

Minutes of Regular Meeting October 16, 2018

Call to Order/Roll Call

President Earl Thompson called the meeting to order at 6:00 PM at the library with board members Heather Vincent, Rick Pariser, Peggy Stortz, Ginni Yarbrough, Helen Mayberry, Dianne Allendorf, and Library Director Nita Burke also present.

iPad Training

The meeting began with iPad training presented by Willis Computer Solutions.

Citizen Comments

Diane Gockel from the Friends of the Library and Tim Doser were present.

Review of Agenda for Additions/Changes

There were no additions or changes.

Consent Agenda

Helen moved to approve the items on the Consent Agenda including the minutes of 9/18/18, bills paid and payable for 9/13/18 and 10/13/18, and the library statistics for 9/18. Dianne seconded the motion which carried.

Presentation from Architect Jim Baranski

Jim shared the raw data from the surveys that were taken and presented the Preliminary Master Planning Report regarding the possible renovation of the upstairs. Jim said the focus was on 3 broad themes, including:

1. There is a need for space to house simultaneous uses that vary in terms of activity and noise levels.
2. There are areas of the library that are currently underutilized that could be repurposed.
3. There are programmatic scheduling, furnishing, and technology options that may enhance library function and use.

The board asked Jim to look at providing a private office space for Nita and ways to possibly get more seating for programs in the fireplace area. The plan will then go to the Building Committee to bring back suggestions to the board.

Financial Report

Nita will ask Wagner's to send the future reports electronically.

Treasurer's Report

Library Director's Report

Nita shared Circulation Statistical Comparisons.

Nita will purchase a single license for Adobe Creative Cloud at a cost of \$19.99 /month for the first year.

Board President's Report

Colleen's retirement party will be held at the Desoto Hotel on November 2nd at 5:30 PM. The board and staff Holiday Party will be held on December 2nd at 5:30 at the Desoto Hotel.

Friends

Diane Gockel, the Friends Publicity Chairperson, promoted the Friends of the Library event at the library on October 22nd.

Around \$11,800.00 was taken in at the Book Sale.

COMMITTEE REPORTS

Building & Grounds

The Ad Hoc Historical Room meeting minutes were shared.

Another visit by Colleen Lubinski has been postponed but the committee is in phone contact with her regarding the digitization of the Gazettes.

It now looks like the cost of scanning and preparing for inclusion in the UIUC archives of 1,400 pages of the Gazette would be about \$1040.00. The board feels this is a reasonable cost and would like to begin the project.

Dale Glick has done a complete inventory of the newspapers by year, including the number of pages and what type (daily, weekly) they were.

The University of Illinois will not store the papers unless they are donated to the University. The papers belong to the Gazette and are not ours to give.

Finance

Policy

The committee needs to set a meeting to review the Employee Handbook and possible some other policies to which changes might be needed.

Human Resources

A meeting will be held on October 23rd at 4:00 PM at Illinois Bank & Trust to look at the job descriptions and salaries of two employees who were recently promoted.

Helen will conduct an exit interview with Colleen on 10/30 or 10/31.

Marketing & Programming

The minutes of the 9/24/18 meeting were shared.

The committee is recommending that at next year's Family Fest there be an adult program of about 30 minutes inside the library to bring people in as no one came into the building during this year's Fest.

Strategic Plan

We will meet on November 10th at the hospital from 8:30 AM - 12:00 PM for planning with Mary Sheehan.

Unfinished Business

Ginni moved, on behalf of the Ad Hoc Historical Committee, to authorize the first phase of the Digitization of Historic Gazettes, contingent on the willingness of the Galena Foundation to match our funding, and to hire Northern Micrographics of Lacrosse, Wisconsin to image the Galena Gazette years 1876 – 1919 with a cost not to exceed \$20,000.00 to be funded with \$10,000.00 from the library, and \$10,000.00 from the Galena Foundation.

Peggy seconded the motion. The motion failed with a vote of 7 nays.

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The Galena Foundation meeting will be on October 26th.

Chief Lori Huntington will get back to us with more information on being an Emergency Weather Evacuation Location before we make a decision.

The County has asked us if we would house the county tax books from the 1800s to the 1940s as they are becoming moldy. They would have the books cleaned first. The board felt we just don't have the room right now to do this, but we will give them the information on digitization and suggest they ask the Historical Museum also.

New Business

Helen moved to authorize Nita as the IMRF Officer per Resolution #19-03. Ginni seconded, and the motion carried with 7 ayes, 0 nays, and 0 absent.

Closed Session

Items for the Next Agenda

A question came up as to why the Friends funds aren't transferred to the library. It was explained that the director presents a Wish List to the Friends of items the library would like the Friends to purchase, and then the projects are funded as they are completed. This year's Wish List has already been approved, but this could be discussed with the Friends for next year.

The other Grant home is being sold at a Sheriff's Sale. Is this something we could ask the bank to donate to the library? The board felt this should be something discussed in closed session if it is appropriate.

Announcements

Next Meeting

The next meeting will be held on November 20, 2018, at the library at 6:30 PM.

Adjournment

Rick moved and Heather seconded to adjourn the meeting at 8:50 PM. Motion carried.

Respectfully submitted,

Dianne Allendorf

Dianne Allendorf
Secretary

