

GALESBURG PUBLIC LIBRARY
BOARD OF TRUSTEES

Thursday, April 3, 2008

Present: Asplund, Buck, Conolly, Hunigan, Kroll, McDonald, Peterson, Phillips, Reichel. [9]

Also present: Pam Van Kirk (Library Director) and Nancy Terpening (Library Staff).

CALL TO ORDER.

President Reichel called the regular monthly meeting of the Galesburg Public Library Board of Trustees to order at 4:30 p.m. on Thursday, April 3, 2008.

APPROVAL OF MINUTES

Kroll made a motion to approve the minutes of the March 6, 2008 regular board meeting as written. Peterson seconded. There was voice vote approval.

McDonald arrived.

PRESENTATION OF EXPENSES AND PAYROLL—See attached lists.

Mrs. Van Kirk said that Dowers Roofing had conducted spring maintenance of the roof. She also said that payment to Heritage Microfiles was an annual expense for microfilming. Mrs. Van Kirk explained that the number of magazine titles that the library receives is being reduced. She said that the microfiche collection is also being examined. The new Workflows system allows us to scan magazines read in-house and track usage.

Asplund presented the list of expenses, add-ons and estimated payroll.

Asplund made a motion to approve the payment of the list of bills and estimated payroll in the amount of \$76,008.53 and add-ons in the amount of \$32,855.95. Buck seconded.

Roll Call #1.

Ayes: Asplund, Buck, Conolly, Hunigan, Kroll, McDonald, Peterson, Reichel. [8]

Nays: None.

Absent:Phillips. [1]

President Reichel declared the motion carried.

COMMITTEE REPORTS

Building Committee: Chairperson Peterson reported that the committee had not met.

Personnel Committee: The committee had not met.

Finance Committee: Chairperson Asplund reported that the committee had not met.

Policy Committee: Chairperson McDonald reported that the committee had not met.

ACTION ITEMS

There were no action items.

Phillips arrived.

DIRECTOR'S REPORT

The board received copies of the departmental and Director's reports. Copies of these reports are attached.

Mrs. Van Kirk reported that there will be more board involvement required for the per capita grant process this year. The board will be reviewing the Freedom of Information Act, Open Meetings Act, Ethics Statement and completing a Statement of Economic Interest, reviewing the implications of technology on designing/remodeling a building and identifying areas where the library is not ADA compliant.

Mrs. Van Kirk said that she had contacted City Finance Director Gloria Osborn about the library's certificates of deposit. Gloria told her that there should be no penalty for moving investments between library funds as long as the fund that transfers the investment into its fund has sufficient cash to cover operating costs. Mrs. Osborn asked if she should discontinue any investing for the library and just have the money remain in the savings account. Mrs. Van Kirk told her to leave the investments in the savings account until advised otherwise. The board agreed to leave the investments in savings.

Kroll asked how close the library was to moving money into the foundation. Mrs. Van Kirk said that the foundation now has a tax number but there is still paperwork to file. Conolly asked about the terms of the investments. Mrs. Van Kirk said that they mature on different dates. The dates are recorded on the monthly investment report. Reichel said that the interest rate is higher for savings at 3% rather than a certificate of deposit.

Mrs. Van Kirk told the board that Jill Gray will begin working as reference librarian and adult programming coordinator in May. Jill's daughter Amanda currently works as a shelver in circulation. Mrs. Van Kirk said that she has an unwritten policy that she does not hire children of staff or board members. She said that Amanda is a senior in high school and would be leaving in the fall for college. Mrs. Van Kirk would like to allow her to work out the summer. The board felt that Amanda should be allowed to continue her work at the library as long as she was not being supervised by her mother.

On March 22, a customer fell in the lobby and broke his hip. He has a medical condition that may have caused the fall. Hunigan asked if the library could get sued. Mrs. Van Kirk said that there is always a possibility but that she didn't think that we were negligent. The legs on the display panels in the lobby are visible.

Mrs. Van Kirk met with a representative of ADT Security Systems yesterday. He will put together a proposal for security plan for the library.

The Big Read is off to a great start. There was a large attendance for the kick-off.

Dane Bragg will arrange tours of the old armory for any interested board members. He intimated that the city would be willing to pay an engineer to assess the use of the armory as a library. Mrs. Van Kirk will contact him regarding a date and time. It was suggested that the next regular board meeting be extended to accommodate the tour.

Mrs. Van Kirk told the board that a mentally unstable man participated in the library's writing contest and he is upset that he didn't win the contest. The police are aware of the situation. The writing contest awards ceremony is Sunday and Mrs. Van Kirk will call the police if the man comes to the ceremony. This met with board approval.

Buck made a motion to adjourn. Conolly seconded.

Adjourned: 5:15 p.m.

Secretary

President