

GALESBURG PUBLIC LIBRARY
BOARD OF TRUSTEES
Thursday, August 5, 2010

Present: Berlin, Conolly, Hunigan, Kroll, McDonald, Peterson, Phillips, Reichel. [8]
Absent: Muelder. [1]

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 5, 2010.

APPROVAL OF MINUTES

Peterson made a motion to approve the minutes of the July 1, 2010 regular board meeting. Hunigan 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.

Kroll made a motion to approve the payment of the list of bills and estimated payroll in the amount of \$166,541.91 and add-ons in the amount of \$37,651.59. Peterson seconded.

Roll Call #1.

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

Nays: None.

Absent: Muelder. [1]

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 had not met.

Finance Committee: Chairperson Kroll said that the committee had met on July 15 to discuss the budget and make plans for the coming fiscal year.

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

Foundation Board: The board received copies of the financial reports for GPL Foundation Board. Mrs. Van Kirk said that until something happens with the motel the library can't pursue that area as a location for a new library. If the motel property can not be obtained, the location is no longer viable.

ACTION ITEMS

Kroll reported that the finance committee met to discuss the budget for FY2011.

The board received a list of budget considerations.

Kroll and Mrs. Van Kirk have developed a budget for 2011. That budget is based on the current budget which is already lean. Kroll pointed out that the library is already running behind on this year's budget. He said that there is a carry over from last year in the general fund. There is also money in the long term improvement fund that is to be used for large building maintenance expenses.

Gloria Osborn is recommending a 2.5% increase in the tax levy for the library.

The library has separate tax levy from the city. McDonald explained that in years past the library board sent a letter requesting a percentage of the tax levy. Reichel said that this year we will go directly to the city and ask for our tax levy.

The city is not asking us for budget figures for each line item. They want us to present a total budget figure to the city council.

The budget for 2011 assumes that nothing breaks. It is presuming that the per capita grant revenue and the replacement tax revenue will be available.

Kroll said that currently, the library is already over budget on electricity. Cuts were made to the 2010 book budget, a full-time position was eliminated, and Sunday hours were cut beginning January 1, 2010.

Kroll said that the council could ask that we spend money from the Galesburg Public Library Foundation to cover shortages in the budget. The board said that this should be discouraged because the money that is in the foundation was donated with specific attachments on spending. Berlin said that the foundation should be for more than a new building but also to help establish funds for the operating expenses of a new building.

Kroll suggested presenting a budget based on a 4% increase in the tax levy. This would amount to \$19,000 more than was suggested by Gloria Osborn.

Berlin stated that when the library continues to come in under budget, we are stating that we can do without. The board agreed. Kroll said that too many more years of reducing our budget will become a real problem for the library.

Hunigan said that we will have to use our creativity since budgets won't be as robust. He said that if the city refuses our request we will need to find alternate sources of revenue.

Kroll said that we want to present a realistic budget to the city council. He said that the only areas to cut are the book budget and personnel. He said that the library would need to close since cutting personnel only would not be enough.

Phillips and Hunigan agreed that a budget based on a higher levy than recommended should be presented. Phillips said that if we can't get an increase in the levy then we close the library one day a week or have other alternatives ready.

The board agreed that the public should be made aware of how tight our budget is for the coming year. Suggestions included posting our proposed budget on the website and make public service announcements on the radio. Mrs. Van Kirk suggested an ad hoc committee to package our message.

Peterson said that it is not a good economic climate to approach the city for an increase but if they refuse then we should have the alternatives ready. He said that when we continue to trim every year we fall further behind.

The finance committee will meet on August 19 at 4:30 p.m. to discuss the budget with the 4% increase.

The library will ask to present their budget to the city council in October. It was suggested that all board and some library staff attend that council meeting.

No action was taken.

DIRECTOR'S REPORT

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

The staff participated in a "Safe and Healthy @Our Library" half-day in-service. They reviewed library safety policies, learned ways to reduce stress, and received ideas on healthy lunches and snacks.

Mrs. Van Kirk said that the fire department responded to another false alarm at the library. Thompson Electronics could find nothing wrong with the panel for the second time. After further investigation, it was suspected that the library and another company were using the same fire account number and pass code. This has been corrected.

Mrs. Van Kirk is attending the series of Certificate in Nonprofit Governance workshops sponsored by the Galesburg Community Foundation and Kleine Equipment. There is no charge for participation because she is part of the "guinea pig" group. She said that this will help with strategic planning for the library's long range plan.

The library has registered for a free membership to NAEIR.

Phillips made a motion to adjourn. Hunigan seconded.

Adjourned: 6:00 p.m.

Secretary

President