

Regular Board Meeting Minutes

September 8, 2025

Call to Order

Board President Katherine Walker called the meeting to order at 6:30 PM. Trustees present were Katherine Walker, Maria Rector, Chris Canelake, Pete Regez, and Debbie Larys. Jay Dickerson and Jason Stauter were excused. Also present was Jenna Diedrich, Library Director

Citizen Comments

None

Consent Agenda

Discussion: Diedrich asked that two items be added to the bills paid/payable. 1) Gassers Hardware in the amount of \$23.28 for light fixtures, and 2) Murphy Lawn Care in the amount of \$200 for grass cuttings.

Canelake moved to approve the consent agenda as amended. Rector seconded. The motion passed unanimously.

- a. Approval of minutes for B&A Hearing August 11, 2025
- b. Approval of minutes for Regular meeting August 11, 2025
- c. Approval of bills paid/payable: 8/9/2025 - 9/5/2025 (as amended to add Gassers Hardware in the amount of \$23.28 for light fixtures, and 2) Chuck Murphy in the amount of \$200 for lawn care)

Financial Report

Larys asked Trustees to refer to the statements in the packet. There was no discussion or questions.

Treasurer's Report

Larys reported that everything is going well, and that she is pleased with the communication with Diedrich.

Friends Report

Friends of the Library President Betsy Hansen reported that the next meeting is September 17. They anticipate making a final decision regarding the book sale for 2026. They are considering either GEMS or The Irish Cottage.

The Friends continue to support Little Free Libraries in four Galena locations. Volunteers stock and repair each. They have been freshly painted, but will be replaced over the winter with ideas to improve their functionality. Paul Jackson, who made the originals, volunteered to make the new ones.

The week of October 19 is Friends of Libraries Week. Our group is getting ideas to improve from the national organization. Also during October there will be another mini-book sale in the library. A "book angel" donated ten boxes of wonderful books.

Finally, there will be another “Share Night” at Culver's November 4, and on November 22 another book sale at the Galena Territory Holiday Sale at the Owners Club.

Library Director's Report

Diedrich referred to information in the Board packet, highlighting the HR benchmarking study that has recently been completed. She reviewed how this will help with the budget for the coming year. Currently the library is behind about 2.8% for competitive pay due to changes in the economy since the last benchmarking study. This current study includes planning guidance for a three-year maintenance plan for three years. Cola and CPI so constantly need to adjust.

Diedrich also reviewed an audit summary for workers comp - to be sure our policy is aligned with needs, and a recommendation to align library practices to Public Act 104-0056: This act amends the Local Library Act to require all libraries open to the public to maintain a supply of approved opioid antagonists. The act will become effective on January 1, 2026. Currently, the library's recent supply of opioid antagonists expired. She is working with the Sinissippi Center to obtain more and possible training.

Preparations for the financial audit are going well, and everything will be ready for fieldwork scheduled for September 15.

Board President's Report

Walker reported that she was glad to see committee schedules in place and appreciated the good work ahead.

Committees

Building & Grounds: No Report

Finance: No Report

HR: No Report

Policy

Diedrich reported on the meeting held on September 9, where three new policies were reviewed. Each was reviewed, as follows:

Capital Asset Policy discussion: Thresholds for capitalization were discussed. Diedrich reported that the template numbers were too large for our needs so the committee lowered it to \$25K, which more closely aligned to our library's spending patterns.

Larys moved to approve the Capital Asset Policy. Rector seconded. The motion passed unanimously.

Outstanding Check Policy

Larys moved to approve the Outstanding Check Policy. Rector seconded. The motion passed unanimously..

FY26 FOIA Policy

Larys moved to approve the FY26 FOIA Policy. Regez seconded. The motion passed unanimously.

Unfinished Business

Larys moved to reinvest CD 0663 at Dupaco at 4 % interest for 7 months. Rector seconded. The motion passed unanimously.

Larys moved to reinvest CD 0662 at Apple River State Bank at 3.85 % interest for 16 months. Regez seconded. The motion passed unanimously.

Larys moved to reinvest CD 0621 at Apple River State Bank at 3.85 % interest for 16 months. Regez seconded. The motion passed unanimously.

Secretary's Report:

Canelake reported that he and Dickerson performed the Secretary's Audit of regular meeting minutes from July 1, 2024 to June 30, 2025. The minutes were reviewed carefully and were found to be complete

New Business

The Illinois Public Library standards are scheduled to be reviewed. Diedrich will create a summary for the trustees to review. It will show each standard and whether we are meeting them, and if not, what the plan is for improvement.

Closed Session

None

Items for Next Agenda

Illinois Public Library Standards

Announcements

None

Adjournment

Walker adjourned the meeting at 7:12 pm.

Respectfully submitted,
Chris Canelake
Secretary