

## Library Minutes

January 15, 2024

1. Call to order, roll call  
President Walter Johnson called the meeting to order at 6:30pm. Answering present were board members: Emily Sprengelmeyer, Mike Blaum, Francis Beadle, and Katherine Walker. Entering at 6:32pm was Maria Rector. Alison Vanderpool entered the meeting at 6:33pm. Library Director Jenna Diedrich was present.
2. Citizens comments  
Craig Albaugh had three mentions. He thought the American Flag should be shown upstairs at a visible location rather than the historical room. Jo Daviess County has an opportunity for public comments at the beginning and the end of their meetings. An individual has offered \$5000 to match a \$5000 gift from the Galena Foundation for digitization. Gloria Junge said that accounts need to be reviewed on a monthly basis and the board should not be rubber stamping. The library could be fined should there be defrauding.
3. Consent Agenda
  - a. Approval of minutes for Regular meeting December 11, 2023
  - b. Approval of bills paid/payable: 12/09/2023 – 01/05/2024Walker asked for correction on the spelling of Betsy's last name. Beadle had also been misspelled. Sprengelmeyer moved that the corrections be included and the bills for the dates be paid. Rector made the second. Vote: Sprengelmeyer – Aye, Rector – Aye, Walker – Aye, Beadle – Aye, Vanderpool – Aye, Blaum – Aye, Johnson – Aye. Motion carried.
4. Financial Report – no questions
5. Treasurer's Report – none  
Diedrich mentioned all accounts are listed in the quarterly with the uses listed. Blaum questioned what constitutes emergency use. Diedrich went over the memorial funds and the non tax funds in explanation.
6. Friends Report – none
7. Library Director's Report  
The Decennial Report has been filed with the County. Mention was made for the per capita grants and meeting the necessary standards. There were no bids for the egress window. Building and Grounds will meet to decide on a next step. The new globes for the front light poles were received, but one was broken in transit. Follow up is underway with the supplier. No audit has been received yet.
8. Board President's Report – none
9. Committees
  - a. Building & Grounds – no meeting

- b. Decennial – Walker reported the Decennial report had been filed Jo Daviess County on January 4.
- c. Finance – no meeting
- d. HR – Rector mentioned the evaluation for the Library Director will be coming up in April
- e. Policy – Walker reported the committee had met to review Collections Management & Development Policy, even though she had been unable to attend. Sprengelmeyer and Vanderpool had done a good evaluation and the materials were included with the board materials. Blaum asked about materials for deaccessioning, those on loan and those without ownership. Diedrich explained the process and the continuation of digitizing the Galena Gazette. Beadle asked about giving notice for items to remain. Diedrich said the information would be shared with the board. It might be necessary to add sentences that are in the statutes so that items could be approved or reconsidered. Vanderpool moved to review the policy for Collection Management & Development for reconsideration. Beadle made the second. Vote: Rector – Aye, Walker – Aye, Beadle – Aye, Vanderpool – Aye, Blaum – Aye, Sprengelmeyer – Aye, Johnson – Aye. Motion carried.

#### 10. Other Business

- a. Discussion and possible action on Historical Room projects being moved to Building & Grounds
  - i. Johnson asked for a vote that Building & Grounds would help with historical projects with Jenna and the staff. Blaum moved to move forward to have the Buildings & Grounds committee work with the projects in the Historical Room. Rector made the second. Beadle commented that the purpose was to break a vicious cycle and give the director a break from the negativity and move forward. Sprengelmeyer asked how things would be managed and did the Director and staff ask for help. Discussion on the idea of not managing staff but program management took place. Comments included not managing but reporting, and who would manage or develop a plan. Walker said she would be voting no and thought the process is beyond the authority of the board. Diedrich asked what the plan for implementation was for this change. No plan was brought forth and Johnson called for a vote. Vote: Walker – Nay, Beadle – Aye, Vanderpool – Aye, Blaum – Aye, Sprengelmeyer – Nay, Rector – Aye, Johnson – Aye. Motion carried.

#### 11. New Business

- a. Discussion and possible action on Paid Time Off revisions in the Employee Handbook
  - i. Diedrich explained the PTO changes and the process involved. Walker moved to approve the changes presented. Vanderpool had the second. Beadle noted the change needed to be for employees with less than 30 hours. Walker made another motion to incorporate the less than 30 hours statement. Vanderpool made the second again. Vote: Beadle – Aye, Vanderpool – Aye, Blaum – Aye, Sprengelmeyer – Aye, Rector – Aye, Walker – Aye, Johnson – Aye. Motion carried.

- b. Discussion and possible action on moving funds from the Special Reserve Fund to the Corporate Fund. There was no need for a motion. Diedrich wanted the Board to be aware of the process and action.
- c. Discussion and possible action on review of closed session minutes. Rector explained she and Sprengelmeyer had reviewed the only closed session minutes from the last six months and thought it best not to release the minutes. Blaum moved to accept the decision and have the minutes remain sealed. Beadle made the second. Vote: Vanderpool – Aye, Blaum – Aye, Sprengelmeyer – Aye, Rector – Aye, Walker – Aye, Beadle – Aye, Johnson – Aye. Motion carried.

12. Closed Session – none

13. Items for next agenda

- a. Beadle asked for a discussion of federal holidays that are not observed by the Library. Rector said HR would review. Another request was to review the possibility of attendee comments before and after the meeting. The Policy Committee will meet and review.

14. Announcements – none

15. Adjournment at 7:37pm.

Next meeting: Monday 12, 2024, at 6:30pm, Galena Public Library, 601 S. Bench St., Galena, IL 61036 – Historical Room.

Respectfully submitted,  
Katherine Walker  
Secretary