

**Minutes**  
**February 13, 2023**

1. Call to Order

Vice President Walter Johnson called the meeting to order at 6:30. Trustees present were Maria Rector, Francis Beadle, and Katherine Walker. A quorum was present. Also attending were Librarian Jenna Diedrich, Betsy Hansen President of Friends of the Library, Tim Doser, K Kriesel, Gloria Junge and Sandra Schultz.

2. Citizens Comments

Gloria Junge read an article from last week's Galena Gazette about the Library. Kriesel commented that the library in all their years is the best library they have experienced. They offered compliments to Diedrich and the staff for the friendliness and knowledge.

3. Consent Agenda

a. Approval of minutes for regular meeting January 9, 2023

b. Approval of bills paid/payable 1/7/23 – 2/10/2023

Diedrich asked that a payable of \$5,008.28 and one for \$584.04 be added. There was a total amount was \$10,016.56 from Crowley. The library pays one half and the Galena Foundation pays half. The library half was \$10,016.56.

Rector moved to approve the minutes and the two additions to the bills payable. Beadle made the second. Vote: Rector – Aye, Beadle – Aye, Walker – Aye, Johnson – Aye. Motion carried.

4. Financial Report – none

5. Treasurer's Report

The Semi-Annual Report of Receipts and Disbursements was presented. Diedrich mentioned that \$2500 of expenses to vendors were listed separately in the paperwork. This document will be filed with the County Clerk.

6. Friends Report

Hansen said they are setting dates for meetings. There is a good team putting the Friends book sale together. Some of the officer's positions are up for elections.

7. Library Director's Report

Diedrich reported that 1834-1867 and 1930-1942 were all scanned and hard drives were received. The next step is to do quality control and then send the hard drives to UIUC. Diedrich will reach out to UIUC to obtain scheduling information. At this time, Phase 3 if the digitization project is completed. Phase 4 will begin once when other materials are returned. Next in the process is the Miners Journal, Industrial Press and Galena Advertiser. Those items will complete the current project scope. The Pride Picnic has had two meetings. The library will do training for staff and volunteers to emphasize safety. There is talk about a photo booth and getting passport stamps from other booths. The date for Pride Picnic is June 10 from noon to 5.

Rector asked about Flipster. It is an app for magazines online and available now for the public to use. The library has the library edition of Ancestry but it only for research. A new member needs to be appointed for the March meeting.

7a. Decennial Committee is comprised of board members and two members from the community. They go over materials and a report is sent to the county board.

8. Board President's Report – none

9. Committees

- a. Buildings & Grounds – They met for bid packages. The last electric bid portion was inspected in 2020 and was removed from the bid. Requests for Proposals – RFP – were published in the Gazette on Feb 8. It was also sent to the TH, QC Times, Rockford Register and Platteville. Walker asked about the date proposals were due. Diedrich couldn't find it in her notes and said it would be sent.
- b. Finance – no meeting
- c. HR – no meeting
- d. Policy – a meeting was scheduled but did not have a quorum. A second scheduled meeting was cancelled do to snow. A new date will be set.

10. Unfinished business – none

11. New Business

- a. Discussion and possible action on updates to the Administrative Succession Plan  
Diedrich went over the plan. There were no questions. Beadle moved to accept the administrative succession plan as drafted. Rector had the second. Vote: Beadle – Aye, Walker – Aye, Rector – Aye, Johnson – Aye. Motion carried.

12. Motions, resolutions, ordinances – none

13. Closed Session – none

14. Discussion and possible action on Closed Session – none

15. Items for next agenda – appointment of new board member

16. Announcements

Diedrich had found the due date for the RFP. March 10 is the walk thru for those interested. Bids are due by 4 pm on April 5. Bids will be open on April 6 at 10 am.

17. Adjournment was at 7:08pm

18. Next meeting – Monday, March 13, 2023, at 6:30pm, Galena Public Library, 601 S. Bench St., Galena, IL 61036 – Historical Room

Respectfully Submitted,  
Katherine Walker  
Secretary