

Regular Meeting Minutes February 15, 2022

Call to Order

President Albaugh called the meeting to order at 6:31pm. Albaugh identified Jenna Diedrich to take minutes and Maria Rector as Acting Secretary.

Roll Call: John Cox, Maria Rector, Earl Thompson, Walter Johnson, Tracy Furlong, Craig Albaugh

Excused: Katherine Walker

Others present: Jenna Diedrich, Library Director, Betsy Hansen, President of Friends of the Library, Tim Doser

Citizen Comments

Tim Doser inquired why additional papers haven't been sent to be digitized as the last shipment was sent in November. Referenced decisions made by ad hoc committee that worst condition papers be done first rather than current model of contiguous years. Doser suggested the Weekly papers get done as they have county wide information. Ice is falling off the roof from near the back entrance. Something needs to be done to protect patrons. An American flag was recently moved from the main floor to the Historical Room. If it's not wanted upstairs, can it be given to the VFW.

Consent Agenda

Cox moved to approve consent agenda. Johnson seconded.

AYES: Cox, Rector, Thompson, Johnson, Furlong, Albaugh

NAYS: None

ABSENT: Walker

Motion carried

Financial Report

No comments.

Treasurer's Report

Thompson referenced two CDs that will be maturing at February 28 with a grace period ending March 10.

CD #0138578 Klein Memorial Restricted with a balance \$1,484.25

CD #0138560 Endowment with a balance of \$145,514.93

Thompson suggests putting CDs into regular deposit accounts as interest is low.

Friends

Betsy Hansen informed the Friends has a current balance of \$24,627.55. Upcoming fundraiser with Poopsies, "Shop til You Drop." This fundraiser will be two weeks prior to the Book Sale. Book collection going well with a lot of donations. Friends have set up an account with Better World Books (BWB) that will allow them to dispose of books in good condition. Friends will get 20% of proceeds of anything that sells through BWB. A new Friends Brochure has been completed with a new color palette to match the library's updated website.

Library Director Report

Diedrich suggested the library move from a mask required model to a mask recommended model. The mandate officially ends 2/28 and area schools have already gone mask optional. Mask recommended would be for the entire library.

The notice for the Exterior Bid Repair published on February 16th. Bids will be accepted through April 1st. Bids will open on Monday, April 4th. Bids will then go to Building Committee and a recommendation to the board will be made. A tabulation will be presented to the full board.

Joe Werner has looked at the window in the children's library for egress.

Audit still not complete. Albaugh will be going into O'Connor to talk with Scott Roberts.

Diedrich touched on Tim Doser's citizen comments. Referenced the Project Scope recently completed. Thompson inquired what batches are currently at Crowley. The sample two years will be completed in March. Twelve volumes (1861-1867) will be shipped mid-February. Upon receipt, 12 more volumes (1930-1935) will be sent. Crowley currently has a three-month turnaround time.

Diedrich provided an outline of recording equipment suggested by other libraries. Prices vary from \$45 to \$500. Albaugh presented his findings on recording equipment from speaking with someone in Lena. His quote included multiple microphones, flash drives, dictation into transcription, with a potential cost of \$3,000.

Larissa Distler, Adult Services Librarian, presented stats on LitFest. LitFest 2022 was its seventh year, second year all virtual. Virtual allows the library to have a wider reach.

Board President Report

Albaugh discussed the storage of closed session minutes. Diedrich provided an outline on how other libraries store their closed session minutes and recordings. Most libraries store closed session minutes in the library, rather than with the Secretary. Thompson thought that per OMA they are to be kept with the Secretary. OMA states they can be stored at the main administrative office or in an official storage location. Other libraries shared that storing off site could create an issue with closed session minutes being sealed. Cox finds they should be stored at the library as it is a safe, secure space. Albaugh suggests that the HR person and Secretary should have access to the locked storage of the minutes. Diedrich presented a locked, fireproof filing box that could be used as a storage box. Thompson questioned whether the library director ought to have access to the locked storage box.

Albaugh appoints Maria Rector to check the board email.

Committees

Building – Did not meet

Finance – Did not meet

HR – met to discuss the revisions to the director evaluation process. Goal was to streamline the process of the director evaluation.

New Business

Friends Book Disposal

Rector was approached by a Friend on how to dispose of books. Rector suggested having a dumpster at the library for Friends to dispose. Thompson informed it is difficult to get a dumpster. Thompson offered to connect with Betsy Hansen about the Friends utilizing the Galena Roasters' dumpster.

Director Evaluation

Committee hasn't fully approved the revisions presented in the packet. The evaluation was previously approved by the full board. In order to meet with the timeline of the evaluation, the revisions should be approved by the full board. Furlong clarifies that although the revisions were made, the committee has not discussed those revisions to ensure if they properly reflect the wanted changes. Cox inquires whether the committee members are happy with the revisions provided by Diedrich. Furlong finds the procedure needs clarification. Procedures can be changed as they don't need a board vote.

Thompson motioned to approve the director evaluation form as presented. Cox seconded.

AYES: Cox, Rector, Thompson, Johnson, Furlong, Albaugh

NAYS: None

Absent: Walker

Motion carried.

Library Investments

Thompson suggested to not tie funds up for low interest. Thompson suggests putting funds in a regular deposit account and set up a timeline to revisit when interest rates increase. Thompson motioned to put CD #0138560 and CD #0138578 at Dupaco will be moved to First Community into two separate savings accounts. Johnson seconds.

Discussion: Cox inquired whether restricted in one account and unrestricted in another account will be easy to keep track of.

AYES: Cox, Rector, Thompson, Johnson, Furlong, Albaugh

NAYS: None

Absent: Walker

Motion carried.

Renewal of VFW Lease

VFW requested a 50-year lease. Statute allows for only 20 years. Cox moved to approve the execution of the lease agreement with the VFW on the same terms as the currently existing for a 20-year lease.

Thompson seconds.

Discussion: Albaugh reminds that the view must be unobstructed from the library to Park Avenue.

Thompson inquires who cares for maintenance. The City does lawn care and snow removal. VFW pays for any expense such as tree removal.

AYES: Cox, Rector, Thompson, Johnson, Furlong, Albaugh

NAYS: None

Absent: Walker

Motion carried.

Motions, resolutions, ordinances

Resolution #22-02 Approval of Bank Signatories

Cox moved to approve Resolution #22-02 as read. Rector seconded.

AYES: Cox, Rector, Thompson, Johnson, Furlong, Albaugh

NAYS: None

Absent: Walker

Motion carried.

Resolution #22-03 Authority to Contact Library Attorney

Discussion was had regarding Thompson being the designated party for the point of contact for the ongoing litigation. Albaugh requested a motion before further discussion.

Cox moved to approve Resolution #22-03 as read. Johnson seconded.

Discussion continued on whether this resolution would no longer allow Thompson to be the contact for the current litigation. The resolution, as written, will supersede the previous designation. Thompson identified an additional issue that the resolution should not be specific to the district's legal representative but should include any legal representative on behalf of the district. It was undecided whether two resolutions or one should be created; one for the district's legal representative and one for any legal assistance.

Cox withdraws motion if Johnson agreed. Johnson agreed to withdraw the second.

Closed Session

Thompson motioned to enter closed session at 8:07pm. Johnson seconded.

AYES: Cox, Rector, Thompson, Johnson, Furlong, Albaugh

NAYS: None

Absent: Walker

Motion carried.

The Board returned to open session at 9:12pm.

Discussion and possible action on closed session

No vote taken. Board finds the following should be considered:

1. Consult attorney on appropriateness of current closed session minutes
2. Be more diligent on practice in approving closed session minutes at the next scheduled closed session
3. Formulate a plan for reviewing all closed session minutes for release to the public

Items for Next Agenda

Resolution on closed session storage

Resolution to contact library attorney/legal representatives

Announcements

None

Adjournment

The meeting was adjourned at 9:15pm

Respectfully submitted,

Jenna Diedrich

Library Director