

Minutes of the Library Board of Trustees Meeting September 13, 2021

Call to order, roll call

President Craig Albaugh called the meeting to order at 6:30 pm. Trustees present: Earl Thompson, Walter Johnson, John Cox, Katherine Walker and Craig Albaugh. Also present: Jenna Diedrich, Library Director and Kathy Leonard from the Friends of the Library.

No citizens comments

Consent Agenda

John Cox moved to approve the consent agenda and the minutes of the Diedrich draft. Earl Thompson made the second. Diedrich clarified that there were two versions for July 12 & 27. She had compiled draft minutes to make a more robust written record. Vote: Johnson – Aye, Thompson – Aye, Cox – Aye, Albaugh – Aye, Walker – Aye. Motion carried.

Financial Report

Everything is preliminary until the audit is complete. No discussion.

Treasurer's Report

Thompson referred to the Diews donation and that he had talked to Terry Kurt about investing the money. Since the donation was made without any conditions, investments could be made as the board sees fit. He is waiting on a final written approval to invest. When that is received, a representative from First Community Bank can come to a meeting and explain what other groups are doing with their funds and some invest guidelines. As this happens some funds need to be renamed.

Friends of the Library

Kathy Leonard reported that Culver's Share night is tomorrow with proceeds of drive through orders good for all week. The Friends have had 3 book sales this year and another is scheduled for October 8 out at the Territory. They have raised \$800 so far and have a membership of 154.

Library Director Report

Diedrich said the mural with the kids has been started. John Cox asked about some of the items from the past and if there had been consideration of adding a staff person to the historical room. Diedrich said it was considered and how it could work, but felt at the current time there is no need for a third staff person. Cox was also mentioned net operating profit, noting that profit should not be partnered with government and we are government. He suggested the possible wording of net operating margin. Thompson said he would touch base with the auditor about it. His final question about First Community Bank had been answered by Thompson's report.

Diedrich reported that the strategic plan has been closed. The next step is to identify goals and objectives. She suggested one more session with staff and board. All agreed that would be a good idea. Cox asked about finishing projects. Diedrich said nothing has been done to the exterior of the building. Thompson would be interested in bidding some of the work, providing it would not be conflict of interest. Albaugh commented that something in writing from Terry Kurt would be needed.

Committees

Building and Grounds No Report.

Finance No Report.

HR No Report.

Policy No Report.

Special Committee: Secretary's Audit No Report.

Cox would like to have a meeting with the policy committee. He will go through the by laws to review them and prepare recommendations to the board. It needs to be held ten days before the next meeting. October 1 is the due date. Status of the fireplace tiles was questioned. Diedrich said the process was finalizing the colors to match the existing tiles. The two artists involved are in different time zones, one in Chicago and one in California. The missing tiles are all done. Albaugh would like to stay on top of things and urged people to be pushed to finish the project. Diedrich will continue to handle things.

Unfinished Business

Thompson had spoken with Baranski regarding renovation to the building. Baranski thought it would be very difficult with onerous cost and not a good idea. Baranski is willing to come talk to the board if necessary. Discussion concurred with being historically appropriate. If digitization could be done in a timely fashion, the historical room could have more options. Planned Unit Development also needs to be considered. A possible November meeting with Baranski was mentioned.

New Business

- a. Diedrich explained the giant picture frame in the hallway has no purpose and is not historical to the building. Her suggestion was that it be sold. Cox moved to proceed with the possible sale of the frame. Second by Thompson. Vote: Johnson – Aye, Cox – Aye, Thompson – Aye, Walker – Aye, Albaugh – Aye. Motion carried.
- b. Diedrich said that the 8 pm closing time was not working for the library patrons or staff. While it been popular in years past. The current use from 7 to 8 pm is very little. There have been more requests to open earlier. She suggested changing the open hours to 10 am to 7 pm and keep the hours on Friday and Saturday the same. Cox asked about the time frame for possible implementation. Diedrich thought November 1 would be good. Cox made the motion to change the hours of library operation from 10 am to 7 pm Monday thru Thursday on November 1. Walker made the second. Vote: Thompson – Aye, Cox – Aye, Johnson – Aye, Waker – Aye, Albaugh – Aye. Motion carried.
- c. Cox asked about making some of the part time positions to be full time positions. Diedrich said that could be achieved over time. Some could be consolidated at the time of retirement in the future.
- d. Cox suggested a policy meeting be held in the near future.
- e. Diedrich said that the staff had been paid for the days the library closed due to covid quarantine. But that they also understood if not approved by the board that those dollars would need to be refunded. Cox moved to ratify the staff payments for September 7, 8 and 9.

Thompson had the second. Vote: Thompson – Aye, Cox – Aye, Johnson – Aye, Walker – Aye, Albaugh – Aye. Motion carried.

Motions, resolutions, ordinances

a. Johnson moved to approve the ordinance for the budget appropriation FY 2022. Cox made the second. Vote: Thompson – Aye, Cox – Aye, Johnson – Aye, Walker – Aye, Albaugh – Aye. Motion carried.

b. Diedrich said that since June 2020 the library has been fine free. If it would discontinue it would create a barrier for borrowers. The majority of libraries nationwide are fine free. Implementation could be official on November 12 if approved. Cox moved to approve the recommendation to go fine free on November 12. Johnson had the second. Vote: Thompson – Aye, Cox – Aye, Johnson – Aye, Walker – Aye, Albaugh – Aye. Motion carried.

Closed Session

Diedrich left the meeting at 7:25 pm. Thompson made the motion for the Board to enter closed session. Cox made the second. Vote: Thompson – Aye, Cox – Aye, Johnson – Aye, Walker – Aye, Albaugh – Aye. Motion carried. The Board ended closed session at 8:11 pm.

Discussion and possible action on Closed Session discussion

There was no action from the closed session.

Items for next agenda

Thompson will see about having a bank representative at the next meeting to discuss investments.

No announcements

Adjournment

Adjournment was at 8:14 pm.

Next meeting – Monday, October 11, 2021 at 6:30 pm. Galena Public Library, 601 S. Bench St., Galena, IL 61036 – Historical Room.

Respectfully submitted,

Katherine Walker