

GALESBURG PUBLIC LIBRARY
BOARD OF TRUSTEES
Thursday, April 1, 2010

Present: Berlin, Conolly, Hunigan, Kroll, McDonald*, Muelder, Peterson, Phillips, Reichel. [9]

Also present: Corine Andersen (City Council representative), 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 1, 2010.

APPROVAL OF MINUTES

Peterson said that he was not at the last board so in the Building Committee Report of the March minutes should read "The committee had not met."

Kroll made a motion to approve the minutes of the March 4, 2010 regular board meeting as corrected. Phillips seconded. There was voice vote approval.

PRESENTATION OF EXPENSES AND PAYROLL—See attached lists.

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

Mrs. Van Kirk said that Ebsco is our major magazine subscription service. She said that the number of magazines that we subscribe to have been cut in half.

Kroll pointed out that the library has two-thirds of its budget remaining for FY2010. He said that we should have three-fourths of our budget left and that we will be out of money by November. Mrs. Van Kirk said that there have been some unexpected maintenance expenses such as the basement leak problem, front door repair, and excess light bulbs needing to be replaced at the same time. Employee health insurance could also be increasing.

Muelder made a motion to approve the payment of the list of bills and estimated payroll, in the amount of \$85,955.68 and add-ons in the amount of \$22,851.33. Peterson seconded.

Roll Call #1.

Ayes: Berlin, Conolly, Hunigan, Kroll, Muelder, Peterson, Phillips, Reichel. [8]

Nays: None.

Absent: McDonald. [1]

President Reichel declared the motion carried.

COMMITTEE REPORTS

Building Committee: The committee had not met.

Personnel Committee: The committee had not met.

Finance Committee: The committee had not met.

Policy Committee: The committee had not met.

Technology Committee: The committee met to review the technology plan. The board received copies of the plan. Mrs. Van Kirk reported that Mike Kroll donated two routers to the library at a savings to the library of approximately \$6,000. One will be used to replace the current router and the other will be a backup router. If the library gets a second T1 line, one line could be hooked up to each router. The router is a necessary hardware for the computer network. There was some discussion on the backup and recovery plan. Jane Easterly suggested an ad hoc technology backup meeting. This met with board approval.

Kroll made a motion to adopt the 2010-2013 Technology Plan. Muelder seconded. There was voice vote approval.

Foundation Board: The board received copies of the minutes for the February 2010 meeting of the Foundation Board.

The foundation board honored Barry Barash as founding president. Mr. Barash gave a \$1,000 donation for the foundation.

The foundation board will meet on the second Thursday of the month.

The board will be expanded to eleven members.

The foundation board officers are Naomi Law, President; Martin Reichel, Vice-president; Wendel Hunigan, Secretary; Dave Pearson, Treasurer.

The board received copies of the Foundation's investment summary.

ACTION ITEMS

Mrs. Van Kirk presented information on Illinois Funds Electronic Payments (e-pay). E-pay allows government agencies to set up on-line and/or over-the-counter electronic charge card payments for customers. There are no sign up, processing, or maintenance fees. Transaction fees are less than or equal to 3% of the transaction. Almost 100% of the libraries that use this service absorb the fees.

There are three equipment set-up options:

The least expensive involves designating a computer with a printer near the circulation desk where the customers would log into their own accounts and enter payment.

Another option requires a keyboard wedge unit for the circulation disk (\$299) with additional keyboard wedges (\$75 each). No phone or Ethernet line is required. It is Internet based and must be hooked to a port. Staff would have to log into a designated web site and enter the library's account number for each transaction.

The last option is a VX 570 machine (\$440) that is hooked to a phone or Ethernet line. This is like the machines seen in retail business. You just have to slide the card and enter transaction amount.

There was considerable discussion by the board.

Kroll was concerned about spending money for the equipment and whether or not it was worth the investment in that equipment.

Hunigan said that the Foundation was interested in using this for donations to the Foundation. Mrs. Van Kirk suggested asking the Foundation to share in the cost of the equipment since we will be making a link online.

Phillips and Conolly did not want to choose an option that would add to the workload of the circulation staff.

Mrs. Van Kirk offered to invite the E-pay representative to attend a meeting of the board for the purpose of answering any questions.

Berlin noted that this is a world of credit/debit card users and that the library board should move forward by offering patrons the E-pay option. She said that she would personally donate money for the purchase of a VX570 machine.

Berlin made a motion to purchase the VX570 machine and to ask for reimbursement from the Galesburg Public Foundation for a portion of the cost. Hunigan seconded.

Roll Call #2.

Ayes: Berlin, Conolly, Hunigan, Kroll, Muelder, Peterson, Phillips, Reichel. [8]

Nays: None.

Absent: McDonald. [1]

President Reichel declared the motion carried.

*McDonald 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 the elevator had been inspected. The library's violations included needing a lockable disconnect for car lighting. She felt that this inspection violation was questionable and suggested asking electrician Joe Mangeri to look at elevator. The board agreed. Nothing has to be done with the elevator this year.

The Friends of the Library voted to purchase rolling typewriter chairs for archives and circulation, summer reading prizes for young adults, P-touch label maker for technical services, two chair mats for circulation, diaper changer, word processing computers, three-tiered one sided book cart and provide Big Read prize money.

The Friends will help with the cost of additional surveillance cameras after the fall book sale. A patron had \$150 stolen from her purse in the genealogy area. That area is not under surveillance.

The new ceiling fixtures and track lighting has been installed in the upstairs meeting room. Joe Mangieri donated \$1,300 in labor and materials for the project.

Mrs. Van Kirk was involved with launching Google in Galesburg.

Mrs. Van Kirk met with Bradley University Senior Marketing students to discuss a marketing plan for the library. The students also visited the library for a tour and to learn about the services we offer.

The library received a one-time OCLC subsidy of \$543.75 from the Alliance Library System. Some of the member libraries were charged at a higher rate for OCLC services in 2009.

Mrs. Van Kirk held three staff workshops on severe weather/fire drills, dealing with medical emergencies, and dealing with emergencies that involve the police. Mrs. Van Kirk said that she would like to hold a half day in-service with staff to discuss safety policies and tweak the procedures. This in-service would also include a healthy eating/lifestyle workshop. The Board thought this was a good idea.

Muelder made a motion to close the library for a half-day staff in-service to review safety policies. Peterson seconded.

Roll Call # 3.

Ayes: Berlin, Conolly, Hunigan, Kroll, McDonald, Muelder, Peterson, Phillips, Reichel. [9]

Nays: None.

Absent: None.

President Reichel declared the motion carried.

Reichel and Kroll gave a West Main Street property update to the board. They distributed a handout on the properties. There has been no resistance to selling any of the properties as long as the tenants are given ample time to move. The motel situation is holding up the city's cleanup of that property. There has also been another party interested in trying to purchase and rehab the motel property. Roy Parkin wanted to know if the library board was seriously interested in that property. Reichel made it clear to Mr. Parkin that the board is interested in that location as the site for a new library but the motel issue is holding us up.

Kroll and Reichel said that as a board we need to think that the motel problem has been overcome and to begin to make plans to move ahead. Kroll suggested letting the city know that this is the site for the new library and that we are prepared to ask Mark Misselhorn to proceed to the next step in the process. He suggested that a letter stating the board's interest in the site be sent to the mayor, city council, Dane Bragg, and Roy Parkin.

McDonald made a motion that a letter of intent be sent to the city. Phillips seconded. There was voice vote approval.

Kroll asked Mrs. Van Kirk to ask the architect what the next step in the process would be so that the board is ready to proceed when the time arrives.

Phillips made a motion to adjourn. Muelder seconded.

Adjourned: 5:50 p.m.

Secretary

President