

Minutes of Regular Meeting August 12, 2019

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 Dianne Allendorf, Craig Albaugh, Gloria Junge, Ginni Yarbrough, Maria Rector, and Library Director Nita Burke. Alice McMahon was excused.

Citizen Comments

Tim Doser was present and presented a letter to the board with concerns and suggestions he had for the Historical Room. Some concerns included the noise level in the room when people are present who are not using the room and just in general, food and drink in the room, fragile materials being handled and copied on copy machines, signage placed by the director being removed and generally rules for the room not being followed, the need for vertical file cabinets for storage, accessioning and deaccessioning of materials, and the need for other equipment for the room. The board discussed several items related to the concerns/suggestions such as new chairs for the room, allowing volunteers to use the room during off hours, fire security, security cameras, supporting the director in seeing that rules are followed, and looking into the purchase of a hand held scanner for the room to copy materials as well as other items needed in the room. We should also put on the website that people using the room are encouraged to bring a camera or other device to scan materials when using the room. The board thanked Tim for his concerns and making them known to the board and for the suggestions.

Consent Agenda

Craig moved and Maria seconded to approve the minutes of the July 16 and July 30, 2019 meetings. Motion carried.

Craig moved and Gloria seconded to approve the bills paid and payable for July 17 – August 1, 2019. Motion carried.

Ginni moved and Craig seconded to approve the library statistics for July, 2019. Motion carried.

Financial Report

Craig moved to approve the final financial report from Wagner Accounting, and Gloria seconded the motion which carried.

Treasurer's Report

Craig had nothing new to report at this time.

Friends

No representative was present from the Friends group.

Library Director's Report

Transportation for getting the Gazettes back and forth to Northern Micrographics was discussed. We do not own the papers so there is a question of liability with having a staff person transport them. Nita shared a report from Rachel Lenstra regarding other shipping options. Colleen Lubinski said they would ship them back using UPS. UPS would also pick them up at the library if we chose to use them. We would have to pack them. The board felt it was ultimately Carter Newton's decision as to how we proceed.

Board President's Report

Craig moved and Gloria seconded to add to the Bylaws of the Galena Public Library District Article III regarding the parameters and decorum for public comments during open meetings a time limit of 3 minutes per person and 15 minutes per group and that comments will be presented in a non-argumentative, nonthreatening manner. Motion carried.

Dianne moved and Gloria seconded to grant the treasurer board approval to reorganize existing library bank accounts as necessary. Motion carried.

Old Business

COMMITTEES

Building & Grounds

Craig moved to accept Jim Baranski's plans for the circulation desk with the revision of the placement of work stations. Ginni seconded the motion which carried.

Craig moved to accept the plans for the emergency egress from the Children's Room as presented. Ginni seconded the motion which carried.

Someone will need to check with Jonathan Miller to see if the egress plans need to go to the Historic Board. Earl will begin the bid process.

Craig suggested that if the state says we do not have to have 3 bids for projects under \$20,000.00, we change our bylaws which currently state under \$10,000.00 to the \$20,000.00 amount.

Ginni reported that she has been in touch with Ted Ellison in Oakland, California who is an expert on the glass fireplace facades as are on our fireplaces. The Children's Room fireplace is in need of repair. He is coming to Chicago to do a seminar on but the cost and his schedule don't allow for him to come to Galena. He will keep in touch with Ginni as he continues to work out the best way to repair these fireplaces. It was suggested an article on the fireplaces be put in the Gazette as we might find other people who have some knowledge of these fireplaces or know someone who does. The Galena Foundation is also very interested in helping with the restoration.

New Business

Craig moved to eliminate item #4 regarding the annual Christmas Party from the "Best Practices" section of the bylaws and also the last 2 lines of the "Best Practices" regarding invitees to the holiday party. Ginni seconded the motion which carried.

No action was taken on discussion to provide the staff additional money in lieu of the holiday party.

Gloria moved and Ginni seconded to post and publish the new regular meeting dates of the Board of Trustees as presented. Motion carried.

The dates are: August 12, September 9, October 14, November 11, and December 9 for 2019 and January 13, February 10, March 9, April 13, May 11, and June 8 for 2020.

Items for Next Agenda

Membership in the Galena Cultural Arts Alliance

Cost estimates for the circulation desk and emergency egress

Historical Room items – forming an ad hoc committee

Closed Session

Craig moved to enter closed session at 8:19 PM for discussion of the discipline and removal of an occupant of public office or appointment of an individual to fill a vacant public office. Ginni seconded the motion which carried.

The board returned to regular session at 9:10 PM. No action was taken following closed session.

Announcements**Adjournment**

Gloria moved and Dianne seconded to adjourn the meeting at 9:13 PM. Motion carried

Respectfully submitted,

Dianne Allendorf

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Secretary

The next regular meeting will be held on September 9, 2019 at 6:30 PM at the library.