

GALESBURG PUBLIC LIBRARY
BOARD OF TRUSTEES
Thursday, August 6, 2009

Present: Buck, Conolly, Kroll, McDonald, Peterson, Phillips, Reichel. [7]
Absent: Hunigan, Muelder. [2]

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, August 6, 2009.

APPROVAL OF MINUTES

Kroll made a motion to approve the minutes of the July 2, 2009 regular board meeting, the July 16, 2009 special board meeting, and the July 30, 2009 special board meeting as written. Peterson seconded. There was voice vote approval.

Mrs. Van Kirk announced that Ann Asplund had been replaced on the board by Laurie Muelder. Ann's term had expired in June. Wendel Hunigan has been reappointed to the board. Louisa Buck's reappointment is pending.

PRESENTATION OF EXPENSES AND PAYROLL—See attached lists.

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

Kroll pointed out that according to the general ledger some line items were over budget and he suggested that increases be made to a few of these line items in the preliminary 2010 budget.

Mrs. Van Kirk said that many expensive reference materials had been replaced this budget year that won't need to be replaced next year. There also were a large number of lost DVD's replaced. Cleaning supplies have been increased due to the rise in paper product costs. Binding costs have also increased.

Kroll said that it is good that we are spending money on books since that is an area that has been reduced when we were asked to make budget cuts. He said that he did not want to see that line cut further and suggested that periodicals be cut before books.

Reichel asked about receiving the print version of the Encyclopedia Britannica. Miss Easterly said that our community demographic prefers the print version rather than the online alternative. She said that the costs for many online materials are more than the print versions. Our current Infotrac computer is being replaced with a computer that will have Infotrac, Ancestry.com, Novelist, and the city minutes.

Kroll made a motion to approve the payment of the list of bills, estimated payroll, and gift money transferred to GPL Foundation in the amount of \$1,091,472.81 and add-ons in the amount of \$41,392.85. Phillips seconded.

Roll Call #1.

Ayes: Buck, Conolly, Kroll, McDonald, Peterson, Phillips, Reichel. [7]

Nays: None.

Absent: Hunigan, Muelder.

President Reichel declared the motion carried.

COMMITTEE REPORTS

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

Personnel Committee: Chairperson Phillips reported that the committee met to evaluate the director. She met with Mrs. Van Kirk to review the evaluation. Phillips said that the staff comments were overwhelmingly glowing and that the committee was very satisfied with Mrs. Van Kirk's performance.

Finance Committee: The committee had not met.

Policy Committee: Chairperson McDonald reported that the committee had met to review the following policies: Public access to electronic information, Circulation, Display space and exhibits, Fees for research services, Meeting room, Wireless access, Patron behavior, Materials selection, Internet, and Gifts to the library. McDonald said that the committee made some minor changes and updated information in those policies. The board reviewed the changes to the policies.

Phillips made a motion to accept the policies as amended by the policy committee. Peterson seconded. There was voice vote approval.

McDonald reported that the policy committee created a weeding policy. The board received a copy of the new weeding policy in their board packets. Kroll said that the words "may be" in section A should be in bold print. He also requested that the second sentence in section C include the phrase "including electronic equivalent".

Buck made a motion to accept the weeding policy as amended. Phillips seconded. There was voice vote approval.

Foundation Board: The board received copies of the minutes of the Foundation Board.

Mrs. Van Kirk said that the mayor has appointed Corinne Andersen to represent the city council at the library board meetings. This is a new position.

Peterson made a motion to move to Executive Session to discuss property acquisition. Phillips seconded. Voice vote approval.

Executive Session: 5:30 p.m.

McDonald made a motion to move to open session. Buck seconded. Voice vote approval.

Reconvened: 5:45 p.m.

Kroll made a motion to approve APACE Design evaluate the property one block east of the Hope Cemetery on West Main, East Simmons, and South Academy. Buck seconded.

Roll Call #2.

Ayes: Buck, Conolly, Kroll, McDonald, Peterson, Phillips, Reichel. [7]

Nays: None.

Absent: Hunigan, Muelder. [2]

President Reichel declared the motion carried.

Kroll amended his motion to include that the cost of the evaluation not exceed \$4,000 and be available to the board by the October meeting. Buck seconded.

Roll Call #3.

Ayes: Buck, Conolly, Kroll, McDonald, Peterson, Phillips, Reichel. [7]

Nays: None.

Absent: Hunigan, Muelder. [2]

President Reichel declared the motion carried.

The board determined that the O.T. Johnson site was too small for the library's needs. Reichel will send letters to the Brown family and Steve Seibert regarding their properties.

ACTION ITEMS

The board reviewed the Administrative Ready Reference website.

The board reviewed the preliminary 2010 budget. Mrs. Van Kirk said that the replacement taxes and interest on reserve investments revenues were decreased.

Kroll suggested increasing the maintenance of equipment (line item 55500) to \$8,100 and the maintenance of buildings (line item 55700) to \$77,000. The board agreed.

Kroll said that holding the line on books was important and that we would not reduce that line further since it is critical to the life of the library. The other board members also felt that this was important.

McDonald made a motion to approve the preliminary 2010 budget as amended. Kroll seconded.

Roll Call #4.

Ayes: Buck, Conolly, Kroll, McDonald, Peterson, Phillips, Reichel. [7]

Nays: None.

Absent: Hunigan, Muelder. [2]

President Reichel declared the motion carried.

In other action, Mrs. Van Kirk said that Puckett was moving the reference shelves during the recarpeting project. Their cost was \$1,900 not to exceed \$2,480. Ferris Moving gave an estimate of \$3,600.

McDonald made a motion to approve Puckett moving the reference shelves for a cost not to exceed \$2,480. Buck seconded.

Roll Call #5.

Ayes: Buck, Conolly, Kroll, McDonald, Peterson, Phillips, Reichel. [7]

Nays: None.

Absent: Hunigan, Muelder. [2]

President Reichel declared the motion carried.

President Reichel appointed Kroll to replace Asplund as the Finance Committee chairperson.

McDonald made a motion to approve Kroll as Financial Secretary. Peterson 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.

The carpet installation is on schedule.

Landscaping around the perimeter of the library is being done by young people participating in the summer work experience program through Western Illinois Works.

Mrs. Van Kirk reported that the budget meeting with the city manager and city finance director was set for 9 a.m. on August 10, 2009.

There will be an ice cream social to kick off our Sunday hours on Sunday, September 13, 2009.

Buck made a motion to adjourn. Peterson seconded.

Adjourned: 6:25 p.m.

Secretary

President