

GALESBURG PUBLIC LIBRARY  
BOARD OF TRUSTEES

Thursday, July 3, 2008

Present: Asplund, Buck, Conolly, Kroll, McDonald, Peterson, Phillips, Reichel. [8]

Absent: Hunigan.

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, July 3, 2008.

APPROVAL OF MINUTES.

Peterson made a motion to approve the minutes of the June regular board meeting. Kroll seconded. There was voice vote approval.

PRESENTATION OF EXPENSES AND PAYROLL –See attached lists.

The Tucker Printing bill was for plain scratch pads. Shonen Jump is an anime magazine that is being renewed for the young adult collection.

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 \$86,879.20 and add-ons in the amount of \$17,491.79. Buck seconded.

Roll Call #1.

Ayes: Asplund, Buck, Conolly, Kroll, Peterson, Phillips, Reichel. [7]

Nays: None.

Absent: Hunigan, McDonald. [2]

President Reichel declared the motion carried.

McDonald arrived.

Mrs. Van Kirk reported that Galesburg City Council Member Russell Fleming had planned to attend the library board meeting but was unable to be here.

COMMITTEE REPORTS

Building Committee: Chairperson Peterson reported that the committee had met to discuss the elevator inspection. The telephone has been installed in the elevator. A third line has been installed so that staff can call out but patrons can't phone in. The committee recommended that since the elevator safety code makes it difficult to hire a company with even a limited license for elevator maintenance, ThyssenKrupp be hired to make the necessary repairs to the elevator. These repairs would include a ball-type shutoff valve, mechanical door restrictor, and a pit ladder for a cost of \$6,560. The

replacement of the single bottom cylinder is on hold until an engineer can read the original plans for the elevator. There is money in the budget to do the needed repairs.

Personnel Committee: Chairperson Phillips reported that the committee had not met.

Finance Committee: Chairperson Asplund reported that the committee had not met. Mrs. Van Kirk said that she has not received any information about the 2009 budget.

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

## ACTION ITEMS

McDonald made a motion to adopt the recommendations of the Building committee to hire ThyssenKrupp to repair the elevator for a cost of \$6,560. Kroll seconded.

Roll Call #2.

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

Nays: None.

Absent: Hunigan. [1]

President Reichel declared the motion carried.

Mrs. Van Kirk said that a technology meeting needed to be set to discuss the purchase of new computers. Kroll said that the technology committee was an ad hoc committee. Kroll and Reichel will meet with Mrs. Van Kirk immediately following today's meeting to review the proposal for purchasing new computers.

President Reichel appointed Asplund, Conolly, and McDonald to serve as the nominating committee. They will report at the August board meeting.

## DISCUSSION

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

Reichel, Conolly, and McDonald were re-appointed to the library board.

Elizabeth Van Steenwyk has nearly completed the children's book on Abraham Lincoln. The book will focus on the events of the Lincoln-Douglas debates. Mrs. Van Kirk has submitted a grant application to the Galesburg Community Foundation requesting \$6,000 to print the book. Kroll asked who would own the copyright to the book. Mrs. Van Kirk said that the library should own it in the end. The book will be free to schools but the library will have extra copies for sale. Kroll recommended having the book available in a PDF file version so schools can keep their own versions of the book.

Mrs. Van Kirk received notification that the city's accounting fees were increasing from \$425/month to \$450/month beginning in 2009. Mrs. Van Kirk said that she was very pleased with the city's accounting services.

McDonald stepped out of the meeting for a phone call.

Kroll made a motion to approve the payment of \$450 per month for the city's accounting services beginning in 2009. Asplund seconded.

Roll Call #3.

Ayes: Asplund, Buck, Conolly, Kroll, Peterson, Phillips, Reichel. [7]

Nays: None.

Absent: Hunigan, McDonald. [2]

President Reichel declared the motion carried.

The foundation paperwork has been filed.

The Alliance Library System is offering a fundraising workshop from 6-8 p.m. on July 23. Reichel, Hunigan, and Kroll will attend the workshop.

Young Adult librarian, Kari Smith, would like to take the Teen Advisory Board to a bookstore in Peoria to purchase books for the library's collection. Both teens must be able to go at the same time. Mrs. Van Kirk asked the board to review a field trip liability and parental permission form. The board thought that the field trip was a great idea but they were concerned about the liability. McDonald said that release forms don't do very much if there's a wreck. He said that insurance coverage is the concern. Reichel asked if the library's insurance policy covered personnel when they were doing library business outside of the library. Mrs. Van Kirk said that it does cover library personnel. McDonald suggested getting a rider to the insurance policy for a field trip. Mrs. Van Kirk will check with Mike Crummer at the City and with other libraries regarding the matter. The board was in favor of the trip once the liability question was answered.

The annual report has been completed and submitted. Mrs. Van Kirk said that attendance was up from last year. Circulation of books and materials was slightly down. Computer usage is up. The board received copies of the annual report statistics.

Mrs. Van Kirk reported the new Unicorn system has made it possible for the library to participate in an automated collection agency. She had been asked to review the old collection accounts. Mrs. Van Kirk said that the accounts date back to 2002. She said that 505 people had been sent to collection between 2002-2003. A total of \$39,243 is owed with \$1,267 being the largest account. Normally an account is not sent to collection unless the amount is over \$25. There are several accounts that have been paid down and are under this amount. Mrs. Van Kirk plans to purge those accounts that are now under \$25 but she asked for some direction from the board for purging the other accounts. McDonald said that the statute of limitations is normally five years. The board suggested selecting a set amount such as \$100 to purge and using best judgment on the other accounts.

Buck made a motion to adjourn. Phillips seconded.

Adjourned 5:20 p.m.

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Secretary

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President