

GALESBURG PUBLIC LIBRARY  
BOARD OF TRUSTEES

Thursday, May 7, 2009

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

Also present: Pam Van Kirk (Library Director), Jane Easterly (Assistant 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, May 7, 2009.

APPROVAL OF MINUTES.

There was a correction to the minutes. On the third page in the fifth paragraph the next to last sentence should read "She said that he was impressed *by* the archives."

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

PRESENTATION OF EXPENSES AND PAYROLL –See attached lists.

Kroll said that the city is still using irrelevant line items in the reports. Mrs. Van Kirk will check into this.

Mrs. Van Kirk explained that the payment to Kewanee Public Library was for Big Read expenses that are to be paid by the grant. She also said that there were several advanced checks that were issued to Monmouth College students for their mileage to the library for VITA.

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 \$99,919.92 and add-ons in the amount of \$19,190.00. 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.

## PRESENTATION BY GALESBURG HISTORICAL SOCIETY

Ron Peck, president of the Galesburg Historical Society, presented a proposal asking the library board to consider incorporating the GHS museum into the new library building. The Galesburg Historical Society would like to occupy around 1000 square feet to accommodate their growing list of artifacts. They also proposed negotiating a monthly fee payable to the library that would benefit both the library and also the Society. The board asked the GHS members several questions. The Society said that the museum would have a rotating display. Items not on display would be housed offsite. The museum would not be manned and there would be no admission fees. Mr. Peck said that the insurance of the collection would fall to the Galesburg Historical Society. Reichel said that this was an interesting concept to incorporate the museum with the archives. Kroll and Phillips agreed. Reichel explained that there is a totally unknown time frame for the new library building. Hunigan said that housing the museum in the library would increase visibility for the GHS. Asplund asked how “good” items would be protected. Mr. Peck said that display cases were used for valuable items. Peterson asked if the museum was funded strictly by donations. Mr. Peck said that the museum was funded by their annual Chocolate Festival and the tram ride and flea market during Railroad Days.

The board thanked the Galesburg Historical Society for attending the meeting. They then left.

## COMMITTEE REPORTS

Building Committee: Chairperson Peterson reported that the committee had not met. Mrs. Van Kirk reported that the committee needs to meet to develop a time frame for the building project. Kroll suggested developing a subset of the building committee that would include the mayor and interested citizens. Asplund asked how the project would be financed. Mrs. Van Kirk said that City Manager Dane Bragg had discussed bonds. She also said that there is approximately \$2 million in the foundation money. Kroll said that the biggest expense would be having the architects look at sites. Asplund said that the site should be within 6 blocks of the square. Peterson said that any plan has to have a broad range. McDonald said that the board needs to have a plan. Kroll said that a bigger committee was needed and that the board needs to discuss this before others are invited to join the committee. Peterson said that the entire board needs to be involved in the building project. He said that the building committee is for maintenance of the current building not overseeing a new building project. Hunigan said that the GPL Foundation board made it clear that we need to single out a site and potential date of completion. Kroll said that we don't want to make the same mistakes that the National Railroad Museum has made. Peterson asked if we knew how many patrons drove or walked to the library. Mrs. Van Kirk said that a survey about our patrons and their usage had been done by a Knox College student. Phillips said that the potential site should be defined by the railroad tracks. She said that the public should be able to get to city offices without crossing the tracks.

Reichel said that the entire board needs to meet to set goals for the building project. The board will meet at 4:30 p.m. on May 20 to set goals.

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.

Foundation Report: Reichel reported that the foundation had met to interview bankers. The foundation selected Wells Fargo as its bank. Wells Fargo will give a discounted rate for handling the foundation funds. The details are not yet worked out. Once a checking account is set up, funds will be transferred. Mrs. Van Kirk said that the foundation board was very committed.

## ACTION ITEMS

Mrs. Van Kirk reported that City Purchasing Agent Craig Boynton has been assisting her in writing a request for proposal for new carpeting in the reference area. She said that the board budgeted for carpet in the fiction area and a portion of the reading area. Mrs. Van Kirk said that the carpet in the fiction area is in fairly good shape but that the carpet in the entire reference/reading area needs to be replaced. She said that the cost should be the same and that there would be less moving expense. The RFP's are ready to go out next week to local carpet vendors and in the local newspaper.

Kroll made a motion to send out an RFP to the carpet vendors, post the RFP in the local newspaper, and open the RFP's at 4:30 p.m. as the first order of business of the June 4, 2009 regular board meeting. Buck 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.

Mrs. Van Kirk said that the library was ready to order ten Dell computers with 19" flat screen monitors from the Alliance Library System for a cost of \$9,958.10. This is part of the library's rotational computer replacement plan to purchase and replace 12 computers a year. Two of the computers were purchased earlier this year. Money has been budgeted for the replacements.

Buck made a motion to expend the funds for the purchase of ten Dell computers from the Alliance Library System for a cost of \$9,958.10. Peterson seconded.

Roll Call #3.

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

Nays: None.

Absent:None.

President Reichel declared the motion carried.

The board discussed the fee schedules for site evaluations from Mark Misselhorn of APACE Design. Mrs. Van Kirk said that she did question Mr. Misselhorn regarding the high mileage fees. He told her not to worry about the mileage fees. The total for evaluations would not exceed \$6,000. McDonald asked if they were charging transportation by the hour. Kroll said that if Mr. Misselhorn said that the fee would not exceed \$6,000, we shouldn't worry about his little details. Hunigan asked where we would get the \$6,000 for the site evaluation. Mrs. Van Kirk said that the Long Term Capital Improvement Fund (LTCIF) monies were available to pay for the site evaluation. Kroll said that there is also the foundation money available prior to transferring from the city funds. He said that if foundation monies were used, the board would have some control and it would be a good faith gesture to withdraw from one of those accounts. Reichel said that money for the site evaluation can be taken from the LTCIF and that the foundation money can be seed money for the new building. Kroll thought that the estimate of \$6,000 was per site. There was some discussion about whether the fee of \$6,000 was per site or total fee. Conolly said that if it was \$6,000 per site, the board should just evaluate the Econofoods property and not NAEIR. Mrs. Van Kirk said that, unfortunately, the buzz about the NAEIR property is not going away. She will clarify that it is \$6,000 for evaluating both sites.

Hunigan made a motion to approve the site evaluation expenditure not to exceed \$6,000 to APACE Design. Phillips seconded.

Roll Call #4.

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

Nays: None.

Absent: None.

President Reichel declared the motion carried.

The board agreed that if Mrs. Van Kirk learned that the cost was \$6,000 per site, she would report to the board for more money.

Hunigan made a motion to use money from the Long Term Capital Improvement Fund to pay for the site evaluation. Peterson seconded.

Roll Call #5.

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

Nays: None.

Absent: None.

President Reichel declared the motion carried.

In other action, the board discussed the transfer of investment funds to the Galesburg Public Library Foundation. City Finance Director Gloria Osborn emailed Mrs. Van Kirk stating that the library just needs to inform her (Osborn) when to transfer the funds to the foundation.

The board reviewed the list of fund accounts.

Mrs. Van Kirk suggested transferring the money from the Alstedt, Phlamm, and Wanda Robbins accounts to the GPL Foundation. She would like to earmark this money and honor the donors by dedicating areas of the new library to them. She said that there are other monies to be added to the foundation, specifically money from Liz Means, the Linda Gunther estate, and the Maurine Carlson estate. Mrs. Van Kirk explained that the archive fund and music fund are restricted working cash funds.

Conolly said that the board should be conservative on what funds are transferred to the foundation.

Kroll said that if we don't transfer the gift funds, we might not get the use of them. The library should be able to manage and set restrictions for our own funds. Peterson said that the City wants us to use the interest on our accounts. Mrs. Van Kirk said that last budget year the city wanted to budget the interest from our gift fund accounts as general revenues. Kroll said that it was important to separate the gift money and to make it clear that this is not the city's money.

Hunigan suggested transferring all of the money to the foundation and making requests to the foundation to reimburse us as needed. Conolly said that the foundation can refuse to reimburse. Hunigan said that he can't imagine them refusing to reimburse. Buck agreed.

McDonald said that there would be some transfers in and out of the foundation account but to transfer all the money would mean a lot of book keeping for both the foundation and the library staff.

Reichel suggested that the library front the money for archive fund and music fund expenses and then put in a request to foundation for reimbursement.

Kroll said that non-taxpayer donation should go to the foundation. We have so much liquidity for these. Reichel said that somebody would have to be responsible for the extra bookkeeping. Kroll said that the donors don't want their money donated forever, they want it used for the library.

Kroll suggested that a separate account could be maintained by the library and that account could be replenished as necessary with money from the foundation.

Hunigan made a motion to transfer the archive, children's room, Alstedt, large print, music, scholarship, storytime garden, Phlamm, and Robins funds to the foundation. Kroll seconded with the amendment that the library establish a working cash fund to transfer money on a quarterly basis for any expenses for the archive and music funds.

Hunigan withdrew his motion.

Kroll made a motion to transfer the archive, children's room, Alstedt, large print, music, scholarship, storytime garden, Phlamm, and Robins funds less \$20,000 to the foundation in addition an account be established with the \$20,000 at a local bank to cover incidental expenses for the archive and music funds and that any expenditures from this separate account would require two signatures. Hunigan seconded.

Mrs. Van Kirk asked about auditing this separate account.

Peterson said that nobody likes the fact that the library is forced to use the interest as revenue but he definitely doesn't like this idea.

Phillips said she still didn't think that it would be a problem to request reimbursement from the foundation.

Reichel didn't want to have a separate account. He said the library could just ask the foundation for reimbursement.

Phillips suggested that the board table the subject until Mrs. Van Kirk could report on how many times the archive and music funds are used throughout the year.

Kroll said that he trusted the foundation board to handle our money. He said that he wants to get the money to the foundation.

Conolly asked why this had to be all or nothing. He suggested keeping some money in the archive and music funds for expenses. Conolly said that the board could move the vast majority of money from the gift funds and hold a small amount in the archive and music funds. Kroll told Conolly to put that in a form of a motion. Conolly said that he would if he knew the amount that needed to be retained in the archive and music funds.

Mrs. Van Kirk said that there is a question as to how many times money is needed from those funds. She will have to lookup this information.

Kroll withdrew his motion.

Hunigan made a motion to approve transferring all money from funds 920-960 (the Archive Fund, Children's Room Fund, Gladys Alstedt Fund, Large Print Fund, Music Fund, Scholarship Fund, Story time Garden Fund, Sue Phlamm Fund, and the Wanda Robins Fund) to the Galesburg Public Library Foundation. Kroll seconded and called the question.

Roll Call #6.

Ayes: Asplund, Buck, Hunigan, Kroll, Phillips, Reichel. [6]

Nays: Conolly, McDonald, Peterson. [3]

Absent: None.

President Reichel declared the motion carried.

Mrs. Van Kirk will inform the city of the board's decision and will get the information on how many times money is needed for the archives and music funds.

Kroll said that it should be fine to ask the foundation for reimbursement.

Conolly told the board that they should have had the information before taking any action.

McDonald said that he doesn't want the foundation to think that we don't want them to reimburse us but it could be a bookkeeping and auditing nightmare.

Hunigan said that the board couldn't have both the city and the foundation handling the gift funds. He said that the foundation needs to get established.

Buck asked if the foundation could just make a grant to the library.

Conolly said that there are legalities. He said that the board didn't know who will be on the foundation or the board in the future. Conolly said that there was no reason for the board to jump into this so fast. He said that there probably won't be any problems but there is always a possibility and that he hopes there aren't any problems.

Peterson said that this now means that every time something is needed for the archives the library will have to go to the foundation for the money.

## DISCUSSION

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

Mrs. Van Kirk reported that the city has asked the library to reduce its budget by 1.9% or \$1,145 due to a reduction in state funds.

Tom Wilson is donating the proceeds from his new book to the library. The board asked that a thank you note be sent to Mr. Wilson.

Mrs. Van Kirk reported on the elevator inspections.

Asplund made a motion to adjourn. Hunigan seconded

Adjourned: 6:30 p.m.

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Secretary

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President