

GALESBURG PUBLIC LIBRARY
BOARD OF TRUSTEES

Thursday, November 3, 2011

Present: Berlin, Conolly, Hunigan, Kroll, McDonald, Muelder, Peterson, Phillips, Reichel. [9]

Absent: None.

Also present: Harriett Zipfel (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, November 3, 2011.

APPROVAL OF MINUTES.

City Manager Todd Thompson's name was misspelled in the October minutes.

Peterson made a motion to approve the minutes of the October regular board meeting as corrected. Hunigan 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 made a motion to approve the payment of the list of bills and estimated payroll in the amount of \$91,172.24, add-ons in the amount of \$11,934.51 plus petty cash expenditures in the amount of \$595.35. Peterson seconded.

Roll Call #1.

Ayes: Berlin, Conolly, Hunigan, Kroll, McDonald, Muelder, Peterson, Phillips, Reichel. [9]

Nays: None.

Absent: None.

President Reichel declared the motion carried.

The board liked the revenue analysis that was provided in their packets this month. Mrs. Zipfel said that this will be a monthly report.

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 Kroll reported that the committee had not met.

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

Foundation Report: Ms. Zipfel reported that the GPLF met in October. The foundation plans to review bylaws, continue to work with a graphic artist for a logo, and have received several suggestions for additional foundation board members.

Friends Coordinating Committee: Ms. Zipfel reported that Friends president Pam Van Kirk had been reviewing the bylaws. According to the bylaws, there is to be a Friends Coordinating Committee. This committee met for the first time in October to discuss how to support the library, fundraising, and determine the best time for an annual meeting. Phillips and Berlin are the library board representatives on that committee.

ACTION ITEMS

Reichel appointed Peterson to serve on the GPL Foundation board. Hunigan has resigned from the Foundation board.

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.

Kroll reported that the city council is looking at three possible budgets where the library will receive its levy request. By not filling one position and by changing the hours used with temporary part-time staff, the library will be able to operate on a lean budget. The basic total salaries will decrease by \$20,000.

The board was appreciative that Mayor Garza and City Manager Thompson have worked so hard to support the library. They also expressed their appreciation to the city council in advance for supporting the levy proposed by the city staff.

The board discussed the need to make the public aware of the importance of a library to a community. Libraries serve the neighborhoods that don't normally have a voice. Many don't have PCs at home and rely on the library to provide that service. Reichel said that part of our strategic plan is to market the library and library services.

Ms. Zipfel reported that Hillary Higgins has been hired to replace Sandy Peake as children's library assistant.

The per capita grant for 2012 has been submitted.

Ms. Zipfel requested that the personnel committee meet in January or February to review the personnel policy.

Ms. Zipfel shared her idea to develop branding for the Library, Friends and Foundation. The new logo will focus on people. She has given her concept to a graphic artist.

The staff was very appreciative of the BBQ lunch that was provided by Donald Brannon and Wendel Hunigan. The leftovers were taken to the Rescue Mission and Women's Shelter. Ms. Zipfel shared their thank you letter.

Ms. Zipfel has been sending the board and staff information regarding pending legislation that affects libraries. She will continue to keep the board informed on these legislative issues. The board discussed posting legislative issues on the library's Facebook page. The board agreed that as long as the postings were informational and did not support a particular political party that Ms. Zipfel should use her best judgment regarding what to post on our Facebook page.

Mike Loomis has approached the library about a joint venture with the Veteran's Museum. He will share his ideas at a library board meeting in the near future.

Ms. Zipfel asked the board for input on wish list ideas for the Friends and the Foundation. She would like to examine bigger ideas and not just the day to day needs of the library.

Jane Easterly has been elected to the RAILS advisory board.

The library will commemorate the Fiftieth Anniversary of the Temporary Library Building on Friday, November 4, 2011.

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

Adjourned: 5:30 p.m.

President

Secretary