

GALESBURG PUBLIC LIBRARY
BOARD OF TRUSTEES
Thursday, February 4, 2010

Present: Berlin, Conolly, Hunigan*, McDonald*, Muelder, Peterson, Phillips, Reichel. [9]
Absent: Kroll. [1]

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, February 4, 2010.

APPROVAL OF MINUTES

Peterson said that in the Foundation Report of the minutes the third paragraph should read "Donor cards and a *foundation logo* are being developed."

Peterson made a motion to approve the minutes of the January 7, 2010 regular board meeting as corrected. Phillips seconded. There was voice vote approval.

PRESENTATION OF EXPENSES AND PAYROLL—See attached lists.

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

Reichel made a motion to approve the payment of the list of bills and estimated payroll, in the amount of \$181,824.84 and add-ons in the amount of \$19,250.79. Muelder seconded.

Roll Call #1.

Ayes: Berlin, Conolly, Muelder, Peterson, Phillips, Reichel. [6]

Nays: None.

Absent: Hunigan, Kroll, McDonald. [3]

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: The committee had not met.

Policy Committee: The committee had not met.

Foundation Board: The board received copies of the minutes for the December 2009 meeting of the Foundation Board.

Terri Cavanaugh will be serving on the Foundation board.

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

ACTION ITEMS

*Hunigan arrived.

Mrs. Van Kirk presented the annual report to the board.

She said that interlibrary loan circulation has increased 541%. Children's circulation and Internet usage remains high.

Expired resident borrower cards have been purged. Mrs. Van Kirk said that she would like to have a new library card sign-up campaign but there is no money available for advertising.

Space is limited in the AV area. Videos are still circulating. Mrs. Van Kirk said that a security camera is needed in the AV area. She said that our current system can hold up to sixteen cameras.

Programming attendance is down due to a decrease in children's programming.

Hunigan asked if our library had a higher usage for a town our size. Mrs. Van Kirk said that it is being used by a wide-range of people. We have had an increase in Rescue Mission patrons.

Hunigan made a motion to accept the annual report. Muelder seconded. There was voice vote approval.

The board reviewed Core Standard #6 of *Serving Our Public* and the Code of Ethics of the American Library Association.

Hunigan made a motion that the board reviewed and accepted the Code of Ethics of the American Library Association. Phillips seconded.

Roll Call #2.

Ayes: Berlin, Conolly, Hunigan, Muelder, Peterson, Phillips, Reichel. [7]

Nays: None.

Absent: Kroll, McDonald.

President Reichel declared the motion carried.

The board reviewed the library by-laws. The bylaws were changed to reflect the current standing committees: building, finance, personnel, and policy

Peterson made a motion to approve the bylaws as revised. Hunigan seconded. There was voice vote approval.

The board reviewed the revised Freedom of Information Act policy and form.

Berlin made a motion to adopt as revised the Freedom of Information Act policy and form. Muelder seconded. There was voice vote approval.

Mrs. Van Kirk said that the technology committee needs to be reconvened. The committee will be creating and adopting a new technology plan. The committee will consist of Mrs. Van Kirk, Jane Easterly, Mike Kroll, and Ed Rockhold the library's network technology person.

*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 explained the Hometown Hundreds Contest. She distributed entry forms.

Rheinschmidt's Carpet has repaired the tiles at the bottom of the basement stairs. Mrs. Van Kirk said that she has asked Royal Cleaning for a cost estimate on washing the stairwell walls.

The Volunteer Income Tax Assistance (VITA) begins on February 6.

The Galesburg Camera Club has volunteered to extend the display molding to the east wall up to the projection screen. The board suggested additional lighting for the extension. Phillips offered to help Rich Ankeney regarding the display.

Mrs. Van Kirk presented the board with the 2009 Budget at a Glance.

Mrs. Van Kirk said that the library really needs to purchase a new microfilm reader/printer. She said that the library could go with a leasing program. Laurie Muelder and Tom Wilson will be here for a demo of the new version of microfilm reader/printer.

The library has received a \$5,000 bequest check from H. Maurine Carlson. The bequest is to be used for acquisition of children's room books and supplies. The board will give some thought for next month whether or not to put the bequest in the foundation funds or stay in the library funds with restrictions. Hunigan suggested that the children's librarian Karen Marple present a wish list at the next board meeting.

Phillips made a motion to adjourn. Muelder seconded.

Adjourned: 5:35 p.m.

Secretary

President