

GALESBURG PUBLIC LIBRARY
BOARD OF TRUSTEES

Thursday, July 2, 2009

Present: Asplund, Buck, Conolly, Hunigan, Kroll, McDonald, Peterson. [7]
Absent: Phillips, Reichel. [2]

Also present: Pam Van Kirk (Library Director), Jane Easterly (Assistant Director), Nancy Terpening (Library Staff).

CALL TO ORDER.

Vice-president Peterson called the regular monthly meeting of the Galesburg Public Library Board of Trustees to order at 4:30 p.m. on Thursday, July 2, 2009.

APPROVAL OF MINUTES.

There was a correction to the June 4 minutes. On the third page in the next last paragraph the last sentence should read "He suggested an area between Seminary and *no further east than* Chambers....."

There were two words misspelled in the June 18 minutes.

Kroll made a motion to approve the minutes of the June regular board meeting and the June 18 and June 22 special board meetings as corrected. Asplund 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 \$88,505.31 and add-ons in the amount of \$20,444.47. Hunigan seconded.

Roll Call #1.

Ayes: Asplund, Buck, Conolly, Hunigan, Kroll, McDonald, Peterson. [7]

Nays: None.

Absent: Phillips, Reichel. [2]

Vice-president Peterson declared the motion carried.

COMMITTEE REPORTS

Building Committee: Chairperson Peterson reported that the committee had not met.

Personnel Committee: 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. The committee will meet on July 9, 2009 at 4:30 p.m. to review existing policies and discuss a weeding policy.

Foundation Report: Mrs. Van Kirk reported that the meet & greet between the Foundation board and the GPL board was a success. The library board agreed that it was a great opportunity to discuss the goals of the both groups. Mrs. Van Kirk said that she will enclose the monthly minutes from each group in their respective board packets.

ACTION ITEMS

Mrs. Van Kirk reported that it was once again time to adopt the prevailing wage ordinance.

McDonald made a motion to adopt the prevailing wage ordinance. Asplund seconded. There was voice vote approval.

Nominating committee chairperson Asplund reported that the nominating committee had met. She presented the following slate of officers: Martin Reichel, President; Roger Peterson, Vice-president; Ann Asplund, Financial Secretary; Louisa Buck, Secretary. There were no other nominations.

McDonald made a motion to accept the slate of officers. Kroll seconded.

Roll Call #2.

Ayes: Asplund, Buck, Conolly, Hunigan, Kroll, McDonald, Peterson. [7]

Nays: None.

Absent: Phillips, Reichel. [2]

Vice-President Peterson declared the motion carried.

Peterson said that committees will be appointed next month.

The board reviewed Chapter 8- Public Services: Reference and Reader's Advisory Services of *Serving Our Public 2.0*. Mrs. Van Kirk said that the library needs to have a formal reference service policy. The board discussed providing access to the minutes of all local government meetings. Mrs. Van Kirk will ask for clarification on this standard. Asplund suggested contacting the Alliance Library System.

Mrs. Van Kirk said that a fireproof filing cabinet is needed for the archives. The cost of the filing cabinet is \$2,021 and the money for the cabinet would come from the Christie fund. The Christie account has not yet been moved to the GPL Foundation account.

Asplund made a motion to approve the purchase of a fireproof filing cabinet for \$2,021 using monies from the Christy fund. McDonald seconded.

Roll Call #3.

Ayes: Asplund, Buck, Conolly, Hunigan, Kroll, McDonald, Peterson. [7]

Nays: None.

Absent: Phillips, Reichel. [2]

Vice-president Peterson declared the motion carried.

Mrs. Van Kirk said that she did not have the cost for moving furniture during the carpet installation. The action on the furniture moving cost was tabled until the July 16 special board meeting.

Mrs. Van Kirk reported that she had negotiated with Sherwin-Williams on the cost of carpeting the reading area. Sherwin-Williams split the difference in half for a cost of \$14,584.33. They are \$546 higher than Bradfield's, but Sherwin-Williams time table worked better for the library staff. The library will remain open but the main reading area will not be available. The Internet computers will be moved to the Sanderson Room along with a limited number of magazines. This met with the board's approval.

DISCUSSION

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

Mrs. Van Kirk reported that the statistics for new registrations since December 2007 indicate that most of the new card holders reside downtown, the area west of downtown and the area south of Main Street.

Mrs. Van Kirk and Faith Burdick previewed a microfilm reader/printer. The vendor can service our existing machines. Mrs. Van Kirk said that the microfilm reader/printer could be purchased with money from the Friends, proceeds from the sale of Tom Wilson's book and the liquidation check from the Rowecom lawsuit. Mrs. Van Kirk will present the board with a proposal at the August board meeting.

Mrs. Van Kirk asked the board to review the *Administrative Ready Reference* website and the print copy of *Illinois Library Laws & Rules*, January 2008. This is a requirement for the per capita grant.

The board discussed dates for a field trip to Iowa to visit libraries.

Hunigan made a motion to adjourn. Conolly seconded

Adjourned: 5:45 p.m.

Secretary

President