



# Galena Public Library

DISTRICT

## **Library Board of Trustees Meeting** **Special Meeting July 13<sup>th</sup> at 6:00pm** **Budget & Appropriation - CANCELLED** **Galena Public Library – Main Floor**

## **Regular Meeting July 13<sup>th</sup> at 6:30pm** **Galena Public Library – Main Floor**

In order to comply with recent orders regarding OMA from Governor Pritzker, the regular meeting of the Board of Trustees will occur in person on the main floor of the library.

All citizens who wish to attend must wear a mask. Masks will be available at the library for those who do not have them. Social distancing will be enforced for all attendees.

### **AGENDA**

1. Call to order, roll call
2. Citizen comments
3. Consent agenda
  - a. Approval of minutes for June 8, 2020
  - b. Approval of bills paid/payable: 6/6/2020-7/10/2020
4. Financial Report
5. Treasurer's Report
6. Friends Report
7. Library Director's Report
  - a. Library statistics June 2020
  - b. Updates on Reopening of Library
8. Board President's Report
9. Committees
  - a. Building & Grounds
    - i. Discussion and possible action on recommendation to award D&D the boiler replacement and rezoning
    - ii. Discussion and possible action on exterior building inspection
    - iii. Update on Digitization
  - b. Finance
  - c. Policy
    - i. Discussion and possible action on Parental Leave Policy
    - ii. Discussion and possible action on GPLD Rules to Maintain Safe Behavioral Practices
    - iii. Discussion and possible action of tabled motion regarding update to Bylaws
    - iv. Discussion and possible action on creation of Sub-committee of the Whole
  - d. HR

10. Unfinished Business
11. New Business
  - a. Discussion regarding development of orientations for new trustees and new directors
12. Motions, Resolutions, Ordinances
13. Closed Session:
  - a. For the discussion of the minutes of a meeting that lawfully closed under OMA
14. Discussion and possible action regarding closed session discussions
15. Items for next agenda
16. Announcements
17. Adjournment
18. Next Meeting – Monday, August 10<sup>th</sup>, 2020 - Special Meeting for Budget & Appropriation at 6:00 pm followed by Regular Meeting at 6:30 pm. Location to be determined.

**The mission of the Galena Public Library is to inspire lifelong learning, advance knowledge, provide cultural and recreational opportunities, and strengthen our community.**

Posted on 7/10/2020 by J. Diedrich at 2:15pm

### **3. CONSENT AGENDA: Minutes**

#### **Minutes of Meeting June 8, 2020 - DRAFT**

##### **Call to Order/Roll Call**

The regular monthly meeting of the Galena Public Library District Board of Trustees was called to order via Zoom by President Earl Thompson. Also present were Craig Albaugh, Gloria Junge, Maria Rector, Ginni Yarbrough, John Cox, Dianne Allendorf, and Library Director, Jenna Diedrich.

##### **Citizen Comments**

Jenna read a letter from Peggy Stortz asking the board to not support item 9c.i. on the agenda, the update of the Board President's responsibilities in the Bylaws. Letters were also read from James Boho asking that the Attorney General's letter be addressed and that everything involved in the termination of Marvin Holland be brought to light and from Rick Pariser asking the board to reconsider Marvin's termination and reinstate him as the process of the termination was questionable and Marvin has no idea why he was terminated.

##### **Consent Agenda**

In regard to the minutes of the May 11, 2020 minutes, Jenna noted that Marvin Holland's name was omitted from those submitting letters to be read, and Craig said the word "true" needed to be taken out of the second sentence under Treasurer's Report on p. 1. A motion was made to accept the items on the Consent Agenda including the corrected Minutes of 5/11/2020 and the Bills Paid/Payable for 5/9 – 6/5/2020. The motion received a second and was carried.

##### **Financial Report**

The report is labeled "Preliminary" as the supervisor at Honkamp was not available to sign off on the report before it was sent out. The updated draft is now on the iPads. There were no questions regarding the report.

##### **Treasurer's Report**

Craig shared the draft of the FY 2021 Budget. Final ending fund balances will be available after June 30<sup>th</sup> to update the beginning balances in the funds for 2021. Jenna reported that the Friends have not been meeting recently, but the \$10,000.00 requested in the Wish List should be forthcoming.

Craig also reported that the first tax fund allocations could be lower as taxpayers can wait and pay the entire tax bill in September. Purchases such as the chairs were covered in the 2020 budget, but the boiler costs will come out of the 2021 budget.

The board again discussed bringing the higher balances in the FICA, IMRF, and Insurance funds down and we only levy for what we need and should not carry large balances in the fund.

Craig commended Jenna for her work on the budget. It will be available on the website and from Jenna if requested, for 30 days before the July meeting at which time the board will act on adopting the budget.

##### **Friends**

No one was present from the Friends group.

##### **Library Director's Report**

Jenna thanked Rachel and Larissa on the virtual programming and reported the response had been great to the programs. She also reported that materials available online had been used.

The library began taking returns last week and curbside pickup began this week. The staff is making some collections available curbside for patrons to peruse for checkout. Things are running smoothly so far. All returned materials are quarantined for 7 days before being put back in to circulation.

Ginni commended the staff for their letter in the Gazette regarding social injustice.

Scott Wolfe has retired after 34 years at the library. His last day was May 31, 2020. His party has been put on hold. Sara Millhouse is covering Scott's position now, and Jenna will be posting an ad for the position when the library reopens to the public.

Jenna has been accepted to the Director's University which will now meet virtually from June through September.

In regard to the how the Historic Room might operate once the library reopens, Jenna said that only 3 patrons and 1 staff person will be allowed in the room at one time. The local patrons might need to step out if out of town visitors arrive.

Ginni shared a quote with Jenna to use for the Gazette Community Project.

### **Board President's Report**

Earl clarified information regarding the OMA violation and the wrongful termination stating that there was no motion to terminate Marvin Holland made in open session as should have been done. In regard to the reasons for termination, the board as a whole believes that it was done for the right reasons, as the result of an internal investigation and a police investigation into anomalies occurring at the library, and the board stands by its decision. In addition, the Employee Handbook explains that all employees are at will employees and hence can be terminated at will. John noted that typically the board would have directed the director to terminate an employee, but as there was no director in place at the time, the president was so directed by the board. He also stated that there should have been a motion made allowing the President to terminate the employee rather than a verbal directive. John also acknowledged that a procedural error was made in that a motion was not made in open session to terminate Marvin Holland. That is where the issue with the Attorney General and the OMA came in, not with who terminated the employee or whether or not they were terminated. John suggested the procedural error be corrected and the file on the matter closed.

### **COMMITTEES**

#### **Building & Grounds**

The committee met on 6/2/2020.

The painting is done. Carpet cleaning will be done this week. Pro Tech has not yet submitted their certification for the boiler job as of yet, but Earl suggested they be given more time, and the matter be discussed at the next meeting. The board agreed that if certification was dated after the bid process they not be considered for the job. Earl also recommended that the contractor be hired for installing the boiler and then let them do the rezoning for the Historical Room and unisex bathroom themselves as they would then get an engineer rather than us having to go through that process. The board is in agreement with that suggestion.

Carter Newton has signed the agreement regarding the digitized materials and a copy has been sent to Craig Brown for the Galena Foundation. Jenna will amend the waiver for transportation of the materials so that Scott Wolfe is allowed to transport to and from Northern Micrographics as he is no longer an employee of the library and have Carter sign the amended agreement. Volunteers are covered under our insurance.

Other building projects are on hold for the time being.

The committee will meet on July 7<sup>th</sup> at 9:30 AM.

## **Finance**

### **Policy**

In regard to updating the Board President's responsibilities in the Bylaws, the suggested addition to Article IV, Section 3a would make the president the point of communication between the board and the library director. The motion was made and seconded to add the recommended 2 sentences to Article IV, Section 3a making the president the contact person between the board and the director. Following discussion of the first motion it was moved and seconded that the update be amended to further state that in the absence of a library director, the board president be in charge at the library until an interim could be appointed. Ensuing discussion noted that this should be part of the Employee Handbook also. The Handbook needs revamping and this matter should be considered at the same time. It was also discussed that a leave of absence and a resignation are 2 separate matters and should be discussed separately. Jenna noted that it would be a big job for someone with no training and no pay such as the president to step in to the director's position. She also did not feel the staff would support this. Earl reiterated that he feels we need some clarity as to the chain of command in instances such as these. John said it is the practice of every business and governmental agency he has worked with the designate someone to step in to the director's position in case of an emergency until an interim can be appointed. It was noted that the addition to the Article was about communication only not cases such as resignation, and therefore should go to the Policy Committee to discuss and make a recommendation. The motion was made and seconded to table the current motion until the next meeting. Motion carried.

The motion was made and seconded to allow employee vacation time for FY 2020 to extend to June 30, 2021. Motion carried.

Jenna will manage requests on a first come first serve basis if there are too many requests for the same time period. There are currently 8 employees that have vacation time coming, but as some are very part time it is not a lot of time to cover. In regard to policy, as this is a situational, hopefully one time matter, Jenna does not feel the need for a policy at this time.

## **Human Resources**

### **Unfinished Business**

### **New Business**

In regard to continuing to pay full compensation to all employees during the pandemic, currently in effect until June 30, 2020, motion was made and seconded to pay full compensation to all staff through FY 2021 based on approval of the FY 2021 budget. Motion carried.

The audit of the secretary's minutes is due by September 1, 2020 for the IPLAR report. Two people, other than the secretary, will do this following the next in-person meeting of the board. It was suggested that the board begin doing this every 3 months instead of all at the end of the fiscal year. A review of the closed session minutes from the first half of FY 2020 needs to be completed by June 30, 2020, and any minutes no longer deemed necessary to remain closed can be released. It will be determined which two people will complete the review.

It was moved and seconded to close the library at 4:00 PM rather than 5:00 PM on the days before Thanksgiving and the Fourth of July. Motion carried.

## **Motions, Resolutions, Ordinances**

The motion was made and seconded to approve Ordinance #20-4 setting for the Board Meeting Dates for FY 2021. Motion carried.

The motion was made and seconded to approve the Prevailing Wage Ordinance #20-5. Motion carried.

The motion was made and seconded to approve Resolution #20-5 setting the Non-Resident Fees for FY 2021. Motion carried.

### **Closed Session**

The motion was made and seconded to enter closed session at 8:06 PM for the discussion of the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee or legal counsel for the public body and for pending or probable litigation against, affecting, or on behalf of the public body. Motion carried.

The board returned to regular session at 8:24 PM. The motion was made and seconded that in response to the letter from the Attorney General of Illinois dated April 16, 2020, the minutes will hereby note as follows: Due to the resignation of the Library Director in August of 2019, the Board of Trustees met and discussed the possibility of hiring an Interim Director. There was a concern that the new person should not have to deal with other library employees until a new full-time Director was hired by the board. President Thompson advised the board that he would deal with staff issues until a full-time director was hired. The board members had no objection. No vote was taken in closed session. Motion carried.

### **Items for Next Agenda**

#### **Announcements**

#### **Adjournment**

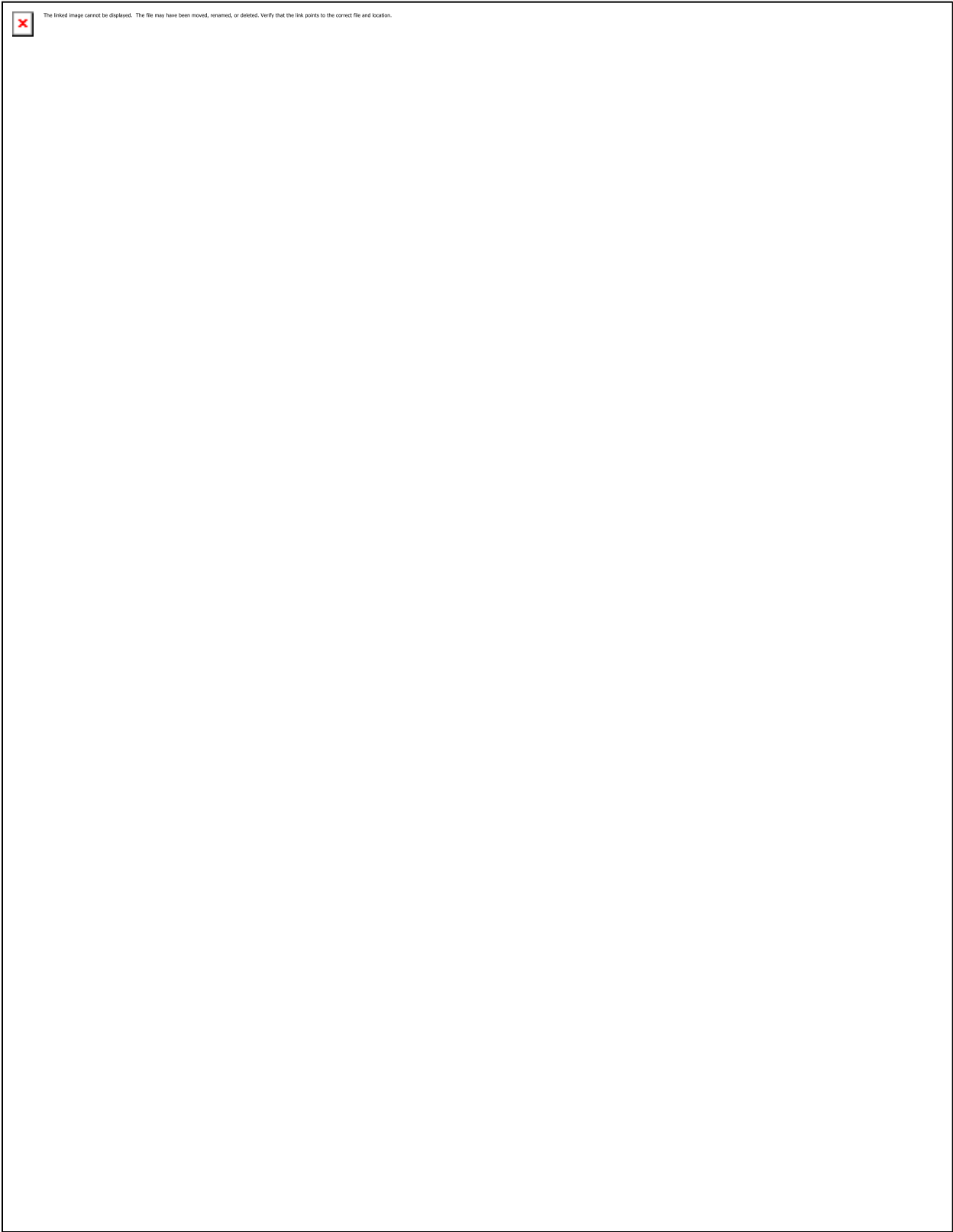
The motion was made and seconded to adjourn at 8:28 PM. Motion carried.

#### **Next Meeting**

The next meeting will be the **Budget & Appropriation Hearing at 6:00 PM on Monday, July 13, 2020** followed by the **regular board meeting at 6:30 PM**. Location to be determined.

Respectfully submitted,  
Dianne Allendorf  
Secretary

**3.b Consent Agenda: Bills Paid/Payable 06/06/20-07/10/20**





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## Galena Public Library District

CHECK DETAIL  
June 6 - July 10, 2020

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
06/23/2020	Expense		Card Services - Galena State Bank		R	-1,888.50
				Monthly Zoom license		29.98
				Mirror for teen space		47.20
				Supplies		289.76
				Adult/youth AV		761.68
				Summer reading prizes		220.00
				Wall Street Journal		539.88
06/24/2020	Expense		Payroll		R	-6,972.80
						-6,972.80
06/25/2020	Expense		Culligan		R	-7.00
						7.00
06/26/2020	Expense	815777154205	AT&T		R	-78.39
				Elevator phone service		78.39
07/06/2020	Expense		Baker & Taylor			-1,460.63
				Adult and youth books		264.39
				Adult and youth books		1,196.24
07/07/2020	Expense		Nicor Gas			-208.35
				Charges 4/18/2020-5/17/2020		208.35
07/10/2020	Expense		Jo Carroll Energy			-370.00
				Electric Bill for 5/5/2020-6/3/2020		370.00

## 7a. Library Statistics: June 2020

### LIBRARIAN'S REPORT

June 2020

#### CIRCULATION REPORT

	June FY20	June FY19
<b>ADULT &amp; YOUTH</b>		
Books	330	2201
DVD/Videogames	111	1400
Audio	26	356
<b>TOTAL</b>	<b>466</b>	<b>3958</b>
Magazines	6	103
ILL-Borrowed/OCLC	0	33
ILL-Borrowed/PC	39	479
<b>TOTAL BORROWING</b>	<b>39</b>	<b>512</b>
ILL-Lending/OCLC	0	18
ILL-Lending/PC	92	366
<b>TOTAL LENDING</b>	<b>92</b>	<b>384</b>
eBooks/eAudiobooks	304	251
Baking Pans	0	4
Hotspots	1	8
Museum Pass	0	1
Kanopy		17
<b>CIRCULATION TOTAL</b>		<b>5238</b>

All blue sums add up to Circulation Total

COMPUTER USAGE	June FY20	June FY19
Children's Library	NA	42
Adult	NA	317
Wireless	NA	150
<b>TOTAL</b>	<b>NA</b>	<b>509</b>

	<b>June FY20</b>
<b>Library Cards Issued</b>	6

	<b>June FY20</b>
<b>Multimedia Checkouts</b>	0

	<b>June FY20</b>
<b>Seed Library</b>	0

	<b>June FY20</b>
<b>Home Deliveries</b>	0

<b>Historical Room</b>	<b>June FY20</b>	<b>June FY19</b>
Visitors	NA	123
Phone	NA	9
Internet	NA	3
Total Contacts	NA	135
Family History	NA	31
Local History	NA	92
Buildings	NA	4
US Grant	NA	2
Civil War	NA	1
Other	NA	0

<b>Website Usage</b>	<b>June FY20</b>
Users	726
Sessions	1,425
Page views	2,616

<b>Ancestry</b>	<b>June FY20</b>
Searches Run	585
Sessions	7

<b>eRead</b>	<b>June FY20</b>
Blio	194
epub	0

Acoustik	110
PDF	0
Holds	8
<b>Total Checkouts</b>	<b>304</b>

<b>Kanopy</b>	<b>June FY20</b>
Plays	31
Visits	151
Users	10

<b>Mango</b>	<b>June FY20</b>
Total Sessions	15
Mobile Sessions	0
Avg. Learning Time	4.15 min

<b>SOCIAL MEDIA</b>	<b>New Page Likes</b>	<b>Engagements</b>	<b>Total Reach</b>	<b>Total Followers</b>
Facebook	7	848	12,346	1,036
Instagram	NA	58	NA	401

	<b>Total Views</b>	<b>Watch Time</b>	<b>Click-Thru Rate</b>	<b>Total Subscribers</b>
<b>YouTube</b>	54	3.9 hours	4.7%	4

**Display Cases:** Large case: Menswear from Nancy Wolfe; Small case: empty

**Memorials/Donations:** Digitization donation

**Library Newsletter Subscribers: 480**

**GPL Online Engagement and Programming Stats  
June 2020**

<b>Live Online Programs</b>						
<b>Adults</b>	<b>Date</b>	<b>Kids</b>	<b>Teens</b>	<b>Adults</b>	<b>Staff</b>	<b>Cost</b>
Tuesday Afternoon Stitchers	6/2/20	0	0	5	JD	0
Socially Distanced, Digitally Connected – Live Zoom	6/3/20	0	0	4	LD	50
Tuesday Afternoon Stitchers	6/9/20	0	0	7	JD	0

Empathy and Understanding During a Pandemic – Live Zoom	6/10/20	0	0	5	LD	50
Morning Book Club	6/15/20	0	0	12	LD	0
Evening Book Club	6/16/20	0	0	6	LD	0
Writer’s Workshop with Jarm Del Boccio – Live Zoom	6/23/20	0	0	4	LD	0
Tuesday Afternoon Stitchers	6/23/20	0	0	5		0
Tuesday Afternoon Stitichers	6/30/20	0	0	5	LD	0
An Evening with Kim Michele Richardson – Live Zoom	6/30/20	0	0	35	LD	200
<b>Youth</b>						
STEAM Club	6/3/20	5	0	0	RL	n/a
STEAM Club	6/10/20	6	0	0	RL	n/a
STEAM Club	6/17/20	6	0	0	RL	n/a
STEAM Club	6/24/20	3	0	0	RL	n/a

Recorded Online Programs	Facebook					YouTube				
	1 min views	Reactions	Comments	Shares	Reach	Views	Click-Through-Rate	Likes	Comments	Staff
Socially Distanced, Digitally Connected- Archive video	16	1	7	1	239	18	12.5%	2	0	LD
Empathy and Understanding During a Pandemic- Archive video	51	28	9	3	348	15	6.6%	2	0	LD
Writers Workshop with Jarm Del Boccio – Archived video	13	4	0	1	124	17	5.9%	3	0	LD
Admiral Dewey as a Popular Icon	2	7	0	1	176	14	5.9%	2	0	LD
<b>Youth</b>										
6/3/20 Toddler Storytime	8	11	2	2	239					

6/5/20 PreK Storytime	10	8	3	2	241
6/10/20 Toddler Storytime	25	5	0	4	367
6/12/20 PreK Storytime	12	3	2	0	154
6/17/20 Toddler (prerecorded)	11	8	1	1	704
6/19/20 PreK	13	12	1	3	844
6/24/20 Toddler	6	7	2	2	218
6/26/20 PreK	10	4	2	2	195

<b>Patron Interaction via Email</b>	<b>June 2020</b>	<b>Staff</b>
Card renewals	4	LD
barcode/PIN retrieval	4	LD
Tech Questions	9	JD/LD/RL
Resident Card Creation	6	LD
Temp Non-Res Card Creation	0	
Reference Questions	9	JD/RL
HR Inquiries	2	RL
Praise of library services	7	LD/RL
Circulation/Programming	21	JD/LD/RL
<b>Patron Interaction via Phone</b>		
Circ, Ref, Programs, Tech, Cards, etc.	208	All staff

## 9.a.ii. Building & Grounds Committee Exterior Building Inspection



July 7, 2020

Galena Public Library  
601 S. Bench St.  
Galena, IL 61036

### **Exterior Building Envelope Assessment**

In order of priority:

- Scrape and paint all windows. Repair glazing, as necessary.
- Repair damaged mortar joints on both chimneys
- Remove caulk and mortar joints and install new expansion joint compound at limestone water table.
- Repair steel railing mounts at concrete steps
- Patch front limestone steps, remove and install new expansion joint compound
- Repair badly damaged limestone corner near new elevator
- Remove caulk and mortar joints and install new expansion joint compound at limestone coping and corbelling.
- Remove damaged mortar joints and tuck point limestone field
- Replace parget section on 2 front buttresses with limestone to match original
- Repair door threshold at storeroom door.
- On north side power wash organic material from stone and infill around drains in sidewalk

P.O. Box 32 Galena, Illinois 60136  
Office: 815.777.8639 Cell: 815.541.0941  
earl@earlthompsonmasonry.com

## **9.c.i. Policy Committee Parental Leave Policy**

### **Family Emergency**

Employees in need of family medical emergencies may take extra time off using their vacation and sick days, or without pay at the discretion of the Library Director.

### **Parental Leave**

#### Eligibility

Regular full-time or part-time employees who have worked for the Library for at least 6 consecutive months are eligible for 2 weeks paid parental leave and an additional 6 weeks of leave using vacation and/or sick time following the birth or newly adopted child(ren). An additional period of 4 weeks may be requested at the discretion of the Director. This additional time will either be covered by vacation or sick time or unpaid.

The term “week” applies to the employee’s regular workweek schedule. Employees will be compensated at their current hourly rate on a biweekly basis on regularly scheduled pay dates.

#### Requesting Parental Leave

If the need for parental leave is foreseeable, the employee must submit a written leave request to the Director at least 30 days prior to the start of the leave and any documentation supporting the need for the leave. Where the need for leave is not foreseeable, the employee must submit a written leave request to the Director as soon as practical including any supporting documentation.

#### Use of Leave Time

The leave may begin no earlier than the birth or placement of the child(ren) and must begin and end within 6 months immediately following the birth or adoption. With prior approval from the Director, leave may be taken intermittently but must be taken in full week increments by prior arrangement in consideration of the needs of the Library. Unused parental leave may not be carried over to a time period following the 6 months after the birth or placement of the child(ren).

An employee will not receive more than 2 weeks of paid parental leave in a rolling 12-month period, regardless of whether more than 1 birth or adoption event occurs within that 12-month period. Upon separation of employment, employees will not be paid for any unused paid parental leave for which they were eligible.

#### Working from Home

Working from home is a possibility for the employee requesting leave, if the responsibilities of their position allows for it (i.e., collection development, planning programs, implementing virtual programs, etc.). A work from schedule must be developed and approved by the Director prior to the start date of the leave. Working from home will only be allowable through the 8 (or 12 week leave – upon request) week leave. The primary reason for working from home is to lessen the amount of vacation or sick time used.



## 9.c.ii Policy Committee GPLD Rules to Maintain Safe Behavioral Practices

### GPLD Rules to Maintain Safe Behavioral Practices

The Galena Public Library District is firmly committed to helping protect the health and safety of our patrons and staff and to serving our community during the COVID-19 pandemic. We are closely monitoring the changing situation and complying with Public Health guidance. GPLD has temporarily updated our Patron Code of Conduct to include Safe Behavioral Practices during this time.

These additions are for your safety and the safety of our staff. When visiting the library, everyone will need to comply with these protective measures:

- Hours of operation will change to comply with the State and Local laws to protect the safety and health of patrons and staff.
  - The library facility may be closed to the public.
  - Library service may be reduced.
  - Special hours may be set aside for at-risk populations (seniors, immunocompromised, etc.)
  - Historical Room access will be limited to two visitors and one staff member at a time. Appointments may be implemented. Historical documents are only to be touched by staff members. Viewing of archival materials will not be allowed. Microfilm is available for viewing newspapers.
- Curbside pick-up will continue during designated hours in the back-parking lot.
  - Designated hours may change and will be communicated to the public.
- All patrons/visitors and staff are required to wear appropriate face coverings upon entry to the library. Face coverings must cover the mouth and nose at all times. This requirement does not apply to children under the age of two. If individuals are unable to wear face coverings due to a medical condition, alternative accommodations will be provided.
- Appropriate social distancing of six feet is required. Directional browsing will be marked on the floor. Marked spaces will be in place and patrons are required to follow the queue when checking materials out.
- All patrons/visitors are required to use the provided hand sanitizer upon entering the library.
- The library will follow public health guidelines to potentially limit the number of people allowed inside the building at the same time. This may include limiting the amount of time people may remain in the building during a visit.
  - Seating will be appropriately spaced out, but prolonged visits will be discouraged.
  - Computer usage will be limited to one hour. Appointments may be implemented. Two desktops and two Chromebooks will be available for use.
- All in-person programming will continue to be suspended until the library is operating at full service.
- Returned materials will be quarantined for seven days. No fines will be accrued on any materials.
- Donations of materials will be only be accepted on a case-by-case basis. All donations must be quarantines for seven days.

**9.c.iii Policy Committee: Discussion of tabled motion of Bylaw change**

**Previous Recommendation of Bylaw Change**

**Current Article IV, Section 3a:**

President The president of the Board shall preside at all meetings of the Board. The president and secretary shall sign the ordinances, resolutions and contracts of the Board. If the president or secretary is unable within the required time to sign a given document, the treasurer shall sign the document. The president is an ex-officio, non-voting member of all committees.

**Recommended Addition to Article IV, Section 3a as its own paragraph:**

The Board President is the point of communication between the Board of Trustees and the Library Director. The Library Director reports ultimately to the Board of Trustees, with the Board President facilitating communication.