

**Galena Public Library**  
**Regular Board Meeting - July 14th, 2025**

Call to Order

Walker called the meeting to order at 6:31pm

Trustees present: Jason Stauter, Debbie Larys, Maria Rector, and Katherine Walker.

Also present: Jenna Diedrich, Library Director

Oath of Office

Vice President Rector read the Oath to the two new trustees, Jay Dickerson and Chris Canelake.

The trustees welcomed them to the Board.

Election of Secretary

The floor was opened for nominations for Secretary. Canelake volunteered himself for Secretary.

Larys moved to approve Canelake as Secretary. Dickerson seconded. The motion passed unanimously.

Citizen Comments

None

Consent Agenda

Larys moved to approve the consent agenda with the increase of Murphy's from \$150 to \$350.

Rector seconded. Motion passed.

Financial Report

No questions.

Treasurer's Report

Larys is working on internal controls. One request Larys had of Diedrich is to scan and send all invoices to Larys prior to the meeting. Larys appreciates having another set of eyes on the invoices. Three invoices Larys had additional questions about: \$150 for an invoice with no business letterhead; \$15 reimbursement to Maria Rector; and \$2,242.86 to KONE. Diedrich

provided information for each respectively: \$150 is to Murphy's Lawn Care for grass cuttings at \$50 per cut; \$15 to Maria for reimbursement for staff birthday recognition, which is in the library's best practices; and \$2,242.86 to KONE for the library's yearly elevator maintenance.

### Friend's Report

The Annual Meeting was June 25th with Michelle Cox as guest speaker. About 20 people were in attendance. The wishlist for the library, submitted by Diedrich, was approved at the annual meeting along with the budget. Every year, half of the Friends board are up for election, which the membership votes on at the annual meeting. The four officers this year were Board President, Vice President, Recording Secretary, and Hospitality Chair. All incumbent officers will continue in their roles.

The Friends are overseeing a special project of repairing their Little Free Libraries (LFL). Paul Jackson is fixing and repainting each one. In the next year, all LFLs will need to be replaced. Paul did not think they had another year of wear from the weather. Connie Allendorf would like to redesign the LFL's. Paul Jackson is willing to build new ones over the winter.

Book Sale this week: July 16 to July 19. Many local charities have requested books that don't sell.

### Library Director's Report

Diedrich gave a brief overview of the written report, highlighting the audit of the Secretary's minutes and the review of closed session minutes from January 2025 to June 2025. Dickerson and Canelake volunteered to conduct the Secretary's audit. Rector and Stauter will review the closed session minutes.

### Board President's Report

Walker appointed Dickerson to the Human Resources Committee. As Secretary, Canelake is automatically on the Finance Committee. The Policy Committee had one extra person, Larys removed herself from the committee.

### Committees

Larys discussed the Finance Committee held on July 1st where the committee reviewed the draft budget. Larys referenced the minutes for more information. The committee recommended the board approve the budget at the August meeting.

### Unfinished Business

None.

### New Business

FY26 Committee Meeting dates: Larys moved to approve the suggested committee meeting dates. Dickerson seconded. Rector inquired if trustees had any conflict with those dates. No conflicts were identified at the moment. Motion passed.

### Closed Session

None.

### Items for Next Agenda

Budget

Investments

### Announcements

Walker suggested all trustees attend the Friends' Book Sale. Diedrich welcomed and thanked Canelake and Dickerson for joining the Board.

### Adjournment

Dickerson moved to adjourn the meeting. Canelake seconded. Motion passed. The meeting was adjourned at 7:14pm.

Respectfully submitted,

Jenna Diedrich

Library Director