

Minutes of Regular Meeting

July 12th, 2021

Call to order, roll call

Albaugh called the meeting to order at 6:30pm. Albaugh appointed John Cox as Acting Secretary with Jenna Diedrich taking minutes.

Trustees present: Maria Rector, Craig Albaugh, Gloria Junge, Earl Thompson, Walter Johnson, John Cox
Others present: Jenna Diedrich, Library Director, Betsy Hansen from the Friends, Tim Doser, and Mike Doyle

Oath of Office

Katherine Walker was sworn in as the newly appointed member of the Board of Trustees

Gloria Junge resignation as Secretary

Discussion was had on Junge's possible resignation as Board Secretary. It was decided that Junge would stay on as Secretary.

Election of Secretary

No need for election of new Secretary.

Citizen Comments

Mike Doyle and Tim Doser were present to discuss the procedure regarding historical newspaper usage. It was requested that they be allowed to speak during the appropriate agenda item. Diedrich suggested to have a formal vote when the time comes for the specific agenda item (13.a).

Consent Agenda

Cox moved to approve the Consent Agenda as presented. Johnson seconded.

Vote: Rector-yes, Albaugh-yes, Junge-yes, Thompson-yes, Johnson-yes, Cox-yes, Walker-aye

Motion carried.

Financial Report

Thompson informed the board that there was a net operating profit from FY 2021 in the amount of \$10,667.69. Thompson requested that this be added to next month's agenda to discuss transferring this amount to the Special Reserve Fund.

Diedrich highlights the Assets portion \$113,000 plus in checking - this amount includes the first distribution of the FY 22 funds. These funds are considered deferred revenue, which will be included in the July statement.

Albaugh informed the board that Carol Diews willed \$200,949.49 to the Galena Public Library District. Albaugh will complete the acceptance paperwork. The funds are not restricted and can be used as the board wishes.

Thompson visited First Community to discuss options with the money. Thompson deposited the funds into a stand-alone checking account. Thompson has an appointment with Devin at First Community to discuss investment options.

Treasurer's Report

Covered

Friends Report

Betsy Hansen, President of the Friends, gave a report on the newly elected officers at the Annual Friends Meeting on July 1st. Friends also approved budget for the upcoming year. Friends are in good financial shape despite not having a Book Sale. Friends are holding Mini Book Sales at Territory Farmer's Markets and Galena Farmer's Market.

Library Director's Report

Diedrich presented Larissa Distler's current project of Civic Education – interviewing members of community boards so the larger community understands how boards work. Junge and Walker volunteered to be a part of the project to outline the library board.

Diedrich summarized the ongoing building projects as outlined in the director's report.

Board President's Report

Albaugh reported on an anonymous negative letter received regarding the Pride Flags in the flower pots near the front door. Diedrich stated she also had received a complaint on LGBT+ displays inside the library. Discussion was had on the importance of the library being a welcoming place for all community members.

Committees

Building & Grounds

Minutes included in the board packet. Recommendations were made for certain line items on the FY 22 Budget. Albaugh suggested to discuss the amendments at the time of discussing the draft budget.

Finance

Did not meet.

HR

Did not meet.

Policy

Did not meet.

Unfinished Business

Discussion on Procedure for Historical Newspaper Usage

Thompson recommended a motion should be had in order to allow two citizens to discuss. Thompson motions that two members of the public in attendance be allowed to offer public comment during the discussion of procedure of historical newspaper usage. Cox seconded.

Vote: Rector-yes, Albaugh-yes, Cox-yes, Thompson-yes, Johnson-yes, Junge-yes, Walker-aye

Motion carried.

Mike Doyle thanked the board for allowing him and Tim Doser to comment on this agenda item. Doyle discussed the meeting had between himself, Doser, and Diedrich regarding how and why the procedure was implemented. Doyle explained his process of researching and the need to be able to access the newspaper collection. Doser explained the difficulty of using the microfilm; the materials are dark, low contrast, unable to view, bleed through, etc. Procedure refers to staff being the only group who can handle the newspapers. Albaugh infers that Doyle would like the language to be changed to volunteers. Albaugh states that users of the room do not want to visit as they are currently unable to complete research. Thompson suggested having more people in the room who can handle the papers. Cox suggested new microfilm; Diedrich stated microfilm would be costly and take away funding from digitization. Discussion ended with leaving the procedure as is.

The board thanked Doser and Doyle for their comments. Doyle thanked the board for the time given.

New Business

Discussion and possible action on Draft FY 2022 Budget & Appropriation

All trustees have reviewed the budget. Albaugh would like to get recommendations to changing the names of the funds. Cox reminds that there is roughly \$7,000 in restricted funds. All other funds are not restricted. Diedrich requested to wait on renaming while old minutes are read through to fully understand how funds came to be.

Two amendments made in Finance Committee:

-\$35,000 increased to \$40,000 in digitization

-\$3,400 increased to \$5,600 in equipment

Albaugh would like to see the digitization line item increased more as the \$40,000 is contingent on \$15,000 in donations. Albaugh would also like funding for two computers to the historical room, not one as voted on in Finance Committee. The \$40,000 does not include any matching funds provided by the Galena Foundation or private donations to the Galena Foundation. Junge does not see the need to add more funding because money isn't the problem. The problem is the wait time with the vendors.

After estimating costs, Thompson agrees that maybe digitization costs should be raised. By increasing areas such as equipment and digitization it brings down expenditure percentages for items such as salaries and materials. Expense percentages set by Standards for Illinois Public Library need to be adhered to in order to be eligible for grants like Per Capita. These standards are looked at each year and reported in the Per Capita Grant. Currently the library's expense percentages are as followed:

Personnel (including Improvements & Equipment): 38% (should be up to 60% base pay)

Personnel (without Improvements & Equipment): 48% (should be up to 60% base pay)

Personnel (including I&E and benefits): 41% (should be up to 70%)

Personnel (without I&E, including benefits): 51% (should be up to 70%)

Materials (including I&E): 11.6% (should be 12-16%)

Materials (without I&E): 14.7% (falls in line with standards)

Cox determines that we cannot simply add amounts to line items as current calculations would decrease the above expense percentages. Albaugh believes that we have enough money and that there are projects that need completion. If the library has the funds why would the library not spend it. Diedrich explains that if want to apply for the Live & Learn Construction Grant for building renovations we need to be in compliance with library standards.

Albaugh finds two solutions: raise salaries or don't complete some projects. Albaugh suggests inviting Lenzini to a board meeting to explain library budgets and the budgeting process. Cox agrees that a visit from Lenzini would be beneficial.

Thompson moved to accept the Draft of the FY 2022 Budget & Appropriation presented with the amendments recommended by the Finance Committee of an additional \$2,200 for a historical room computer and an additional \$5,000 for digitization. Cox seconded.

Vote: Rector-yes, Albaugh-yes, Cox-yes, Thompson-yes, Johnson-yes, Junge-yes, Walker-aye

Discussion on input of Hispanic Community

Cox had connected with community member Carmela Cordero about attracting the Hispanic community to become users of the library. Currently planning on the following: First Annual Hispanic Heritage Celebration and a bilingual story time for September. Diedrich will continue to working with Carmela. Cox suggested to connect with Brandon Behlke to begin marketing the event. Library is going to start publishing columns in the Gazette in Spanish in order to better connect with Spanish speakers.

Discussion on future referendum and expanding library district

Albaugh finds that one of these two options needs to be done to expand the library's tax base. If expanding the library district is the next move, any township will need to vote yes to be incorporated into the district. Rawlins may be the best path to pursue as there are many young families living in the township. Rawlins has a large tax base as it includes Walmart and the industrial area. Further exploration is needed.

Motions, Resolutions, & Ordinances

None.

Closed Session

Thompson motioned to go into closed session for the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee or legal counsel for the public body. Rector seconded.

Vote: Rector-yes, Albaugh-yes, Cox-yes, Thompson-yes, Johnson-yes, Junge-yes, Walker-yes

Motion carried.

Time of going into closed session was not notated in the first draft of the minutes.

Discussion on Closed Session

The board came out of closed session at 9:00pm.

Cox motioned to approve a 2% merit increase for Diedrich based on her director salary for FY 2022. Johnson seconded.

Vote: Rector-yes, Albaugh-yes, Cox-yes, Thompson-yes, Johnson-yes, Junge-yes, Walker-aye

Motion carried.

Cox motioned to recommend Diedrich to consider additional staff person in the historical room and do so including the salary to include in the FY 2022 budget, if possible. Thompson seconded.

Discussion: Thompson explained reasoning for the consideration. It would help expense percentages to hire an additional person. It would also help with ongoing complaints from historical room patrons. Thompson identifies that hiring is the director's responsibility and leaves this up to the director. The board would like to see any budgetary changes this would make so could possibly include when adopting the budget at next meeting.

Vote: Rector-yes, Albaugh-yes, Cox-yes, Thompson-yes, Johnson-yes, Junge-yes, Walker-aye

Motion carried.

Items for next agenda

Discussion on a referendum and possible expansion of the library district

FY 21 leftover funds to be transferred to the Special Reserve Fund

Closed Session for the review of Closed Session Minutes

Announcements

Diedrich apologized to Junge regarding not providing the sufficient devices in order to assist her with recording the meeting minutes. Diedrich would like to partner with Junge to figure out will work specifically for her to make meetings a success.

Adjournment

Meeting was adjourned at 9:21pm

Next Meeting

A Special Meeting is planned for a Strategic Planning Session on July 27th from 6:00-7:00pm at the Galena Public Library, 601 S. Bench St., Galena, IL 61036 – Main Floor

A Special Meeting for the Budget & Appropriation Hearing will be on Monday, August 9th, 2021 at 6:00 pm followed by the Regular Meeting on Monday, August 9th at 6:30pm, Galena Public Library, 601 S. Bench St., Galena, IL 61036 – Historical Room

Respectfully submitted,

Jenna Diedrich
Library Director