

**Minutes of the Galena Library Board of Trustees
October 11, 2021**

Call to Order

President Craig Albaugh called the meeting to order at 6:30 pm. Roll call of Trustees present: Rector – Aye, Thompson – Aye, Johnson – Aye, Cox – Aye, Walker – Aye, Albaugh – Aye. Others present: Jenna Diedrich, Library Director, Tracy Furlong, Tim Doser, Kathy Leonard, Brandon Behlke and Library Attorney Terry Kurt. President Albaugh asked that those who wanted to speak during the meeting should raise their hand to be recognized.

Oath of Office

Terry Kurt administered the oath of office to appointed trustee Tracy Furlong.

No Citizens Comments

Discussion of Investments

Terry Kurt gave an overview of the powers held by the Library Trustees given by (30 ILCS 235/) Public Funds Investment Act. Statutes regarding (75 ILCS5/) the Illinois Local Library Act and (75 ILCS16/) Public Library District Act were also referenced. His interpretations were that the trustees have all powers, duties and rights set forth in the acts. According to Sec. 1 of 235 any funds received fall under the act. Any monetary gifts should be treated the same as tax dollars and be conservative.

Closed Session

Thompson moved at 6:58pm the closed session be moved up on the agenda. Cox had the second. Vote: Rector – Aye, Thompson – Aye, Johnson – Aye, Cox – Aye, Furlong – Aye, Walker – Aye. Motion carried. Diedrich, Doser, Leonard and Behlke left the room at 7:02 pm. At 7:18 pm Diedrich entered the session by invitation. Terry Kurt left the session at 7:31 pm. At 7:41pm Rector moved to leave closed session. Thompson had the second. Vote: Rector – Aye, Thompson – Aye, Johnson – Aye, Cox – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried.

Consent Agenda

Cox moved to accept the consent agenda. Johnson made the second. Diedrich noted some minor changes were needed to the September minutes. In the second paragraph of her report, strategic plan needs to read strategic plan survey. Under Motions, Resolutions, Ordinances item b. majority of libraries nationwide needs to read many libraries system wide and the dates should be October 12, not November 12. Cox moved to accept the corrections for the consent agenda. Johnson made the second. Vote: Rector – Aye, Thompson – Aye, Johnson – Aye, Cox – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried.

Financial Report

Diedrich said the audit may be done by Zoom in December. Auditor O'Connor will come in-person. Aaron Cullen an accountant from Honkamp will come via Zoom.

Treasurer's Report

President Albaugh did not receive info regarding the interest to the operating fund from DUPACO. In follow up \$410 has been added to the account. The CD is due March 2022. Special reserve fund can be used for capital improvement.

Friends Report

Kathy Leonard said the Friends efforts on sales continues. The Friends hope to have the annual book sale next year 2022.

Library Director's Report

Diedrich reported the fireplace restoration project is close to finalizing the color of the glazes for the project. A question on the low numbers for monthly attendance was answered by referring to the five-day closure due to covid exposure in the building.

Board President's Report

President Albaugh said the law requires a sound system for meetings. He would like to have one with a recorder. Cox will look up the citation and get it to the Library Director. Albaugh suggested to keep things moving forward the Library Director get pricing for systems.

Committees

- a. Building & Grounds no meeting
- b. Finance no meeting
- c. HR no meeting
- d. Policy - Cox reported the Policy committee met 2 times and is a work in progress. Regarding the mention of an investment policy by Terry Kurt, they will look at incorporating that and a conflict-of-interest policy and bring that to the full board for consideration. Albaugh asked about the agenda for meetings. Cox referenced section 2.02 of the open meetings act that said additional items can be discussed during the meetings even if they were not set forth in the agenda. Cox hopes to have the policy manual ready for discussion at the board meeting at the beginning of the year.

Unfinished Business

a. Library Hours

With input from the library staff, Diedrich suggested the library open at 10am on all days starting November 1. Cox made the motion to accept the recommendation, Johnson had the second. Vote: Rector – Aye, Thompson – Aye, Johnson – Aye, Cox – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye.

Motion carried.

b. Digitization Vendor

Diedrich had received the test of the Jeffersonian 1953-1955 back from the company. There were issues. She suggested another test using the Jeffersonian with Crowley, it would be a bit more expensive with shipping since they are in Maryland, but thought their product will be more comparable to what the library had with the previous vendor MMT.

Cox moved to send a test to Crowley. Rector made the second. Vote: Rector – Aye, Thompson – Aye, Johnson – Aye, Cox – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried.

c. Renovation and Building Addition

Floor plans for the proposed 1991 renovation were reviewed. Cox mentioned old plans might run into problems with historic preservation criteria. There were still questions regarding adequate parking. There was discussion on the former Baranski report. All projects are currently on hold due to the time frame of the library director assuming the role full time and then COVID became a pandemic.

New Business

a. Policy Changes

Cox moved to accept the recommended policy changes for the Circulation Policy. Johnson made the second. Vote: Rector – Aye, Thompson – Aye, Johnson – Aye, Cox – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried.

b. Investment of private donation

Thompson will have a staff member of the bank come to talk to the board regarding options.

No Motions, resolutions, ordinances

No Discussion and possible action on Closed Session discussions

No Items for the next agenda

Announcements

President Albaugh appointed Furlong to the Buildings & Grounds committee and the HR committee. Walker was removed from Building & Grounds. Diedrich will send an updated committee assignments to the board.

Adjournment

Furlong adjourned the meeting at 9pm.

Next meeting – Monday, November 8th, 2021 at 6:30 pm, Galena Public Library, 601 S. Bench St., Galena, IL 61036 – Historical Room

Respectfully submitted,
Katherine Walker
Secretary