

GALESBURG PUBLIC LIBRARY
BOARD OF TRUSTEES
Thursday, June 3, 2010

Present: Berlin, Conolly, Hunigan, Kroll, Muelder, Peterson, Phillips, Reichel. [8]
Absent: McDonald [1]

Also present: Pam Van Kirk (Library 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, June 3, 2010.

President Reichel appointed Conolly, Kroll, and Phillips to the nominating committee.

APPROVAL OF MINUTES

Muelder made a motion to approve the minutes of the May 6, 2010 regular board meeting. Kroll 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 stated that the library should have spent 58% of its budget at this point for FY2010. He said that according to the ledger report we are well over budget in some areas but that the savings in other areas such as personnel are helping.

Kroll made a motion to approve the payment of the list of bills and estimated payroll, in the amount of \$84,849.98 and add-ons in the amount of \$9,581.59. Muelder seconded.

Roll Call #1.

Ayes: Berlin, Conolly, Hunigan, Kroll, Muelder, Peterson, Phillips, Reichel. [8]

Nays: None.

Absent: McDonald. [1]

President Reichel declared the motion carried.

COMMITTEE REPORTS

Building Committee: Chairperson Peterson reported that the committee had met prior to the board meeting for the annual building maintenance walkthrough. He was happy to report that the building is fairly problem free at this time. There are the usual space issues with the building.

Personnel Committee: The committee had not met.

Finance Committee: Chairperson Kroll said that the committee will meet on July 15 to discuss the budget and make plans for the coming fiscal year. Information packets will be available for the committee members prior to the meeting.

Policy Committee: The committee had not met.

Foundation Board: The Foundation Board did not meet last month.

ACTION ITEMS

The board reviewed *Serving Our Public 2.0: Standards for Illinois Library, 2009 edition* Chapter 3, "Personnel".

Mrs. Van Kirk said that the job descriptions should be updated.

The salary schedule is not posted in the personnel policy. Mrs. Van Kirk said that the salary ranges could be posted. The library doesn't have step increases.

Entry level librarians do receive the Illinois Library Association recommended salary.

New employee orientation procedures could be improved.

Formal evaluations haven't been done in three years. Supervisors celebrate good behavior and any problems are dealt with in a timely manner.

Continuing Education is limited due to funds and the closing of the library system will impact the availability of workshops.

The library still provides print library journals and professional literature.

The board reviewed the *Core Standards of Serving our Public 2.0: Standards for Illinois Library, 2009 edition*.

Mrs. Van Kirk noted that the Bradley University Senior Marketing students had surveyed people downtown for their project. They found that people are very favorable toward the library and that business people do not use the library. Kroll suggested doing surveys every other year and contacting area colleges to conduct the surveys. Muelder said that just conducting a survey stimulates interest in the library.

At least every ten years the board does determine how sufficiently the facilities are meeting the needs of the public.

Mrs. Van Kirk said that the prevailing wage for contractual work as set by the State of Illinois needs to be adopted. Once the board adopts the prevailing wage, the Zephyr newspaper will publish the information.

Hunigan made a motion to adopt the prevailing wage. Kroll seconded. There was voice vote approval.

The board reviewed the closed session minutes for August 6, 2009 and December 3, 2009.

Phillips made a motion to approve the closed session minutes for August 6, 2009 and December 3, 2009. Peterson seconded. There was voice vote approval.

DIRECTOR'S REPORT

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

Mrs. Van Kirk reported on the recent announcement that there is no money available for Illinois Library Systems. Most of the Alliance Library System programs and services were discontinued on May 28, 2010. Delivery service and the Resource Sharing Alliance will remain. A memo written by Kitty Pope, Director of ALS, is attached to the minutes. Jane Easterly and Nancy Terpening will attend a meeting regarding the ramifications of this for the RSA on June 17.

Mrs. Van Kirk said that information will be shared with the board as it becomes available.

The fundraising campaign via cell phone is a moot point since it was a program of the Alliance.

The board discussed ways for the library to "Go Green". Suggestions included e-mailing the board packets and department reports, conducting a comprehensive energy audit that includes a infrared test for heating loss, shutting lights out when not in use, turn down water heater, insulate water heater, stop spraying the lawn, stop printing receipts for every transaction, reduce waste, and recycle as much as possible. Mrs. Van Kirk said that the lawn is no longer sprayed due to the cost for the service. She also said that there is no way to print selected receipts for transactions.

Hunigan thanked the board members for their individual contributions to the African-American Scholarship Dinner. He noted that the Galesburg High School valedictorian was the top scholarship winner.

Phillips made a motion to adjourn. Muelder seconded.

Adjourned: 5:30 p.m.

Secretary

President