

Library Minutes
July 25, 2022

1. Call to order

Craig Albaugh called the meeting to order at 6:30pm. Present were board members Earl Thompson, Maria Rector, Walter Johnson, Tracy Furlong, and Katherine Walker. Also attending were Frances Beadle, Kathy Leonard, John Huschik and Library Director Jenna Diedrich.

2. Oath of Office

Frances Beadle took the oath of office for a library board trustee. The oath was given by Secretary Walker. Congratulations were offered by members of the board.

3. There were no citizens comments.

4. Consent agenda

Thompson moved to accept the consent agenda as presented, noting that all the bills had already been paid. Rector made the second. Vote: Beadle – Abstain, Thompson – Aye, Rector – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried.

5. Financial report

Thompson motioned to move 11a. for consideration after the budget motion. Johnson made the second. Vote: Beadle – Aye, Thompson – Aye, Rector – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried. In reporting Thompson noted that was nothing remarkable. Director Diedrich pointed out that the preliminary stamp is included until the audit is completed.

6. Treasurer's report

Thompson reported that the finance committee did meet. Most of the points will be heard later under item 12a.

7. Friends report

Kathy Leonard reported the sale is this Friday and Saturday. Preview is Thursday and includes the bake sale. They will have a mini book sale in October at the Territory and another sale again at Christmas. It will be first time in three years and the Friends are anticipating a good sale.

8. Library Director's report

Diedrich reported that pool passes have been so popular they got 4 more, bringing the available passes to 8. Rector works at the food pantry and told of a patron who had used the pool passes for her children and was very thankful they were available. The story trail hit a minor snag with the post holes being dug. JCDF is a partner on the project and hope to have posts complete in August. The first story will be about trees and at Gateway Park. Diedrich handed out the year review report and the statistics for June. She thought having people able to get a library card application online has been a big success. She also had the budget numbers for Pride. Total expenses were \$4052.33. It provided good visibility and hopes to continue next year.

9. Board President's report

Albaugh mentioned the legal notice about annexation for the Svec and Family Properties annexation request sent to all board members. He appointed Johnson to chair the policy committee. Other items would be discussed under the budget.

10. Committees

- a. Building & Grounds – no meeting
- b. Finance – Thompson said they met and discussed the budget in addition to digitization. Points will be covered during the budget discussion.
- c. HR – Rector – members had received a copy of the evaluation for Diedrich.
- d. Policy – no meeting. Albaugh appointed Beadle to serve on the policy committee.

11. Unfinished business

- a. Diedrich presented the changes to the agreement with the Gazette. Albaugh continues to be concerned about ownership of the papers if the Gazette is sold. Any ownership conditions cannot be included for unknown possible owners according to Cox at previous board meetings. Walker moved to send out the agreement as presented. Thompson made the second. Vote: Beadle – Aye, Thompson – Aye, Rector – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried.
- b. Digitization had been moved to after the budget discussion.

12. New business

a. Discussion of FY 2023 Draft Budget

Thompson turned the presentation over to Diedrich. It shows budget of actual expenditures. The appropriation is 20% higher than the budget, which provides flexibility for the budget year. The library cannot go over the appropriation. With rising costs, utility bills are something of a guess at this point. Any expense over the appropriation must come out of contingencies. Any changes can be made at the next meeting. Diedrich created a balanced budget. There was discussion on the definition of a deficit budget. Albaugh is in favor of using more money for computers and scanners for the historical room and the digitization project. Thompson had gone over the budget with Angie at the courthouse in previous years and the thought process behind a deficit budget. Thompson said it was often an answer for small government. Walker said she was not in favor of a deficit budget. There was discussion on the digitization project. Diedrich has \$25,000 in the budget with \$30,000 appropriated, with funds hopefully continuing from the Galena Foundation. She is concerned with using so many dollars for one section compared to all the other collections. Diedrich is following the standards for Illinois libraries. 70% should be going to salaries, and we are at 52% with the base plus fringe benefits. We are currently sending 5-6 years with every shipment for digitization. Albaugh wants to use more money for the historical room. Thompson thought it would be good to send the budget back to the committee for further discussion and examination. Albaugh polled the board to see where things stood. Rector and Walker were good with the budget as presented. Johnson would like to see another two computers in the historical room and a scanner. Furlong asked if it is budgeted do we spend it? Furlong supported the work of the committee, with no mandate now. Albaugh said his opinion is known. Thompson said he would call another finance committee meeting.

b. Changing August meeting date

Rector moved to change the meeting date in August to the 15th. Johnson made the second. Vote: Beadle – Aye, Thompson – Aye, Rector – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried.

11b. Digitization project

Thompson brought up the possibility of changing the scope of the project. Diedrich had talked to Scott at Crowley about project constraints. Grant projects have priority. While our papers might be in the queue, they will be bumped by any grant project. Diedrich expressed frustration on the continual efforts to change the previously agreed upon project scope. She has been diligent, but would like to end her role as project manager if the Board continues to question the project scope. Albaugh wants Diedrich to continue, but he wants to get it going. Diedrich was acknowledged as project manager and there is no further discussion. No need for any motion.

14. Closed session

Thompson moved to enter closed session at 8:27pm reading item a on the agenda. Johnson had the second. Vote: Beadle – Aye, Thompson – Aye, Rector – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried.

15. Possible action from closed session

Thompson moved to come out of closed session at 9:05pm. Johnson had the second. Vote: Beadle – Aye, Thompson – Aye, Rector – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried. There was no action from closed session.

16. Items for next agenda – none

17. Announcements – none

18. Adjournment 9:09pm.

Respectfully submitted ,
Katherine Walker
Secretary