

GALESBURG PUBLIC LIBRARY  
BOARD OF TRUSTEES

Thursday, February 7, 2008

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

Also present: 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, February 7, 2008.

APPROVAL OF MINUTES

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

PRESENTATION OF EXPENSES AND PAYROLL—See attached lists.

Mrs. Van Kirk said that the payment to Piedmont Bank CD for \$99.27 was a service fee for a CD.

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

Kroll questioned the purchase of backup tapes from R-cubed. Mrs. Van Kirk said that the tapes were recommended by both Pearl Technology and R-Cubed.

Payment to A.M. Best Insurance was for a reference book.

Hunigan commented that the AmerenIP bill was high.

Asplund made a motion to approve the payment of the list of bills and estimated payroll in the amount of \$91,196.77 and add-ons in the amount of \$13,528.80. Kroll seconded.

Roll Call #1.

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

Nays: None.

Absent:None.

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 Asplund reported that the committee had not met.

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

## ACTION ITEMS

Mrs. Van Kirk said that Mangeri Electric has completed options 2 and 3 of the lighting project on the east side of the building. She said that the board might want to consider option 5 (lighting on the west side of the building) before option 1 (front of the building) of the lighting project. Mrs. Van Kirk said that it is very dark on the west side of the building. She spoke to the city manager about how dark the sidewalks are around the library and the board's suggestion about additional lighting on the streetlights. Mrs. Van Kirk said that the city has replaced the light bulb on the streetlight at the corner of Simmons and Cherry. Kroll suggested that the city place a box light on the light pole. He thought that we should try lighting on poles before spending our own money. Mrs. Van Kirk said that the city manager and Larry Cox felt that the light bulb took care of the lighting problem in the front of the building. Kroll agreed that the west side of the building was too dark but would like to see the city take care of the problem with streetlights. Conolly said that he felt that the library should proceed with option 5. He also said that this could be used as publicity for the library by highlighting the board's willingness to make the area safe. Peterson agreed. Phillips asked if the library was under a timetable for the work. Mrs. Van Kirk said that the pricing was good through March. Phillips said that she agreed with Kroll that it would be nice to save money by having the city do the work, but that she would also like to have the work taken care of in a timely manner.

Buck made a motion to proceed with option 5 of the lighting project by placing lights on the west side of the library. McDonald 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.

In other action, the board reviewed and discussed lending proposals for the Mary Davis Detention Center and for the Galesburg High School. Copies of the proposals are attached.

The board felt that the lending arrangement with Mary Davis Detention Center was a very good thing.

Kroll made a motion to accept the lending proposal with Mary Davis Detention Center without any time limits. Hunigan seconded. There was voice vote approval.

The lending proposal with Galesburg High School was discussed at length. Kroll said that he personally thought that the libraries of District 205 was an embarrassment to the community by neglecting their libraries. He said that they find money for other projects but not library materials. He didn't want to penalize the students for the misbehavior of the school board but he hates to help the school district not spend money for their library. Kroll also felt that GPL's collection plus other public library collections could be drained of a title if we allowed the high school to interlibrary loan our books.

Phillips suggested that the lending proposal for GHS be open to every school. Mrs. Van Kirk said that in the past there have been some non-resident teachers who wouldn't buy fee cards and felt that we should give them materials and/or a card. Mrs. Van Kirk said that GHS librarian Becky Robinson is trying to bring school libraries up-to-date and she wants to do more with the public libraries and become a part of the RSA consortium. Becky is trying to put together a project of cooperation and would be overseeing the requests. Hunigan said that he is in favor of anything that will promote our library. He said that the library is here to become a community asset. He hopes we run out of books due to high demand. He said that everybody needs this library. He said that we talk as though this library has finite resources but he wants it to be overrun. Kroll agreed with Hunigan's comments about the library and said that he doesn't want to hurt the students. Conolly suggested having an option to end the arrangement at the end of this school year. McDonald asked if GPL could pull out of the arrangement with GHS if there was abuse of the lending agreement. Mrs. Van Kirk said that we could stop the arrangement at anytime. She also said that Becky Robinson would be physically coming to GPL to get the books.

McDonald made a motion to approve the lending proposal with Galesburg High School for a trial period of the remainder of the 2007-2008 school year and the entire 2008-2009 school year. Hunigan seconded.

Roll Call #3

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

Nays: Kroll. [1]

Absent: None.

President Reichel declared the motion carried.

Phillips suggested that the other District 205 schools including Costa and the Academy be offered this opportunity. Mrs. Van Kirk will have reference librarian Kari Smith contact the schools.

#### 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 there have been numerous problems with the new Workflows software. Peoria Public is also experiencing many of the same problems. The problems appear to be related to the Sirsi Dynix software. We will be keeping a log next Tuesday of all the problems we experience with the software.

The library was filling most of the holds for the RSA members. The holds function has been fixed.

Circulation data for December was lost during the transition and some of the fines and lost book payments were changed. These changes created problems for the circulation staff and frustration for the patrons because the prices were higher than required. Staff will be meeting to discuss concerns about the software and share hints for using the software.

Mrs. Van Kirk said that if the board hears complaints regarding the library service, we are trying to deal with the problems as they arise. She said that part of the problem is that not all of the functionality has been rolled out.

A window was shot out on the south side of the library. Replacement cost of the window is \$204.78. Mrs. Van Kirk said that the window screens on the south side of library are ripped and need to be replaced. The cost for replacing the screens will be approximately \$300.

The switch on the network has gone bad. This will be replaced.

The Microsoft publisher licenses have been updated.

Many of the computers date back to 1998 and need to be replaced. Mrs. Van Kirk will be developing a proposal for replacement.

The copy machine that has been housed in technical services since 1999 will be replaced with a new model. We have been leasing the copy machine from Office Specialists for \$99/month and we now own it. The new model will also be leased for \$99 per month. We have received excellent service from Office Specialists. The old machine will be placed in the children's room.

The Downtown Galesburg Strategic Committee will have a meeting on February 13 for the public.

Kroll reported that the city will be receiving ownership of the old armory. He said that the city manager feels that the armory would be a good location for the library. Mrs. Van Kirk said that Mr. Bragg was willing to put forth the money to have an engineer go over the armory. The board agreed it was a beautiful building. There would be higher staffing and operational costs with a multi-level library. Reichel suggested having our building consultant Fred Schlipf tour the armory and give his recommendation. It was suggested that representatives of the board should tour the building with the city manager.

Mrs. Van Kirk distributed documentation regarding another full-time reference employee for the board to review for next month's meeting.

Kroll made a motion to adjourn. Phillips seconded.

Adjourned: 6:00 p.m.

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Secretary

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President