

GALESBURG PUBLIC LIBRARY
BOARD OF TRUSTEES

Thursday, January 3, 2008

Present: Asplund, Buck, Conolly, Hunigan, Peterson, Phillips, Reichel. [8]
Absent: Kroll. [1]

Also present: Jane Easterly (Assistant 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, January 3, 2008.

APPROVAL OF MINUTES.

Peterson made a motion to approve the minutes of the December regular board meeting as written. Hunigan seconded. There was voice vote approval.

PRESENTATION OF EXPENSES AND PAYROLL –See attached lists.

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 \$63,177.60 and add-ons in the amount of \$16,591.61. Peterson seconded.

Roll Call #1.

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

Nays: None.

Absent: Kroll. [1]

President Reichel declared the motion carried.

Last month's question about the charge by Piedmont Bank for \$99.27 has not been completely answered. It was a fee for a CD and the city finance department is trying to find out what kind of fee.

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. The board expressed compliments to the committee and library staff for keeping expenditures down. It was noted that the fund transfer for the roof repair and other fund transfers are not reflected in the financial reports from the city.

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

ACTION ITEMS

As part of the ongoing project of making the library safe for staff and patrons, the board discussed replacing the exterior door in the children's room with an emergency exit door. The cost to install a D-tex exterior door is \$550.

McDonald made a motion to replace the children's room exit with a D-tex exterior emergency door for a cost of \$550. Asplund seconded.

Roll Call #2.

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

Nays: None.

Absent: Kroll. [1]

President Reichel declared the motion carried.

Phillips suggested an emergency buzzer system or a pager system for additional security. Phillips suggested checking with other libraries regarding their security systems. This met with board approval.

Three teens were banned from the library this month. Mr. Turner has been permanently banned from the library. Generally problems with patrons increase between the hours of 4 – 6 p.m. The police are doing more “walk-throughs” to discourage problem behavior.

DISCUSSION

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

Kari Smith has been hired as the new YA librarian.

Galesburg Public Library has been invited to participate in an initiative called Building Rural Libraries and Communities. Ten libraries will participate in the pilot program.

Elizabeth Means donated \$6,000 for the library foundation. Elizabeth is a loyal library patron and a lifetime Friend of the Library.

Larry Cox is exploring the possibility of increasing the amount of light emitted from the existing streetlights on Simmons Street.

Miss Easterly reported that the air conditioning was on in the east part of the building which caused condensation to collect and ruin a ceiling tile. Peterson said that the first two parts of a maintenance plan for the HVAC system had been completed and he thought that it might be time to do the third phase of the project.

Miss Easterly said that the books in the large print and oversize collections were being shifted to enlarge the large print area.

The change from Carl.Solutions to Workflows is going well. There have been some little bugs. The library has seen a rise in GPL materials that are being sent to other libraries. Mrs. Van Kirk, Miss Easterly and Mrs. Terpening are looking at areas that can be streamlined due to Workflows. Miss Easterly explained some of the changes that the public sees on the online catalog. Patrons can place holds on items that are on the shelf. Patrons have PIN numbers and passwords. The circulation rules are being firmed up. Patrons will have the option of receiving e-mail notifications.

Phillips made a motion to adjourn. Peterson seconded. There was voice vote approval.

Adjourned 5:25 p.m.

Secretary

President