

Galena Public Library Board of Trustees
Regular Meeting Minutes
August 12, 2024

Call to Order

Blaum called the meeting to order at 6:30pm. Trustees present: Emily Sprengelmeyer, Katherine Walker, Alison Vanderpool, Maria Rector, Mike Blaum, Sandra Schultz. Frances Beadle was excused. Also present Jenna Diedrich, Library Director.

Citizen Comments

None

Consent Agenda

Vanderpool moved to approve the minutes for the July 8, 2024 regular meeting. Schultz seconded. Motion passed unanimously. Sprengelmeyer moved to approve the bills paid/payable 07/06/24 - 08/09/24. Rector seconded. Motion passed unanimously.

Financial Report

The deferred revenue from June is now accounted for as revenue in July. This was from the first distribution.

Treasurer's Report

Diedrich completed the Annual Report of Receipts and Disbursements. Beadle had reviewed and found one error. The expense for O'Connor Brooks was listed as \$16,370 and should have been \$16,730. Diedrich updated the report.

Friend's Report

Betsy Hansen provided a report on the book sale. Revenues included: \$9,900 from books and media, \$700 from the bake sale, and \$665 from memberships sold. The 50/50 raffle brought in \$626, with \$313 split between the Friends and the winner. The Galena Elementary and Middle School commons was a great location for the sale. Next week planning starts for next year's sale. Storage of books will need to be changed due to the library updating its fire alarm system. Many people thanked the volunteers for doing the sale because it was a way for affordable books to be made available to the public. Leftover books are being donated to the Shullsburg library for their book sale, which takes place after the Friends'. The Holiday Market in the Territory will have a mini book sale again.

Library Director's Report

The ship's ladder is complete on the egress window in the children's library and the new window will be installed in the next week. The new fire alarm system will be installed starting tomorrow. Election information has been made available on the library's website and social media pages. Diedrich will send FY24 minutes to Rector and Beadle for the Secretary's Audit.

Board President's Report

No report.

Committees

- Building & Grounds: none
- Decennial: none
- Finance: none
- Human Resources: A meeting is scheduled for August 21 to review the Employee Handbook
- Policy: none

Unfinished Business

Schultz moved to approve the FY2025 FOIA Policy. Walker seconded. Motion passed unanimously.

New Business

- Ordinance #25-01 FY 2025 Budget & Appropriation
 - Sprengelmeyer moved to approve the FY2025 Budget & Appropriation as written. Rector Seconded. Discussion was had on increasing the equipment budget. Diedrich requested the equipment budget be increased from \$8,000 to \$12,000 so the appropriation would raise from \$9,600 to \$14,400. This would allow for the library to purchase a new printer. The original motion was rescinded.
 - Sprengelmeyer moved to approve the FY2025 Budget & Appropriation, increasing the equipment budget and appropriation as stated. Vanderpool seconded. Roll call vote: Sprengelmeyer - yes, Walker - yes, Vanderpool - yes, Rector - yes, Schultz - yes, Blaum - yes. Motion carried.
- Destruction of Closed Session Audio Recordings
 - This is being worked on.

Closed Session

Vanderpool moved to go into closed session. Sprengelmeyer seconded.

Items for Next Agenda

Closed session audio recordings

Adjournment

Blaum adjourned the meeting at 7:08pm

Respectfully submitted,
Sandra Schultz
Secretary