be on Monday, July 12th, 2021 at 6:30pm with the location to be determined.

Respectfully submitted,

Jenna Diedrich

Library Director