

GALESBURG PUBLIC LIBRARY
BOARD OF TRUSTEES
Thursday, January 5, 2012

Present: Conolly, Hunigan*, Kroll, McDonald*, Muelder, Peterson, Phillips, Reichel. [8]
Absent: Berlin. [1]
Also present: Corine Andersen (City Council liaison), Harriett Zipfel (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, January 5, 2012.

APPROVAL OF MINUTES.

Kroll made a motion to approve the minutes of the December 2011 regular board meeting as presented. Peterson 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 \$116,926.68, add-ons in the amount of \$14,054.36 plus petty cash expenditures in the amount of \$774.06. Phillips seconded.

Roll Call #1.

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

Nays: None.

Absent: Berlin, Hunigan, McDonald. [3]

President Reichel declared the motion carried.

The board would like to see more description of the credit card charges on the list of bills. Mrs. Zipfel will ask if the report can be modified.

Kroll pointed out that the library came in under budget due in part to not filling personnel positions and lower than expected utilities costs. Revenues were short because of lower Fines revenues and the library not receiving the Big Read grant for this 2012.

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 reported that the committee had not met.

Policy Committee: Ms. Zipfel reported that the committee had met to begin the review of the personnel policy. She and a few staff members will be reviewing the policy and presenting any changes to the committee. A date has not been set for the next committee meeting.

Construction Committee: The committee met to discuss RFPs for Realtors and to review the building plan. Representatives from the city included the mayor, city manager, and city development representative Roy Parkin. Mayor Garza has asked Mr. Parkin to be the point person for the city on the library construction project. The mayor suggested exchanging the library owned property on East Main for the motel property on West Main. Bundling the cost of demolition of properties on the West Main site with the city demolitions is an option.

Foundation Report: The foundation reviewed its bylaws. Work for the new logo has been started.

Friends Coordinating Committee:

ACTION ITEMS

The board reviewed the RFP for Realtors.

*McDonald arrived.

Kroll made a motion to accept the RFP for Realtors as written. Phillips seconded.

Roll Call #2.

Ayes: Kroll, McDonald, Muelder, Peterson, Phillips, Reichel. [6]

Nays: Conolly. [1]

Absent: Berlin, Hunigan. [2]

President Reichel declared the motion carried.

*Hunigan arrived.

DISCUSSION

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

Ms. Zipfel reported that the library has had telephone and computer problems for several days. Comcast has been notified.

The board is required to have training on the Open Meetings Act. Ms. Zipfel shared the website for the training. Current board members have one year to complete the training. Incoming board members must complete the training within the first month.

Ms. Zipfel has offered the Friends of the Library and the GPL Foundation a library newsletter blurb in alternating months. The Friends have had excellent response to their membership appeal in the January newsletter.

Kroll said that the pre-approved \$20,000 should be transferred to the Foundation. Kroll and Ms. Zipfel will send a request to the city.

As a formality, a levy request letter will be submitted to the city.

Reichel reminded the board of the strategic plan to market the library and library services. He appointed Phillips, Hunigan, and Conolly to the Marketing Committee. Naomi Law will appoint members of the foundation and Ms. Zipfel will appoint staff members to the committee. There will also be representation from the Friends. The purpose of the committee will be to promote the services of the library to the public, need for a new library building, and support for the Friends and Foundation. The committee will develop a plan with goals and steps to reach the goals for marketing the library and its services.

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

Adjourned: 5:45 p.m.

President

Secretary