

GALESBURG PUBLIC LIBRARY
BOARD OF TRUSTEES

Thursday, August 7, 2008

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

Also present: City Council Member Russell Fleming, 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, August 7, 2008.

APPROVAL OF MINUTES

Kroll made a motion to approve the minutes of the July 3, 2008 regular board meeting as written. Peterson seconded. There was voice vote approval.

PRESENTATION OF EXPENSES AND PAYROLL—See attached lists.

Mrs. Van Kirk explained that the payments to Carl Sandburg College and the Sandburg Birthplace were for Big Read expenses. The payments were made with Big Read grant monies.

Payments to the City of Galesburg were for health insurance, boiler insurance, and accounting fees. The fire department charged us for responding to fire alarm system malfunction.

The cost of 5,000 library cards from Gaylord was \$2,750. Mrs. Van Kirk explained that this is a specialty item with limited vendors. Someone suggested checking with a local printer for a cost comparison.

McDonald arrived.

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 \$103,563.95 and add-ons in the amount of \$26,806.66. Hunigan 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.

Phillips arrived.

Kroll asked about the status of the foundation. Mrs. Van Kirk said that she should receive the completed information in 10 days.

The board welcomed council member Russell Fleming to the meeting. President Reichel explained that Mayor Smith had suggested that the board invite the individual council members to attend a monthly meeting for the purpose of getting the council's opinion and assessment of the library and discussing its role in the community. The board explained some of the programming and services that the library provides. Mr. Fleming said that he was not in favor of building a new library. The board told Mr. Fleming that the current building is 35,000 square feet and that for a community the size of Galesburg the building should be 65,000 square feet. Internet usage is way up so the number of internet computers should be increased but there is no room to house them. The library is not just a place to loan books. It has become a cultural center and place for people to gather for information and programming. Kroll explained that statistically young people don't check out books, but rely on the internet for their information. As they get older they turn to books. Nonfiction books may not get checked out but they are used in-house as reference resources. It was also pointed out that not all internet resources are accurate. Space constraints in the library eliminate the ability for people to sit and browse/research materials. A newer facility would have space for browsing or researching plus meeting areas. Our audiobook collection is heavily used due to the fact that there are a large number of Galesburg residents who are commuters. Our space for audiobooks is limited. Mrs. Van Kirk said that 215,000 people came into the library in 2007. These are repeat customers. The archives are filling up. Many area residents have started donating materials to the special collections archives. Kroll explained that newspapers/magazines are not the issue that they used to be since most are on microfilm. He said that we are at capacity for books. Phillips said that when Monmouth College built a new building usage increased. The board said that they would like to make the library more user friendly. They said that there are people not coming to the library that have needs that we can meet. We don't have enough seating. Reichel said that we needed more flexibility of building. He explained that the second floor is supported by the shelving posts on the first floor. Fleming asked if the board could build up. Mrs. Van Kirk said that the back half of the library would have to be torn off. Kroll said that there was no space to go but that the current building might have use as another facility. Fleming asked the board what their plans were regarding a new building. Mrs. Van Kirk said that they have done the first step of hiring a building consultant to draw up building plans. She said that we don't have a building site or the money to build but have seen the dream. Kroll asked Fleming if the library board could come up with a site and part of the money for a new building, would it be reasonable to ask city council for matching funds. Fleming said that that would depend on what that portion might be. The board asked Fleming's opinion on location. Fleming said not on the north side of town. Kroll said that the board wanted to stay downtown. Usage would be impacted if moved from the area. Mrs. Van Kirk said that we have a lot of downtown workers that use the building and that we bring a lot of people traffic downtown. Fleming asked about the possible use of the old O.T. Johnson site. Mrs. Van Kirk said that

we had not received much encouragement from other council members on that site. Fleming asked how far from Main Street would the board consider building. Kroll said in the TIF zone. Fleming commented on the board's need to cut the library hours a couple of years ago. Mrs. Van Kirk said that the door counts justified closing at 8 p.m. but that we have reinstated Sunday hours. Mrs. Van Kirk said that her mission was that if we do build a new building that it is done correctly by building for longevity and flexibility. Kroll said that the staff and prior library boards have done a remarkable job with very little money and on such low salaries. This will eventually become expensive and difficult to continue because we have to maintain the old building. Fleming asked if the board could raise half of the money needed for a new building. Reichel said that that was possible. Kroll said that it all depends on how good a job we can do selling the library. He said that we have proven we can bring in a quarter of a million people. Phillips said that a healthy and attractive library helps to bring in new businesses. She said that a library is a strong element to a community. She definitely hopes that we can find a downtown location or use the current spot. Buck said that she would hate to lose the story garden and limited green space. Kroll said that the library is a key anchor to success for the future of the city. He also said that TIF funds can be used for the infrastructure of the city. Reichel said that parking is also a problem for the library. We should have 90 spaces. It is also hard for us to receive deliveries. Kroll said that a new building would also mean that we would have higher operational costs. Mrs. Van Kirk said that usage usually doubles and staff needs increase. Kroll said that one of the council members pointed out that the tax levy can go higher, but we need council support. McDonald said that the existing O.T. site is not quite large enough. We are awaiting the fate of the other buildings next to the OT property. If those buildings are gone, there might be enough room. Hunigan told Fleming that he had served on many boards and that this one was the most committed to the library. He said that the board members help with painting, move books and many odd jobs. Fleming asked if the board had approached any of the owners of the buildings next to OT's. Mrs. Van Kirk said that the library had not been encouraged to pursue that property. Kroll said that it would be irresponsible to commit the money without knowing that we had council support to proceed. Fleming said that the board should make a case for the new building and get our information out to the community. Fleming thanked the board for the information. The board thanked Fleming for attending the meeting. Fleming left.

COMMITTEE REPORTS

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

Personnel Committee: Chairperson Phillips reported that 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

Conolly reported that the nominating committee had met. He said that the committee recommended that the existing officers be reappointed: Reichel, President; Peterson, Vice-president; Asplund, Financial Secretary; Buck, Secretary.

Kroll made a motion to accept the nominating committee's recommendation to maintain the exemplary officers of the Galesburg Public Library Board of Trustees. Phillips seconded. There was voice vote approval.

President Reichel said that the standing committees would remain the same unless someone wanted to change committees. There were no changes to the standing committees.

Mrs. Van Kirk said that she met with Kroll, Reichel and Peterson to discuss purchasing computers on a rotating basis. She said that by purchasing twelve new computers a year we should be able to replace all computers in four years. She also suggested that 5 larger monitors be purchased for the PAC terminals. RCubed couldn't match the price from Dell. Twelve computers would cost \$12,715.24 and the five monitors would cost \$1,090. Hunigan asked if we had the money to purchase the computers. Mrs. Van Kirk said that we have been setting money aside for the purchase of computers and other technology needs.

Kroll made a motion to approve the purchase of twelve computers for \$12,715.24 and five monitors for \$1,090 from Dell computers. Buck seconded.

Roll Call #2.

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

Nays: None.

Absent: None.

President Reichel declared the motion carried.

Mrs. Van Kirk reported to the board that she had to ban Jason Pearson from the library. He tried to spend the night in the library and the cleaning people caught him. They let him out of the building and did not call the police. A few nights later Mr. Pearson was caught sneaking back into the library at closing time. It is believed that he is homeless and has refused help. Mrs. Van Kirk and a police officer presented Mr. Pearson with a letter banning him from the library. Mrs. Van Kirk said that it was during this time that she discovered the motion detectors were not ringing into the police station. She said that it took five days to repair the problem. It was discovered that the telephone wires in the alarm box were detached from the system. The box is located in the storeroom and always locked. The key is located in the circulation department so there is no explanation why the wires were loose. Mrs. Van Kirk will report to the board next month regarding security system proposals.

Mrs. Van Kirk said she had received leasing proposals from Office Specialists and Xerox for a print management system. There was a less than \$3 difference in the two proposals. Both offered a black and white copier, a color copier, and change machine along with Cybrarian software. Both are local vendors. The Xerox copier allowed books to be copied without damaging the spines. The Sharp copier did not have this feature.

Kroll made a motion to accept the bid from Xerox for a print management system. Phillips seconded.

Roll Call #3.

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

Nays: None.

Absent: None.

President Reichel declared the motion carried.

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 she had received the budget information from the city. The board scheduled a budget meeting for 4:30 p.m. on August 21. Mrs. Van Kirk will send budget information to the board via email. She said that she would like the board's feedback on salary increases. The city will be giving a 2% increase but they also receive a 2 ½ % step increases. The city said that it will be another lean year. Increases in health insurance are anticipated. Mrs. Van Kirk is anticipating between 2-5%.

Mrs. Van Kirk said that there were fifteen multimedia spinners stored in Tom Foley's basement that she doesn't anticipate the library will use again. The library pays Foley's \$30/year for the storage of these spinners. Mrs. Van Kirk would like to offer the spinners to the Knox County and smaller libraries first.

McDonald made a motion declaring the multimedia spinners to be surplus property and disposing of them at the director's discretion. Asplund seconded. There was voice vote approval.

Mrs. Van Kirk said that two firemen have told us on separate occasions that we need to clean out the boiler room. There is an assortment of flammable library furniture in there. With the exception of a few items, all are still usable but we lack the space to place the items in the public area. The board suggested pricing an offsite storage facility to house the items. Kroll volunteered to help move the items. He also suggested contacting Mike Martin.

Mrs. Van Kirk updated the board on the library security. She said that after the incident of the man in the library, closing procedures have been revised. Locks will be added to the basement and phone room doors. Kroll suggested push button locks. The alarm system will be periodically tested. The PA system goes through the phones and announcements can't be heard throughout the building. The phone company said that speakers can be added to the Comtrex system. The cost for adding speakers to upstairs meeting room, nonfiction, children's and fiction areas would be \$1,385.

Buck made a motion to approve adding speakers to our existing Comtrex phone system for a cost of \$1,385. Peterson seconded.

Roll Call #4.

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

Nays: None.

Absent: None.

President Reichel declared the motion carried.

Kroll said that pagers are coming down in price. Pagers for the staff had been discussed at a previous meeting.

Phillips made a motion to adjourn. Kroll seconded.

Adjourned: 6:20 p.m.

Secretary

President