

GALESBURG PUBLIC LIBRARY
BOARD OF TRUSTEES

Thursday, April 2, 2009

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

Also present: Pam Van Kirk (Library Director), Jane Easterly (Assistant 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 2, 2009.

APPROVAL OF MINUTES

Asplund noted that NAEIR was misspelled in the regular minutes. The minutes of the March 12 meeting are for a special meeting not a regular meeting as stated.

Asplund made a motion to approve the minutes of the March 5, 2009 regular board meeting and the March 12, 2009 special board meeting as corrected. Kroll seconded. There was voice vote approval.

PRESENTATION OF EXPENSES AND PAYROLL—See attached lists.

Mrs. Van Kirk explained that the payment to Cintas Corp was for power washing the public restrooms and for new carpet runners. She also said that Allegra Printing was used for a special printing project. We do most of our printing in-house.

Kroll asked what the status was on the foundation. Mrs. Van Kirk said that the foundation board will be interviewing banks next week and they will also meet on Saturday, April 18. As soon as the foundation selects a bank, the money will be transferred from the city.

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 \$88,015.83 and add-ons in the amount of \$18,921.60. Peterson seconded.

Roll Call #1.

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

Nays: None.

Absent: McDonald. [1]

President Reichel declared the motion carried.

COMMITTEE REPORTS

Building Committee: Chairperson Peterson reported that the committee had met but will give the report under action items.

Personnel Committee: Chairperson Phillips reported that the committee will need to meet soon.

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

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

ACTION ITEMS

The board reviewed the library's current non-resident card program. The current program uses an average percentage based on the non-residents property tax bill. Mrs. Van Kirk said the non-resident card program has worked well and she recommends continuing the use of it.

*McDonald arrived.

Kroll made a motion to accept the recommendation to continue the current non-resident card program. Buck seconded.

Roll Call #2.

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

Nays: None.

Pass: McDonald. [1]

Absent: None.

President Reichel declared the motion carried.

Peterson reported that the building committee had met to review and discuss the requests for qualifications for architects. He explained that Metzger Johnson didn't want to be involved in phase one due to not enough library experience but they do want to be involved in other phases.

Peterson said that the committee listed their top choices for site evaluation architect: APACE; Engberg Anderson; PSA Dewberry/BCA. APACE was the first choice. Mark Misselhorn of APACE has done several library projects that the committee has toured (Chillocothe, LaSalle, Cuba).

Peterson recommended that APACE Design be hired for the first phase of the building project. Peterson said that this site analysis is a series of processes and that the board will need to decide how far they want to pursue a potential site. Hunigan asked what the cost would be for phase one. Mrs. Van Kirk said that we did not know the cost. It depends on how far we go with the analysis. Kroll said that if APACE proves to be inflexible with pricing then we would move on to the next architect.

Phillips made a motion to accept the building committee's recommendation to hire APACE Design of Peoria for the first phase of the building project. Asplund seconded. There was voice vote approval.

The building committee will meet with Mark Misselhorn of APACE Design. Letters will be sent to the other architectural firms.

Hunigan asked if there was a time table on the work. Reichel said that we did not really have a time table. Peterson said that the committee was hoping that Mr. Misselhorn would also do an analysis of the NAEIR building.

Jane Easterly said that Greg Bacon stopped by the library for a tour. She explained to him that there was still a lot of life left in the building but that we had outgrown our space. She said that he was impressed by the archives. Mrs. Van Kirk said that there have been other parties interested in the library property.

In other action, Mrs. Van Kirk reported that she had been informed by Clay Carpenter, co-executor of the Linda Gunther estate, that she needed to fill out the paperwork from Charles Schwab. She said that she needs a certified resolution that states she can sign on behalf of the library and be notified regarding the Linda Gunther estate.

Kroll made a motion authorizing Mrs. Van Kirk to sign on behalf of the library and be notified regarding the Linda Gunther estate. McDonald seconded. There was voice vote approval.

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 the library did not receive the Gates Grant. We did receive the per capita grant in the amount of \$40,777.52.

Mrs. Van Kirk said that she is not ready for a new phone proposal. She said that she has been discussing a call forwarding system. She said that we don't have voice mail for all staff on our current system. Mrs. Van Kirk is the only one with voice mail and that is an extra charge. She said that the cost for a new Centrex system would be \$3,200 plus the cost of new phones. Kroll suggested using a phone switch on the computer and paying for a specific number of phone lines. Mrs. Van Kirk said that basically we wanted a few more features than we have now. She will give Kroll the specifics on our current system and what we would like to have on a new system. He will check for proposals.

Mrs. Van Kirk reported that we are using fewer kilowatt hours but the price is up.

The burglar alarm is working. Jane received a call at 12:52 a.m. that the alarm was triggered at the library. It was decided that a spider had set off the alarm.

Richard Carwardine will give a program on his book *Lincoln: A Life of Purpose and Power* on April 14 at the library.

There is a “Life on the Mississippi” photo display by Jenna Price in the Sanderson Room.

Mrs. Van Kirk said that the carpet will be replaced in the reading area in August. City Purchasing agent Craig Boynton is helping with the RFP.

The board congratulated Wendel Hunigan on receiving the Distinguished Service Award and being inducted to the Carl Sandburg College Wall of Honor. He will be the CSC commencement speaker this year.

Adjourned: 5:25 p.m.

Secretary

President