

Minutes of Regular Monthly Meeting October 14, 2019

Call to Order/Roll Call

President Earl Thompson called the meeting to order at the library at 6:30PM. Also present were Craig Albaugh, Maria Rector, Gloria Junge, Ginni Yarbrough, Dianne Allendorf, and Jenna Diederich, Interim Library Director. Alice McMahon was excused.

Resignation of Board of Trustee

Craig moved to accept the resignation of Alice McMahon from the Board of Trustees effective immediately. Ginni seconded the motion which carried.

Citizen Comments

Brandon Behlke was present from the Galena Gazette. Tim Doser was in attendance as was Jean Wand from the Friends of the Library.

Tim asked if anyone had checked into GIS access. Jean Wand thought it might be free to access. Jenna will contact Diane Williams for information.

Tim also asked why there was a delay in getting the last batch of papers online. Jenna reported that the woman in charge of ingesting had been out of the office but that the papers should be up this week or next. Jenna will have Rachel check into it again.

Honkamp & Krueger Presentation

Aaron Cullen from Honkamp and Krueger was present to talk about their services as our new accounting firm. The use of Quickbooks by both the library and Honkamp has made the sharing of information and reporting much easier and smoother. When Jenna gets an invoice it goes right in to Quickbooks so things do not sit in the office anymore. She can access account information immediately. Honkamp will put page numbers on the report and account numbers can be added also as requested.

Consent Agenda

Craig moved to approve the minutes of the 9/9/19 regular meeting minutes with the correction of Rachel Lenstra's title from assistant library director to administrative assistant under Citizen Comments. The motion seconded by Ginni carried.

Jenna reported that the bill for \$705.00 from LitFest has been paid but keeps showing up on the Bills Paid and Payable. She is working on getting it off. Voided items were entered incorrectly as the system was being learned but have been entered correctly now.

Craig moved and Ginni seconded to approve the Bills Paid and Payable for 9/10/19 – 10/11/19. Motion carried.

Circulation and Historical Room numbers look good on the 9/19 Library Statistics. Ginni moved and Gloria seconded to approve the statistics as presented. Motion carried.

iPad Q & A with Andy Willis

In order for all board members to have access to the password for the iPads, the secretary will download closed session minutes to a flash drive following the meeting so that they are not available on everyone's iPads.

Financial Report

Treasurer's Report

Craig and Jenna have been working on getting the information for accounts for which the interest can and cannot be used so that Craig can set it up for us to collect the interest for those for which it is possible to be used.

Friends

Jean Wand reported that the Book Sale took in \$11,800.00. Jean noted there had been some discussion about having the sale every other year, but plans for 2020 are moving ahead.

Friends currently has 189 members.

There will be a display in the library from 10/20 – 10/26 for National Friends of the Library Week.

There will be no October meeting so the next meeting will be on November 14th.

Library Director's Report

Rachel's digitization presentation at the Galena Foundation Luncheon on 10/4 was well done and well received.

In the future, a grant from Country Fair will be pursued for the digitization project.

Carter Newton signed a waiver allowing the staff to transport the Gazettes to and from Northern Micrographics in Lacrosse. Scott will be taking another 6 years of Gazettes up on 10/15 and bringing back those that are completed.

Larissa has almost all events for LitFest finalized.

Jenna is starting to work on the Per Capita Grant which focuses on Board responsibilities. Jenna has placed material to be read on the iPad. One board member must attend a training session at the library.

Jenna will work on updating the Trustee Manuals again as the Contents page does not accurately reflect what it contains.

Jenna asked for and was given confirmation by the board that the Non-resident fee calculation formula had been approved at the 7/16/19 meeting. She could find no written record of it even though it was reported in the meeting minutes that it had been approved.

By-laws were distributed but it was noted that the change of the meeting date from the third Tuesday to the second Monday now needed to be made. That page will be corrected.

Maria remarked on the great library coverage that has been in the newspaper.

Board President's Report

The cameras have been installed but the recorder was not placed in the director's office as it was to have been. Earl will see that it is moved.

No proposed landscaping plan was submitted by Kate Freeman for the property to the south. As there is only 7 feet between the house and the library drainage trough the board does not feel that there would be no viable plan for landscaping anyway.

There is a leak in a pump in the boiler. The part and labor through Hollands would be \$713.00. It is an oil fired boiler that has been converted to gas and is not very efficient. It is estimated a new boiler might run in the area of \$25,000.00, but this would seem to be a better option than continuing to stick money in to the old one. There is currently no heat in the Children's Library, and that will be an issue

with the cold weather coming. Hollands does not do commercial work so Jenna will get a quote from Geisler Brothers in Dubuque.

Craig moved to get specs and an estimate for a new boiler and to draw the specs up in bid form and send it out. Gloria seconded the motion which carried.

COMMITTEES

Building & Grounds

The committee met on 9/25.

Progress on the egress window in the Children's Library is on hold during the interim director's term, but the committee will have a recommendation for how to proceed with the project by the November Board meeting.

In a side note during this part of the meeting, in regard to how many board members can serve on a committee to avoid the presence of a majority of a quorum, it was discussed that all committee meeting should be posted to avoid the problem.

Finance

Policy

Human Resources

The Human Resources Ad Hoc Hiring Committee reported that 3 resumes had been received for the library director's position. Candidates will be reviewed after the RAILS ad expires on 10/24.

Resumes were distributed to the board.

Unfinished Business

There was a question as to what equipment had been approved for purchase for the Historical Room. It was suggested that Rachel might have the complete list. Craig and Jenna will clarify the equipment and bring it back to the board.

New Business

Some board member concerns were discussed including the suggestion of streamlining the meetings by seeing that all committee reports are turned in to Jenna in time to make the board packet and that the board do their homework so that the reports do not need to be read at the meeting. Library statistics should not need to be approved as they are what they are and can't be changed. If there is money in the budget for items discussion occurred as to what the board should be approving in terms of a dollar amount. Dianne and Gloria will work with the new director on some items for streamlining the meetings.

Craig moved to void Resolution 09-01 and to create a revised Resolution 20-03 that states that any unexpended year end funds "may" (currently reads "shall") be moved to the Special Reserve Fund in whole or in part and that this new resolution supersedes any other in this regard. Ginni seconded the motion which carried.

Gloria moved to not offer health insurance or a stipend for insurance for any library employees at this time. Ginni seconded the motion which carried.

Gloria moved and Craig seconded the motion to hold a silent auction for the removal of shelving and other furnishings no longer needed and to use the money to purchase new furnishings and to deaccession any items being removed for which it is necessary. Motion carried.

Dianne moved to enter closed session at 8:55 PM for the appointment, compensation, discipline, performance, or dismissal of a specific employee or legal counsel for the public body, collective negotiating matters or deliberations concerning salary schedules for one or more classes of employees, and discipline and removal of an occupant of public office or appointment of an individual to fill a vacant public office. Craig seconded the motion which carried.

The board returned to regular session at 10:00 PM.

Following closed session, Craig moved to nominate John Cox to fill the vacant trustee position. Maria seconded the motion which carried.

Items for the next agenda

Adjournment

The meeting was adjourned at 10:03 PM on a motion made by Craig and seconded by Ginni. Motion carried.

The next meeting will be on November 11, 2019 at 6:30 PM at the library.

Respectfully submitted,
Dianne Allendorf
Secretary