

GALESBURG PUBLIC LIBRARY
BOARD OF TRUSTEES
Thursday, March 4, 2010

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

Absent: Peterson. [1]

Also present: Corinne Anderson (City Council liaison), Pam Van Kirk (Library Director), Jane Easterly (Assistant Director), Karen Marple 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, March 4, 2010.

APPROVAL OF MINUTES.

Hunigan made a motion to approve the minutes of the February regular board meeting as written. Phillips seconded. There was voice vote approval with Kroll passing.

PRESENTATION OF EXPENSES AND PAYROLL –See attached lists.

Kroll presented the list of expenses, add-ons and estimated payroll.

Kroll said that the bill for \$30 to Domain Registry should not be paid because this service is a scam.

Kroll made a motion to approve the payment of the list of bills and estimated payroll in the amount of \$80,582.51 and add-ons in the amount of \$18,643.34. Muelder seconded.

Roll Call #1.

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

Nays: None.

Absent: Peterson. [1]

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 Kroll reported that the committee had not met.

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

Technology Committee: The ad hoc committee consisted of Martin Reichel, Mike Kroll, Roger Peterson, Ed Rockhold, Pam Van Kirk, and Jan Easterly. The committee met on Wednesday, March 3 to discuss and review the technology plan. Mrs. Van Kirk will present a draft of the changes to the plan at the next board meeting.

We are having problems with the current router. Dr. Mike has offered to donate a Cisco router as a replacement.

Greater bandwidth for the T-1 line is needed. Two T-1 lines would double the speed capacity but not necessarily the cost. We currently use Illinois Century Network and it is costly. The phone company and cable company offer options. E-rate has been paying the cost for the T-1 but E-rate may be cut next year.

Reichel recommended that the board approve Kroll and Ed Rockhold doing a request for proposal on greater T-1 bandwidth. This met with voice vote board approval.

Foundation Report: The board received copies of the approved minutes for the foundation's November meeting and a report of the foundation account balances as of February 28, 2010.

Mrs. Van Kirk reported that the foundation transferred \$2,000 to the library to cover archive costs, \$1,000 for large print costs, and reimbursement money for Kathi Eshelman's time spent on foundation work.

Catherine Lemmer is creating a foundation site that will be linked to the GPL site.

Area art classes have been contacted regarding the foundation logo contest.

Barry Barash is stepping down as president of the foundation.

Reichel and Kroll spoke to the board regarding the property in the building site area. Reichel recommended moving ahead with the purchase of two of the easier properties that are located on the building site. There was concern expressed that until the titles cleared on the motel and bar there could be problems. Reichel said that the two properties could be re-sold at a higher price. The library would not have to pay property taxes. The board's general consensus was to gather additional feedback from property owners. Karen Marple addressed the board regarding the "wish list" for the H. Maurine Carlson gift money. Karen thanked the board for the opportunity to present a wish list. She said that the entire children's department staff felt that the money should be placed in the Galesburg Library Foundation and earmarked for something special in the new library.

Kroll made a motion to transfer the H. Maurine Carlson gift money to the GPLF with the stipulation that the money be used at the discretion of the children's department staff on the new library. Hunigan seconded.

Roll Call #2.

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

Nays: None.

Absent: Peterson. [1]

President Reichel declared the motion carried.

The board thanked Mrs. Marple for the input. Karen then left.

ACTION ITEMS

Mrs. Van Kirk reported that she had cancelled the library's phone maintenance agreement with CenturyLink a few years ago. She is concerned that due to the age of the current phone system there could be a problem that would be very expensive to repair without a maintenance agreement. The cost for the phone maintenance agreement is \$992 a year or \$82.67 a month. Kroll said that the maintenance

agreement can be purchased at the time of the problem as long as the agreement was maintained for at least a month after the repair. The board decided to wait until there was a problem with the phones before purchasing a maintenance agreement.

Mrs. Van Kirk said that her office phone was broken and that the city is trying to get her a used loaner phone. Our phone system is worse than obsolete with analog phones instead of digital. The city has upgraded to digital and an option for the library could be to tie into the city's IP system.

Kroll proposed that he and Mrs. Van Kirk investigate tying into the city's current IP system with some wiring changes. Berlin seconded. There was voice vote approval.

Mrs. Van Kirk presented a proposal for more security cameras so that the library would be thoroughly covered. The security system will hold up to sixteen cameras and we currently use eleven. Cameras would be added to the AV, Internet computer, and archive areas, plus outside the restroom doors. The sixteenth camera could be placed outside by the bike racks. Kroll said that he would like to be able to add the cameras but he is concerned that the library won't have the money to get through this fiscal year. Jane Easterly suggested installing camera signage as a deterrent. The board agreed. Hunigan suggested asking the Friends for money to purchase the additional cameras. The board thought this was a good idea. Mrs. Van Kirk will add the cameras to the wish list for the upcoming Friends meeting.

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.

The library has a new library card vendor. Library cards will be available to us at half the price that we were paying to Gaylord.

After surveying the customers, the rental book collection was discontinued. The \$2,500 budgeted for rental books will be used to purchase additional circulating copies of bestsellers.

Mrs. Van Kirk reported on the Google Fiber Community meetings that she has been attending. Galesburg is submitting a RFI for the project. Google is looking for test sites for ultra-high speed broadband networks.

Joe Mangieri is donating new ceiling fixtures and track lighting for the additional art and photography display space in the upstairs meeting room. The Camera Club is donating the additional display hardware.

Kari Garman has resigned from her position as young adult/reference librarian effective March 20. Kari has accepted the position of director at the Hudson Area Public Library District.

Due to some unusual situations over the past couple of months, Mrs. Van Kirk has invited Connie Wessels from OSF St. Mary's to talk to the staff about dealing with medical problems in the library. She has also asked the Galesburg Police Department

to address violence in the library. Conolly said that these situations are good arguments for more security cameras.

Mrs. Van Kirk and David McDonald reported on the Open Meetings Act Amendment. Online training is necessary to be in compliance.

Phillips made a motion to send Mrs. Van Kirk and library employee Nancy Terpening to online training for the Open Meetings Act Amendment. Muelder seconded. There was voice vote approval.

The board discussed participating in E-Pay that will allow patrons to pay for library financial transactions online with a credit/debit card. There was some concern that this was a violation of state law. Mrs. Van Kirk will get feedback from libraries that are currently using the customer-driven E-Pay service. She will also do some follow-up on the legalities of E-Pay since it is a State of Illinois driven service.

Mrs. Van Kirk and Laurie Muelder attended the demonstration of the VIEWSCAN Digital Microfilm Reader/Printer. Muelder explained the features of the reader/printer to the board. Mrs. Van Kirk explained that the library received a donation of \$5,000 from Elden and Lorelei Neal for a new microfilm reader/printer. Tom Wilson has donated \$3,882.58 to the library from the proceeds of his book and the Friends have set aside \$4,750 for the reader/printer. Mrs. Van Kirk explained that Canon is supposed to be discontinuing their microfilm reader/printer business so service will not be available. She said that the library has not received good service from Neece recently.

Muelder made a motion to purchase one microfilm reader/printer at the promotional price plus the necessary computer equipment with donations from Elden and Lorelei Neal, Tom Wilson, and the Friends of the Library and to set aside any money remaining from these donations as seed money for the purchase of a second microfilm reader/printer. Phillips seconded.

Roll Call #3.

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

Nays: None.

Absent: Peterson. [1]

President Reichel declared the motion carried.

Mrs. Van Kirk told the board that the library has been selected to participate in the Senior Consulting Program at Bradley University for the spring 2010 semester. She will be attending the information session on March 9. The consulting team was asked to package a message to the public regarding the need for a new library and the benefits of a downtown location.

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

Adjourned: 6:10 p.m.

Secretary

President