

**Minutes of Library Trustees Meeting
November 8, 2021**

Call to Order, roll call

President Albaugh called the meeting to order at 6:30 pm. Trustees present were Maria Rector, Earl Thompson, Walter Johnson, John Cox, Tracy Furlong, Katherine Walker and Craig Albaugh. Also present were Jenna Diedrich, Library Director, Kathy Leonard, Tim Doser and Devin Patterson.

Devin Patterson, First Community Bank was introduced. He had reviewed information and thought that no public funds could be invested in stocks in Illinois. Bank products such as bonds, government bills, treasury bonds and municipal bonds would be allowed. He cautioned that interest rates were low on bonds. There are lots of options but not necessarily ones that offer a great deal of return, not even on pace with inflation. Thompson mentioned he would review the legal aspects of investing for a public body. Patterson thought an investment ladder of bonds might be a consideration. If stocks were allowed a mixture of bonds and stocks would be good. He also urged having a policy in place for investment. The library does have one from 1999. Diedrich suggested a revision and update to the policy might be in order. Patterson gave a sample to Diedrich, which seemed to be close to what the library has in place. It will be double checked with Terry Kurt. Patterson said the bank does charge a management fee and may discount it. Albaugh mentioned library CDs mature in March.

Thompson moved to go to item 11 b on the agenda, discussion and possible action of possible building renovations. Cox made the second. Rector – Aye, Thompson – Aye, Johnson – Aye, Cox – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried.

Jim Baranski of Baranski Hammer Moretta & Sheehy Architect & Planners handed out hard copies of the Preliminary Master Planning Report October 22, 2018 revised. He presented a review of past efforts, interviews conducted and conclusions. Space between the pilasters could have a glass wall and be ideal for multiple use configurations. A glass wall would also allow for visual sight of the room. Page 11 of the report showed possible uses. The historical room could be divided into separate areas using folding walls and could also remain as one room. If digitization of materials continues this could be a functional space with options. The state historical preservation agency has been very positive about the possible changes and sanctioned what was proposed for the building. Baranski referred to the life and story of the building. You can be compatible, add to the story and be respectful of the old. Cox asked about any safety issues that might need to be considered. Baranski said the glass for the wall would be tempered for safety and sound. Rector asked about movable walls and if they could also be motorized. Baranski noted they could and they would offer more flexibility for any space. Diedrich asked about suggestions for maximum square footage of the building. The answer was to have measurements of space, how much was needed, for what purposes would the space be used and strive to use space more efficiently. Albaugh mentioned the possibility of acquiring PUD status and if it would be difficult. Baranski said it was a special zoning process and would be a city decision. Walker asked about the use of meeting space and if there were 45 people attending where would they park? Baranski said the addition of more parking is a problem and shuttle service would be difficult. Albaugh mentioned the possibility of adding more spaces in the front, utilizing the front space. Parking in general seemed to be a greater issue due to the closure of Main Street during COVID. Thompson suggested the ideas and discussion transition to

the Buildings and Ground Committee. Baranski will be available if there are any questions, just let him know. Diedrich said they could also use the input from the strategic plan. Thompson said revisions might be in the future. Baranski mentioned the possibility of a buttress wall, also of glass above the glass wall between the pilasters.

Diedrich asked about going back to the agenda items or staying with 11b. Thompson said since we were on 11b it would be good to finish. Building and Grounds committee will meet and make recommendations and see where the vote goes. Albaugh encouraged making a decision and discuss options and come back to the board with them. Thompson will call a meeting of the committee.

Adult Services Librarian Larissa Distler entered the meeting.

Citizens comments

Tim Doser is anxious to see the digitization move forward. Investigate other websites if necessary to have someone on board. He was pleased about using Crowley but concerned about shipping. He was concerned about the university having the documents and copies for six months. He would like to see the information available on our servers and asked if it was possible to move information for the computer by the door to the Mac computer.

Consent agenda

Walker made the motion to approve the consent agenda with two corrections to the minutes. Under treasurer's report the amount of \$410 should be \$4100, and under unfinished business the dates of 1953-1955 should be 1853-1855. Cox had the second. Vote: Rector – Aye, Thompson – Aye, Johnson – Aye, Cox – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried.

Financial Report

There is a question of where in the financial report the \$4100 is listed. Albaugh thought the deposit was on October 8 at Dupaco. He has emailed Kurt. Diedrich will follow up. The word profit needs to be eliminated for item titles. Albaugh questioned the use of maintenance vs. improvement. Cox mentioned currently the budget has been approved and cannot be changed. Diedrich will check the details.

Treasurer's Report

Thompson met with Diedrich and reviewed the levy ordinance. They are looking into getting the Dupaco statements to Honkamp in a timely fashion. They would have access to observe the information but not full access.

Friends Report

Kathy Leonard noted that President Betsy Hanson had sent a report and information. December 4th the Friends will have a mini sale at the Territory holiday market. The Friends pay for Playaway and magazines. Leonard displayed a new brochure for the Friends.

Library Director's Report

All the recent events have been free and well received. Using Zoom, all the presenters liked doing things virtually. Attendees also liked the virtual presentations. Plans are underway for a ticketed event on May 22 at Grant Park. They hope to have seats for 65 and a portrayal of Mary Shelly. Albaugh asked

about the new toilet. Diedrich has ordered it. For the digitization project, items will be double packed in both archival boxes and then shipping boxes. There was a brief discussion regarding the use of Iowa library cards and acceptance at Illinois libraries. Going over the per capita grant submission, items in green are board responsibilities.

Board President's Report

Albaugh said there was nothing right now.

Committees

- a. Buildings & Grounds
Thompson is shooting for a meeting next week or very soon. Diedrich will canvas members and look at possible dates.
- b. Finance no meeting
- c. HR no meeting
- d. Policy no meeting.
Cox and Diedrich will try and set a meeting up for the committee.

Unfinished Business

- a. Strategic Plan is completed. Diedrich and Distler presented a large sheet with post-it information. It was a large visual representation of responses from the community survey, focus groups, SWOT analysis and patrons adding their own ideas. It began with a community survey that was sent to multiple places including the Gazette, Friends membership, churches, Galena Center for the Arts, Chamber of Commerce and others. Most of the responses came from library users; non library users were a minority. Points mentioned were that goals could be put on calendar and measured. Albaugh liked the inclusion of items for digitization and asked about the library grounds. Diedrich is looking at outside places to sit and possible inclusion of prairie gardens. Furlong asked about better awareness and programming. Diedrich hopes to attract youth 12-13 with the teen efforts. Cox said he was proud to have his name attached to the plan, it was awesome and helps to identify metrics to move forward. All the trustees concurred that it was an excellent job and contained a lot of thought and effort.
- b. Done
- c. Thompson will review the investment account and double check things. He will talk to both Terry and Devin at the bank and put something in writing but felt there should be an investment policy first. Cox would like to balance the good rise in stocks with the risk of return. Short term CD's might be the answer. Johnson would like to continue certificates of deposits with a 6 month or 1 year maturity date.

New Business

Cox moved to approve the presented dates of closures for 2022 calendar year which includes Juneteenth. Johnson had the second. Vote: Rector – Aye, Thompson – Aye, Johnson – Aye, Cox – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried.

Motions

Thompson made the motion to file Ordinance #22-02 Tax Levy as presented. Cox made the second. Vote - Rector – Aye, Thompson – Aye, Johnson – Aye, Cox – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried.

Closed Session

Attendees left the meeting room. Closed session began at 8:40 pm on a motion from Thompson and second by Rector. Vote: Rector – Aye, Thompson – Aye, Johnson – Aye, Cox – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried. A motion to come out of closed session was made at 8:59 pm by Thompson with a second by Cox. Vote: Rector – Aye, Thompson – Aye, Johnson – Aye, Cox – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried.

Diedrich entered the meeting and there was a second part for the closed session. Thompson moved to go into closed session at 9:01 pm. Rector made the second. Vote: Rector – Aye, Thompson – Aye, Johnson – Aye, Cox – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. After a brief discussion Cox moved to end closed session at 9:13 pm. Thompson had the second. Vote: Rector – Aye, Thompson – Aye, Johnson – Aye, Cox – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried.

Action from Closed Session

Thompson moved to award \$125 to staff members and \$250 to Diedrich for the annual Meritorious Award. Rector made the second. Vote: Rector – Aye, Thompson – Aye, Johnson – Aye, Cox – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried.

Meeting adjourned 9:15 pm.

Respectfully submitted

Katherine Walker

Secretary