

Library Board of Trustees Minutes
March 8, 2022

President Albaugh called the meeting to order at 6:30pm. Board members present: Maria Rector, Walter Johnson, Tracy Furlong, and Katherine Walker. Board members Earl Thompson and John Cox were excused. A quorum was present. Also present were Director Jenna Diedrich, Scott Roberts from O'Connor, Brooks & Co., P.C. and Kathy Leonard with Friends of the Library.

2. No citizens comments

3. Audit presentation

Roberts went thru the audit presentation. There was a clean opinion in the first three pages. Deficiencies in internal controls were noted with segregation of duties, which is common with smaller organizations, since there is not enough personnel for separation. This carries over into statement prep and disclosures and lack of knowledge regarding knowledge of modified cash basis accounting. Adjusted journal entries were suggested to funds listed on pages 6 and 7. Pages 8 thru 12 were summaries of Government wide statements for modified cash basis, financial condition and long term status were covered in pages 13-14. Current inflows and outflows of five funds were covered by 15-16 with 17 a statement of income. Notes and definitions of funds were in pages 19-24. Pages 25- noted the status of CD's, securities, and maturity dates. Pages of Notes 25-36 presented notes. Note 5 is a running total of costs. Note 8 gives the legal limitation of debt allowed based on the formula. Note 11 allows expenses for restricted purposes. Note 14 goes over IMRF. Pages 37-44 has comparison of budget to actual amounts. Diedrich asked about the inclusion of Friends of the Library with the audit. Friends is a component unit and listed on pages of 13-14. Aaron Cullen, accountant from Honkamp & Krueger attended the presentation via Zoom. He hoped to have his report ready for the Board's April meeting. Nothing presented jumped out at him.

4. Consent agenda (ACTION)

Diedrich requested the Verizon bill of \$180.20 be added to the approval of bills paid. Johnson moved to approve the consent agenda with the addition of the Verizon bill. Furlong had the second. Vote: Rector – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried.

5. Financial report

Nothing

6. Treasurer's report (ACTION)

Albaugh gave a brief financial status of 2 CD's that had come due at DuPaco. They were moved to First Community interest bearing accounts. Interest is currently very low running between .02% and .03%.

Diedrich gave updates on financial accounts. CD 0138560 – Endowment at \$145,514.93 and CD 0138578 – Klein/Wachter Restricted at \$1,484.25 both matured on 2/28/22. Both were put into First Community Bank. The endowment is in a money market account @ 0.30% interest. Klein/Wachter is in a regular savings account @0.20% interest. Both accounts had earned interest before moving them. Those amounts were: \$1,105.11 and \$10.90 respectively. Interest was deposited into the checking account at Illinois Bank & Trust. CD 0117002 Endowment comes due on March 27, 2022. There is no meeting

before the March 27 date. Walker motioned to move CD-0117002 Endowment to a money market account at Community Bank. Rector had the second. Vote: Rector – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried.

7. Friends report

Kathy Leonard reported the Friends are accepting books now for the July book sale and response has been very good. There is an agreement with a company to take the books that are not used for the sale.

8. Library Director Report

Diedrich mentioned that Furlong needs to complete the OMA training. She has done a portion of it and will complete it as soon as she can. Samples of the fireplace tiles have been seen and they look good. She has started work on the new budget. New furniture is in place and looks nice. No bills have been received from the digitization company Crowley. A new recorder has been ordered. There was an increase in the number of visits to the library in February.

9. Board President No report

10. Committees

- a. Buildings and Grounds – no report
- b. Finance – no report
- c. HR – Rector reported the director will do a self-evaluation. Then board trustees will do one. Procedure outlined will complete the process.
- d. Policy – no report

11. Unfinished business

A brief discussion on storage and access to closed session records had those present agreeing to wait until other members of the board were present to give their opinions and thoughts.

12. New business

a. Pride Sponsorship – Diedrich gave an overview of pride sponsorship for the June 11 event to be held from noon to 5. Albaugh asked that a check be made on the use of tax dollars. Discussion centered on the event being partially funded by donations and sponsorships and possible site cost for food vendors and a percentage of their profits. The library would be involved as part of their mission of service and as an organizing body. It supports the library strategic plan. Walker moved to have the library sponsor the event and move forward with planning. Rector had the second. Vote: Rector – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried.

b. Temporary stair decals – Diedrich asked about having the front steps of the library from Bench to the front door to have the removable and temporary color decals to support the Pride event. Rector made the motion to approve the rainbow steps from Bench Street to the library. Walker made the second. Vote: Rector – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried.

c. Possible appointment of a trustee for legislative matters – Walker had attended the Zoom meeting for the Illinois Library Association on February 28. Only two legislators attended and two aids. She felt it was a weak turnout. If there was a legislative person to follow through after the invites were made, perhaps more legislators would attend. SB 3167 and HB 4470 were discussed during the Zoom

meeting. Both regard price equalization for electronic books. Albaugh appointed Walker and Johnson to do future legislative follow ups.

13. Motions, resolutions, ordinances (ACTION)

a. Resolution 22-03 Authority to contact legal representatives

Proposed information is more encompassing using a representative instead of attorney. Library board president or library director are designated to contact legal representatives for any legal information. A separate ballot was submitted for the vote and tally. Johnson moved to approve resolution 22-03 to contact legal representative. Furlong had the second. Vote: Rector – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried. Thompson and Cox were recorded as absent.

b. Resolution 22-04 Designation of official storage location for library minutes

The board decided to wait until next month to have a full discussion and decision.

14. Closed Session

Rector read a, b and c as reasons for closed session at 8pm. and made the motion to go into closed session. Johnson made the second. Vote: Rectory – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried. The director and Kathy Leonard departed.

Rector moved at 8:10 to leave closed session. Johnson made the second. Vote: Rector – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried.

15. No discussion or action from closed session.

16. Items for next agenda

The Director will include closed session minutes for January, February and March.

17. No announcements

Meeting adjourned at 8:13pm.

Next meeting – Tuesday, April 12,2022 at 6:30pm, Galena Public Library, 601 S Bench St, Galena, IL 61036 – Historical Room

Respectfully submitted,

Katherine Walker
Secretary