

**Library Board of Trustees Minutes**  
**January 11, 2022**

President Albaugh called the meeting to order at 6:32pm. Board members present for roll call: John Cox, Maria Rector, Earl Thompson, Walter Johnson, Tracy Furlong and Katherine Walker. Quorum was present. Others present were Library Director Jenna Diedrich, Betsy Hansen, President of Friends of the Library and Tim Doser.

2. No comments

3. Consent agenda

a. There were no changes to the minutes.

b. Diedrich asked that two bills be added for approval. IFiber for \$165 and \$1,745 to Thompson Masonry. As of Dec 21<sup>st</sup> expenses were \$3,049.80

Cox moved the consent agenda be approved with the addition of the two payments. Rector made the second. Vote: Cox – Aye, Rector – Aye, Thompson – Abstain, Johnson – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried.

4. Financial Report

Thompson reported that nothing stood out in the report.

5. Treasurer's report

The semi annual report is being filed.

6. Friends report

Betsy Hansen, Friends of the Library President reported the book sale committee chairs met last week to discuss the planning of the 2022 event. They will have the bake sale in conjunction with the sale but no raffle. Alice Ericksen will be attending the February Library Board meeting. Hansen passed out a first draft of their new brochure. They plan to have bookmarks printed with the book sale info. Friends are doing a new fundraiser with Poopsie's. A percentage of sales for a week is donated to the organization. The date is to be determined by their board. They are also working on an agreement with Better World Books for the books not sold.

7. Library Director's report

Diedrich has concerns regarding the filing extension of the audit and has asked about the status with O'Conner & Brooks. The library has been using the company for twenty years. She has checked with the County Clerk and the library is fine there. She will pursue the status and extension filing. Plans for egress still need to be seen. Digitization is moving along. Over 10,000 documents have been done. One average 10-18 new patron cards are being issued per month. Attendance is figured by the electronic counts from the doors.

8. Board president's report

Cox made a motion to move item 8 to be discussed before item 14. Johnson had the second. Vote: Cox – Aye, Rector – Aye, Thompson – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Albaugh – Abstain. Motion carried.

## 9. Committees

### a. Buildings & Grounds

They had met but there are no recommendations. There is a need for space, that could be by altering the current space, expanding or changing. Thompson recused himself and left the meeting at 7:03pm. For building repairs Jenna has completed the bid. She is planning to have a walk through of the building for possible bidders and the selection process will be followed. Albaugh mentioned the state laws and requirements. Walker asked about a conflict of interest. Cox said there is nothing to stop a person from bidding. Cox moved the bid package be approved. Johnson had the second. Vote: Cox – Aye, Rector – Aye, Johnson – Aye, Furlong – Aye, Walker – Abstain, Albaugh – Aye. Motion carried.

### b. Finance did not meet

### c. HR did not meet

### d. Policy

Cox reported the policy committee met on December 15<sup>th</sup> and the 20<sup>th</sup>. Everyone contributed and he was pleased with the seven policies submitted for approval under item 11.

## 10. Unfinished business

### a. Digitization

Diedrich shared a Project Outline for digitization. Diedrich reported 1930-1934 and 1867-1863 should be completed by June 2022. The plan calls for stretching the dates from both ends. Issues include: shipping costs & time, long project queue, disbinding needs to be done by hand, etc.. The previous vendor often took five months and the current send may take as long as 9 months. However, there should be a better sense of the period after the first batch with Crowley is completed. It is possible that 60 issues could be completed by December 2023. The usual digitization is 20-30 issues a year. Thompson mentioned the matching funds from the Galena Foundation. There was discussion regarding the future of storage of the already digitized materials. Cox mentioned the possibility of an ad hoc committee. Furlong asked about previous funding. There is an agreement with the Gazette on storage and another on ownership and one on shipping as well. Cox requested copies of the agreements.

### b. equipment purchase for Historical Room

Discussion began with the possible purchase of a new large computer for the Historical Room. Thompson asked how to decide on process of computer purchase. Is the purchase because of being in the budget or based on need? Cox spoke that once it is in the budget it is approved. Albaugh said he had asked that the budget include the computer purchase. Discussion centered on if an item is in the budget does that guarantee it is to be purchased. Diedrich cited the Board votes on appropriation not on specific line items. Furlong mentioned the question of the smart board as a replacement for the large TV. Albaugh asked about the differences between contingency or emergency. There was continued discussion on budget and specific budget items. Cox motioned to clarify the decision of budget and purchase a computer for the Historical

Room. There was no second. Motion died. Thompson moved the board clarify whether the computer in question had been approved. Cox made the second. Vote: Cox – Aye, Rector – Aye, Thompson – Nay, Johnson – Nay, Furlong – Abstain, Walker – Nay, Albaugh did not vote. Motion failed 3 – 2.

#### 11. New business

Cox chairs the Policy committee and presented all the policies with a brief of overview of process and content.

a. Thompson moved to approve the draft on ADA Policy as presented. Rector had the second. Vote: Cox – Aye, Rector – Aye, Thompson – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried.

b. Thompson moved to approve the Draft Investment Policy as presented. Rector had the second. Vote: Cox – Aye, Rector – Aye, Thompson – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried.

c. Thompson moved to approve the Draft Library Theft Policy as presented. Rector had the second. Vote: Cox – Aye, Rector – Aye, Thompson – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried.

d. Rector moved to approve the Draft Patron Privacy Policy as presented. Thompson made the second. Vote: Cox – Aye, Rector – Aye, Thompson – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried.

e. Thompson moved to approve the Draft Photographing and Recording Policy as presented. Rector had the second. Vote: Cox – Aye, Rector – Aye, Thompson – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried.

f. Rector moved to approve the Draft Purchasing Policy as presented. Thompson had the second. Vote: Cox – Aye, Rector – Aye, Thompson – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried.

g. Cox moved to approve the Draft Record Retention Policy as presented. Johnson made the second. Vote: Cox – Aye, Rector – Aye, Thompson – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried.

#### 12. Motions, resolutions, ordinances

Walker reported information about a microphone system she had received from Mark Moran, the City Administrator. Total cost for their system was \$15,500 in 2014.

#### 13. Closed Session

Thompson moved for closed session to discuss employment issues at 8:40pm. Cox made the second. Vote: Cox – Aye, Rector – Aye, Thompson – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried. Move to end close session at 9:03pm. by Thompson. Second by Johnson. Vote: Cox

– Aye, Rector – Aye, Thompson – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye.  
Motion carried.

There was no further action.

Meeting adjourned at 9:18pm.

Respectfully submitted  
Katherine Walker  
Secretary