

GALESBURG PUBLIC LIBRARY
BOARD OF TRUSTEES

Thursday, June 5, 2008

Present: Asplund, Buck, Conolly, Hunigan, Kroll, McDonald, Peterson, Phillips, Reichel. [9]

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, June 5, 2008.

APPROVAL OF MINUTES

Kroll made a motion to approve the minutes of the May 1, 2008 regular board meeting as written. Phillips seconded. There was voice vote approval.

PRESENTATION OF EXPENSES AND PAYROLL—See attached lists.

The board discussed the E-rate credit on the Gallatin River phone bill. Mrs. Van Kirk has spoken to Jamie Howe at Gallatin River regarding the credit. Ms. Howe says that it is okay to have that much credit and not to worry. Mrs. Van Kirk told the board that it would be better if Gallatin River just issued reimbursement for the credited funds.

The credit card charges are noted on the list of bills as individual expenses to Wells Fargo.

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 \$82,020.69 and add-ons in the amount of \$49,490.59. Phillips seconded.

Roll Call #1.

Ayes: Asplund, Buck, Conolly, Hunigan, Kroll, McDonald, Peterson, Phillips, Reichel. [9]

Nays: None.

Absent:None.

President Reichel 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. Mrs. Van Kirk noted that it is almost time to start the budget process for 2009.

Policy Committee: Chairperson McDonald reported that the committee had not met. He said that he was pleased to see the newly revised archives policy on the front of the library's newsletter.

ACTION ITEMS

Mrs. Van Kirk reported on the recent elevator inspection. Her report is attached to the minutes. The library was cited for several violations: 1. Emergency telephone is not in service (dedicated phone line must be added). 2. Elevator needs a mechanical door restrictor. 3. Elevator needs a pit ladder (pit is 6 feet deep). 4. Ground Fault Circuit Interrupter for car top. 5. Ball type shut-off valve for machine room at the supply line. 6. Pit light needs guard around bulb and switch mounted to the wall. 7. Replace single bottom cylinder by January 2011—major expense.

Mrs. Van Kirk contacted the library's current elevator service provider, ThyssenKrupp Elevator, for repair costs. She expressed shock to ThyssenKrupp regarding the proposed repair costs and they reduced the repair proposal. Mrs. Van Kirk also contacted Otis Elevator for a repair proposal. Proposals are as follows: Shut-off valve, door restrictor and pit ladder—ThyssenKrupp Elevator \$6,560. Original estimate for pit ladder only was \$2,238.

Shut-off valve, door restrictor, ground fault circuit interrupter for car top, guard for pit light (no pit ladder)—Otis Elevator \$6,413.11. Otis representative suggested asking for a variance from the state because he doesn't think that a ladder will fit. ThyssenKrupp says a ladder will fit and we wouldn't be exempt.

Hunigan made a motion to table the action on the elevator and refer the matter to the building committee to research options but to address the matter of the emergency telephone immediately. Phillips seconded. There was voice vote approval.

The board reviewed the prevailing wage ordinance. The board president needs to sign and send the ordinance to the State. It will be published in the Zephyr and posted at the library.

Kroll made a motion to adopt the prevailing wage ordinance resolutions for the current calendar year. Hunigan seconded. There was voice vote approval.

The board received and reviewed copies of Chapter IX—Facilities-- of *Serving Our Public*. Mrs. Van Kirk said that this chapter has been addressed as part of our building program.

The board did not need to review the Closed Session Minutes because there have not been any closed sessions.

DIRECTOR'S REPORT

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

Mrs. Van Kirk thanked Wendel Hunigan and library patron Donald Brannon for the complimentary staff lunch.

The Workflows software was down for a week due to a server malfunction at the RSA.

Mrs. Van Kirk and Jill Gray attended a meeting with representatives from the Western Illinois Entrepreneurship Center and GREDA to discuss the library's economic development grant. The library received a free computer. Training will be offered to the reference staff on business statistics and resources and a brochure is being developed.

Mrs. Van Kirk sent a letter regarding the board's concerns about the armory building to City Manager Dane Bragg. She also spoke to Rob Buck regarding the reasons why the building would not be usable for a library.

Mrs. Van Kirk is reviewing the proposals from ADT Security and the Oberlander Alarm Systems. ADT needed to obtain more information regarding panic buttons.

Gary Stockton, Acquisitions Chief for the Lincoln Collection at the Lincoln Museum in Springfield, said that the museum does not take anything on loan. Mr. Stockton was going to get back with Mrs. Van Kirk about the museum purchasing our Lincoln letter. Kroll suggested the museum trade us a Galesburg history item for the letter.

The paperwork for a tax exemption on our property adjacent to the former O.T. Johnson site has been sent.

Mrs. Van Kirk reported that she has been diagnosed with mono and has been working an abbreviated schedule.

The board felt that it would be a good idea to sponsor a Café in the Park next summer. The cost to sponsor is \$350. The library could promote itself as a business resource connection.

There have been no problems checking out our materials to Carl Sandburg College Students.

Mrs. Van Kirk said that she had given the wrong figure for the magazine shelving backs. She said that an additional \$850 is needed to purchase the backs.

City Councilman Russell Fleming will be invited to attend the July board meeting.

Mrs. Van Kirk encouraged the board to look over the department reports this month. She said that the summer reading program kickoffs have been successful. The backdrop for the children's summer reading program is very creative. Attendance to the Animanga program for young adults has been increasing monthly.

McDonald made a motion to adjourn. Peterson seconded.

Adjourned: 5:30 p.m.

Secretary

President