

**Library Board Meeting Minutes**  
**September 12, 2022**

1. Call to order  
President Albaugh made the call to order at 6:30pm. Responding as present were Frances Beadle, Earl Thompson, Maria Rector, Walter Johnson, Tracy Furlong and Katherine Walker. Also attending were Library Director Jenna Diedrich, Larissa Distler Adult Services Librarian, Kathy Leonard from Friends of the Library and Gloria Junge.
2. Citizens comments  
Distler was attending to be part of process. She encouraged the board to be engaged with library programs. They showcase the space and the needs. There is a limit of 30 people for programs because of space issues.
3. Consent agenda  
Johnson moved that the consent agenda be approved. Thompson made the second. Vote: Beadle – Aye, Thompson – Aye, Rector – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried.
4. Financial Report  
Thompson had a question about line item 3181. He wondered why it was less than last year and perhaps due to the timing of collections. Diedrich said she will check with Angie at the courthouse. Thompson said he will continue checking to see if the discrepancy continues. Line item 5485 is contractual services but had no listed expenses in the line item. Diedrich clarified that expenses included in this line item thus far have been yearly elevator service and yearly rate for HR Source.
5. Treasurer’s Report  
Thompson said there was nothing to report. Special reserve fund will be done, movement done. Beadle mentioned the safety deposit box needs to be updated. It is its own account and old names are on it. Former trustee Dianne Allendorf is still listed as signer on the account. The process requires a signature sheet. Thompson and Beadle will meet separately to address the changes.
6. Friends Report  
Leonard conveyed the Friends made over \$7,000 from the book and bake sale. There will be two more mini sales this year. One on October 2 at the Territory Farmers Market and another closer to Christmas. She thanked Thompson for the use of his dumpster for the event.
7. Library Director’s Report  
Diedrich went over the Illinois Public Library Annual Report, IPLAR. It is a lot of comprehensive information: board trustees, library income and expenditures, personnel and their education and pay, events during the year and partnerships, and the effects of COVID. There are library card sign up promotions on September 17 morning at Farmers Market and on the 29<sup>th</sup> at the Live at the Plaza event in the evening. Distler informed the board on the LitFest 2023 line up.

She has signed up bigger names such as Beth Dooley a cook book author who will be a ticketed event with food at Galena Cellars. Diedrich has contacted O'Connor about the audit numerous times and received no response. Beadle mentioned she might be able to assist with contact.

#### 8. Board President's Report

Albaugh has noticed the plastic on the chimney is coming off and needs to be redone. Thompson will look at it. The handrail is wobbly on the front steps. He suggested contacting Mike Harris. Spoles might also be an option. Thompson said he noticed the base is powdery which suggests it wasn't done correctly. Albaugh would like to see the policy committee discuss the vote of the president at committee meetings. Johnson said the committee will meet on the issue. Window egress is still on as a project and Mike Harris expressed interest as a good winter job. Diedrich will follow up.

#### 9. Committees

- a. Building & Grounds – no meeting
- b. Finance – no meeting
- c. HR – no meeting
- d. Johnson reported the committee looked at 7 policies. The process would be to vote on each individual policy.
  - i. Collection Development Policy  
Thompson moved to accept the policy as presented. Rector made the second. Vote: Beadle – Aye, Thompson – Aye, Rector – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried.
  - ii. Disposal of Surplus Property Policy  
Walker moved to accept the policy as presented. Beadle made the second. Thompson asked a question on scope. Diedrich said the policy would be valid for any disposal of goods more than \$100. Vote: Beadle – Aye, Thompson – Aye, Rector – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried.
  - iii. Homebound Services Policy  
Rector moved to accept the policy as presented. Thompson made the second. Rector asked about people requesting genres and reserving a book. Diedrich said the form has an area for preferences and they would try to match the request, they use it as a guideline for choosing content. Vote: Beadle – Aye, Thompson – Aye, Rector – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried.
  - iv. Makerspace Policy  
Johnson moved to accept the policy as presented. Rector made the second. Rector asked for information on what Makerspace was. Diedrich explained it covers items used for creative work inside the library. Vote: Beadle – Aye, Thompson – Aye, Rector – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried.
  - v. Online Banking Policy

There was no discussion or vote. Revisions are necessary due to the conversation under item 5.

vi. Patron Code of Conduct

Rector moved to approve the policy as presented. Johnson made the second. Vote: Beadle – Aye, Thomspson – Aye, Rector – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried.

vii. Program Policy

Johnson moved to accept the policy as presented. Walker had the second. Vote: Beadle – Aye, Thompson – Aye, Rector – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried.

10. Unfinished Business

a. Discussion and possible action on Special Reserve Fund Plan

The plan and example given by Diedrich was from August 1997. Thompson commented that the fund in the past could only be used for capital improvements. There may be thoughts to allow expenditures for emergencies. All board members should be involved in the decision. There was no action.

b. Discussion and possible action on investments and accounts

Beadle contributed that current interest for 11 month CD's is at 1.5%. Beadle and Thompson will meet to discuss options for the board to hear at the next meeting.

11. New Business

a. Discussion and possible action on Audit of Secretary's Records

Beadle and Albaugh had examined the records. Johnson moved to approve the records. Thompson had the second. Vote: Beadle – Aye, Thompson – Aye, Johnson – Aye, Rector – Aye, Furlong – Aye, Walker – Abstain, Albaugh – Aye. Motion carried.

b. Discussion and possible action on waiving non-resident fee for minors

Diedrich explained the card idea, benefits, and access to the public library with discussion following. Rector asked how the word would get out. Diedrich suggested Gazette ads and that Rachel Lenstra would contact Galena and Scales Mound School counselors/librarians. Thompson asked what criticism there might be. A common theme would be 'I pay taxes to the library, they don't'. A downside would be an 18-year-old is a senior and not eligible by age. Albaugh thought it was a great idea. Walker asked about any geographic boundary and Hazel Green. The under 18 must be in Illinois. A resolution is needed for approval and Diedrich will create one for review and possible approval. Beadle moved to Diedrich to create the resolution. Thompson made the second. Vote: Beadle – Aye, Thompson – Aye, Rector – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried.

12. No motions, resolutions, ordinances.

13. Closed Session

a. Thompson moved to enter closed session at 7:50pm. All visitors left the meeting space.

Johnson had the second. Vote: Beadle – Aye, Thompson – Aye, Rector – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye. Motion carried.

14. Discussion and possible action on Closed Session

Rector moved to exit closed session at 8:15pm. Walker made 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.

15. Items for the next agenda

- a. Online Banking Policy
- b. Special Reserve Fund Plan
- c. Update on investments and accounts
- d. Resolution for Waiver of Non-resident Fees for Minors

16. Announcements: Beadle and Furlong will not be at the October 10<sup>th</sup> meeting.

17. Adjournment at 8:17pm.

Next meeting Monday, October 10, 2022 at 6:30pm, Galena Public Library, 601 S. Bench, Galena, IL 61036 – Historical Room

Respectfully submitted,  
Katherine Walker  
Secretary