

GALESBURG PUBLIC LIBRARY  
BOARD OF TRUSTEES

Thursday, May 1, 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 4:00 p.m. on Thursday, May 1, 2008.

The board toured the old Armory building.

APPROVAL OF MINUTES.

Kroll made a motion to approve the minutes of the April regular board meeting. Phillips seconded. There was voice vote approval.

PRESENTATION OF EXPENSES AND PAYROLL –See attached lists.

The bill for advertising was for the Big Read. We will be reimbursed from Big Read funds.

Asplund said that \$425 for our accounting service was a bargain.

Mrs. Van Kirk explained that the Lock and Key service had to repair a series of problems. This included the punch pad lock on the archives door. The board recommended that archive lock be changed to have a punch pad and a key cylinder lock.

Payment to R.R. Bowker was for reference materials.

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 \$76,566.15 and add-ons in the amount of \$14,846.73. Peterson 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: Chairperson Phillips reported that 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.

## ACTION ITEMS

The board reviewed the Archive procedure policy. Mrs. Van Kirk explained that the reference staff and archivist Patty Mosher have placed the highly requested items inside the archive door for easy access. Requests for archival materials that require more research are being handled by Patty during her working hours. Mrs. Van Kirk said that tables have been placed near the archives for customers to look at the materials. She said that the staff is worried about losing some things from the archive folders. She explained that there are people intent on taking items from archives and then selling them on EBay. Kroll suggested continuing to scan as much of the archive collection as possible.

The Archive procedure policy met with board approval.

The board reviewed the non-resident card policy. Mrs. Van Kirk explained that the non-resident card fee is calculated by multiplying the tax rate fee by the taxable value of the home. Farm land and buildings are not included. She said that this policy has worked well.

Kroll made a motion to approve the continuation of the non-resident card policy. Peterson seconded. There was voice vote approval.

Mrs. Van Kirk explained the need to purchase and install backs for the magazine shelving. The backs are needed to keep the magazines from sliding between the shelves and the wall. The cost for the backs and installation is \$1,365. Kroll suggested asking MSI to price out sheet metal backs. Mrs. Van Kirk said that the backs would need to fit properly. Phillips asked why the backs weren't included in the original order. Mrs. Van Kirk said that the shelving was ordered as separate components and she didn't realize that they were not included. Phillips thought that the backs should be ordered for the magazine shelving so that they would match if moved to a different location.

McDonald made a motion to approve purchasing the backing for the magazine shelving units. Phillips seconded.

Roll Call #2.

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

Nays: None.

Absent: None.  
President Reichel declared the motion carried.

The board received in their monthly board packet copies for review of the Ethics Statement [5 ILCS 430], Freedom of Information Act [5 ILCS 140], and Open Meetings Act [5 ILCS 120]. The board reviewed the acts and statement.

Kroll made a motion to approve complying with the rules and regulations as stated in the Ethics Statement [5 ILCS 430], Freedom of Information Act [5 ILCS 140], and Open Meetings Act [5 ILCS 120]. Phillips seconded. There was voice vote approval.

#### DISCUSSION

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

Mrs. Van Kirk has been asked to display the Lincoln letter during the Lincoln festival. The board felt that it would not be responsible for the library to display the original letter. They suggested displaying a copy of the original letter. The board also recommended contacting the Abraham Lincoln Presidential Library and Museum about loaning the letter to their collection.

The board discussed the old Armory as a possible site for the library. It was the consensus of the board that it would not be feasible to move into the old Armory facility because it was not as large as our existing building. Mrs. Van Kirk will notify City Manager Dane Bragg in writing of the board's decision.

Mrs. Van Kirk and Reichel reviewed the 501c3 documents for the foundation. McDonald will also review the documents.

Phillips made a motion to adjourn. Kroll seconded.

Adjourned 5:45 p.m.

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Secretary

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President