

GALESBURG PUBLIC LIBRARY
BOARD OF TRUSTEES
Thursday, March 3, 2011

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

Also present: Corine Andersen (City Council liaison), Pam Van Kirk (Library Director), 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 3, 2011.

Monica Berlin had asked to be excused from the meeting due to a work conflict.

APPROVAL OF MINUTES.

Peterson made a motion to approve the minutes of the February regular board meeting as written. Muelder 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. He pointed out that the AmerenIP bill was especially high. He would like to see the billing statements. Mrs. Van Kirk will get a gas/electric breakdown from the city.

Kroll made a motion to approve the payment of the list of bills and estimated payroll in the amount of \$98,668.54, add-ons in the amount of \$15,772.12 plus petty cash expenditures in the amount of \$192.81. Muelder seconded.

Roll Call #1.

Ayes: Conolly, Kroll, Muelder, Peterson, Phillips, Reichel. [6]

Nays: None.

Absent: Berlin, Hunigan, McDonald. [3]

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 needs to create wording for restricted fund account.

Policy Committee: Reichel reported that the committee had met to establish a monetary gift policy for handling accumulations of large donations. The policy does not require the board to take action on every donation. The board reviewed the proposed policy. The policy states that the library will accumulate unrestricted monetary gifts up to a total of \$5,000 during the fiscal year. Funds in excess of that amount will be transferred to the GPL foundation by the end of the fiscal year. Restricted monetary gifts may be retained by the library or transferred to the foundation at the discretion of the board.

Kroll made a motion to accept as presented the monetary gift policy. Phillips seconded. There was voice vote approval.

ACTION ITEMS

The board discussed two ordinances for the establishment of a Special Reserve Fund. Ordinance No. 2011-1 establishes the fund and Ordinance No. 2011-2 is the plan for the fund.

Each year, a portion of unexpended balances of the proceeds received annually from annual public library taxes not in excess of statutory limits will be transferred to this fund.

The reserve fund is designated the Capital Improvement/Development fund and will be used solely for the purpose of the maintenance or replacement of building(s) dedicated to library uses. The uses include the purchase of building sites, design and construction of buildings, repair or alteration of buildings and the purchase of capital equipment as necessary to operate the buildings.

*McDonald arrived.

Muelder made a motion to approve Ordinance 2011-1 to establish a special reserve fund. Phillips seconded.

Roll Call #2.

Ayes: Conolly, Kroll, Muelder, Peterson, Phillips, Reichel. [6]

Nays: None.

Absent: Berlin, Hunigan. [2]

Pass: McDonald. [1]

President Reichel declared the motion carried.

Phillips made a motion to approve the plan for the special reserve fund as established in Ordinance 2011-2. Muelder seconded.

Roll Call #3.

Ayes: Conolly, Kroll, McDonald, Muelder, Peterson, Phillips, Reichel. [7]

Nays: None.

Absent: Berlin, Hunigan. [2]

President Reichel declared the motion carried.

In other action, Mrs. Van Kirk reported that the contract has run out on the Sharp copy machine. A new machine can be leased from Office Specialists for \$82.45/month with lower maintenance costs. A Sharp copier is located in Technical Services and can be purchased for \$495. It can replace the 11 year old copier in the children's room for which parts are no longer available. Kroll suggested declaring the children's copier surplus and sell it.

Kroll made a motion to lease a new copier from Office Specialists and to purchase the old Sharp copier for \$495. Muelder seconded.

Roll Call #4.

Ayes: Conolly, Kroll, McDonald, Muelder, Peterson, Phillips, Reichel. [7]

Nays: None.

Absent: Berlin, Hunigan. [2]

President Reichel declared the motion carried.

Kroll made a motion to declare the children's copier surplus property and allow the director to sell the copier. Phillips seconded.

Roll Call #5.

Ayes: Conolly, Kroll, McDonald, Muelder, Peterson, Phillips, Reichel. [7]

Nays: None.

Absent: Berlin, Hunigan. [2]

President Reichel declared the motion carried.

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 Galesburg Public Library Foundation has been chosen as one of the charities for Dick Blick's 2011 Blick Fall Charity Walk.

Five additional security cameras have been installed.

Mrs. Van Kirk has been exploring the possibility of digitizing the library's newspaper collection on microfilm. Neil and Merry Wiesner-Hanks are interested in funding a project in memory of long-time reference librarian Enid Hanks. At a previous meeting the board had discussed naming the archives after Enid.

Royal cleaning shampooed the Sanderson Room carpet for free.

The library staff donated \$55 to FISH Food pantry. The funds were raised on Blue Jean Fridays in February.

The Noon Rotary donated \$2,000 to the library for computers for literacy. The money will be used to replace two of the computers in the reading area.

Mrs. Van Kirk shared the 2010 annual report statistics with the board. Attendance, number of adult and children's materials loaned, number of materials loaned to and borrowed from other libraries, number of hits on the homepage, and programming attendance substantially increased. Kroll said that the decrease of materials purchased might be the reason for the increased interlibrary loans. He suggested sharing these statistics with our state representatives. Kroll also suggested inviting State Representative Don Moffitt to attend a board meeting. Phillips said that these were wonderful statistics to support the library's goals. Mrs. Van Kirk said that there are over 12,000 active resident cards.

The board reviewed Serving Our Public Chapter 2 Governance & Administration for the FY2012 per capita grant. The library is currently working on the long range plan. Our policies are up to date. The board doesn't attend many legislative activities regarding the

library. The director conducts a new board member orientation. The board takes advantage of any reasonable continuing education opportunities. The library would like to provide financial support for trustee memberships to ALA and ILA but it is cost prohibitive. Overall, the board felt that they were doing a good job of meeting the standards as set forth in Serving Our Public.

Reichel said that Josh Gibb is interested in having up to five board members attend four all day sessions on governance. The GPL foundation would pay the cost. The new director could attend three of the sessions. Reichel will email the dates to the board.

Mrs. Van Kirk updated the board on the strategic plan. She said that the building/more space was the number one response from the focus groups. She explained that the board needs to set the goals. The board, staff, foundation and Friends then come up with their own activities to meet that goal. Each group would have a different activity to meet the goal. Mrs. Van Kirk recommends having the goals established in April and the new director assist with the activities. The board will hold a special meeting to set the goals immediately following the regular board meeting on April 7.

*Hunigan arrived.

President Reichel reported on the progress of the director search. He said that interviewing begins tomorrow. The committee will narrow the selection to two finalists and they will come before the full board.

The Friends of the Library met on February 16 and approved purchasing the following for the library: 2 high adjustable stools for circulation, portable DVD player, Keurig Elite single cup coffeemaker for staff, supplies for teen advisory board garden, color laser printers for technical services and children's departments, shredder for circulation, table for DVD returns and cleaning machine, Big Write 2011 prize money, prizes for Teen Summer Reading program, and a paper cutter.

Kroll said that the Friends could be one of the library's biggest allies. He is the new Friends membership chairman. He asked all board members to join the Friends. The teens are also invited to join the Friends.

McDonald said that he had reviewed the wording of the audit letter. It was his opinion that the library should have its own audit. Kroll said that we pay for part of the audit with the city but that we are lumped in with their audit. He once again suggested pursuing RFP's for accounting, auditing, and investing. A finance committee meeting was set for 4:30 p.m. on Thursday, March 17 to discuss the request for proposal on accounting, auditing, and investing.

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

Adjourned 5:55 p.m.

Secretary

President