

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

### **Regular Meeting Minutes**

October 14, 2024

#### Call to order

Vice President Vanderpool called the meeting to order at 6:30. Trustees present: Sandra Schultz, Alison Vanderpool, Maria Rector, Katherine Walker, Emily Sprenglemeyer. Frances Beadle absent, Mike Blaum excused. Library director Jenna Diedrich was also present.

#### Citizen Comments

Tim Doser reported that the August minutes are not on the web yet. He also would like an update on the digitizing project. He noted that the Building and Grounds committee had not met since May and he'd hoped more progress would have been made with the responsibility of the digitizing project now being under this committee.

#### Consent agenda

Jenna noted that the Crowley company bill was added to the bills payable list. Rector made a motion to approve the consent agenda including the addition of the Crowley bil. Schultz seconded the motion. Motion passed unanimously.

#### Financial Report

No discussion

#### Treasurer's Report

No discussion

#### Friends Report

Diedrich reported that the 2025 book sale will be held at the Irish Cottage. The school will be under construction. The friends looked at the Irish Cottage and the facility has everything they need to hold the sale and there is plenty of parking. The publicity chairperson has had bookmarks made with info about what is scheduled in the next year and these will be passed out to library patrons. There is a mini book sale happening this month upstairs in the library. No prices set, just donations.

#### Library Director's Report

Sexual harassment training is required to be taken by the board. Diedrich will send the link out and we need to let her know when it's been completed. Jenna attended the ILA conference this past Tue-Thurs. She noted it's for all sized libraries in Illinois. She attended various sessions and liked crisis communication and AI training. Networking with other librarians was a highlight. In the future she will focus on attending a rural library conference which is nationwide and more applicable to smaller libraries. This was recommended by others in attendance at the ILA conference.

Digitization: ledgers are back and the hard drives have arrived. Mike will start transcribing everything received. Now we will create a list of what we would like to digitize.

Boiler inspection found a safety valve installed incorrectly, horizontally vs vertically. Boiler installed in 2020 and was inspected in 2022. Must be fixed within 30 days. Oct 1st date of inspection. Dave Tepley at D&D has this info and will be performing the work.

#### Committees

- Building & Grounds: A meeting date will be determined for the next meeting
- Decennial: no meeting
- Finance: no meeting
- Human Resources: trying to come up with a meeting date soon
- Policy: no meeting

#### Unfinished Business

Discussion about there being two audio recordings of closed sessions without hard copies of the written minutes. Walker had digital copies of these minutes emailed to Schultz. Schultz will print them out and file them with the other copies of the minutes. Schultz made a motion to approve the destruction of closed session audio recordings listed in the board packet. Walker seconded. Motion passed unanimously.

#### New Business

Sprengelmeyer motioned to approve the library closing at 5pm on October 31st, 2024. Rector seconded. Motion passed unanimously.

The board reviewed chapters one through six of Serving Our Public 4.0 for the Per Capita Grant.

#### Closed Session

The board decided not to go into closed session.

#### Items for next agenda

Levy and per capita Review

Employee Handbook from HR committee.

#### Announcements

None

#### Adjournment

Vanderpool adjourned the meeting at 6:57pm.

Respectfully submitted

Sandra Schultz