

## **Galena Public Library Board of Trustees**

### **Regular Meeting Minutes**

September 9, 2024

#### Call to order

Blaum called the meeting to order at 6:31pm. Trustees present: Sandra Schultz, Emily Sprengelmeyer, Alison Vanderpool, Katherine Walker, Mike Blaum. Absent/excused: Francis Beadle, Maria Rector. Also present Jenna Diedrich, Library Director.

#### Citizen Comments

None

#### Consent Agenda

Sprengelmeyer moved to approve the consent agenda. Vanderpool seconded. Diedrich requested two bills be added. One for \$50 to Montgomery Trucking and the second for \$1,030.26 to Five Star Plumbing for a new toilet and labor. Sprengelmeyer rescinded the original motion. Sprengelmeyer moved to approve the consent agenda with the addition of the two bills. Vanderpool seconded. Motion passed unanimously.

#### Financial Report

None

#### Treasurer's Report

None

#### Friends Report

Betsy Hansen was not present but sent Diedrich a request to report. The Friends are looking for a backup place for the annual book sale in case the GEMS commons is not available due to the upcoming construction at the GHS. Blaum asked what the space requirements are. This is something the Friends will need to provide. Vanderpool asked when donations are accepted. Diedrich stated typically from February to June.

#### Library Director's Report

Four people have picked up packets for running for library trustee so far. Diedrich encouraged anyone planning to run to pick a packet up.

ILA is coming up, Oct 8-10th, a three day conference which Diedrich is attending with two other library directors from the area. This is the first time she is attending. There are some good sessions scheduled. The new fire alarm system installation was finished today. The second half of the bill, approximately \$7000, will be paid once it is invoiced. The new fire alarm system panel is upstairs and easily accessible. The old panel was in the children's library area behind a locked door.

HR Source meeting is coming up tomorrow and Diedrich will meet with them to discuss changes proposed by the HR committee to the employee handbook.

Diedrich discussed recent ADA compliance issues across Illinois libraries. The library's website was recently updated to be compliant with ADA, but some areas need to be looked at further. The largest issue currently is ensuring the website is accessible via screen readers. Most of the documentation on the library's website are PDFs. PDFs are not inherently accessible for screen readers. Because the board packets include the financial statement, which comes from the accountant, it is difficult to make the statements accessible. From this point forward, only the agendas and minutes will be available on the website. This is all that OMA requires. Diedrich stated that members of the public may submit a FOIA request for any additional information, which she will then supply. The website must be in full compliance by April 2027.

#### Committees:

- Building & Grounds: None
- Decennial:None
- Finance: None
- Human Resources: Met and went over updates to the Employee Handbook suggested by HR Source.
- Policy: None

#### Unfinished Business

None

#### New Business

None

#### Closed Session

Walker moved to go into closed session at 6:53pm for the discussion of minutes of meetings lawfully closed under the OMA, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated in Section 2.06. [5 ILCS 120/2(c)(21)]. Schultz seconded. Motion passed unanimously. Board came out of closed session at 7:00pm.

#### Discussion and possible action on approving Closed Session Minutes

Schultz moved to approve the June 10, 2024 and April 9, 2024 closed session minutes. Sprengelmeyer seconded. Motion passed unanimously.

#### Discussion and possible action of destruction of closed session audio recordings

Deferred until October meeting.

Items for next agenda

1. Closed session audio recordings
2. Discussion of Per Capita Grant
3. Board training opportunities

Adjournment

Blaum adjourned the meeting at 7:04pm

Respectfully submitted,  
Sandra Schultz  
Secretary