

GALESBURG PUBLIC LIBRARY
BOARD OF TRUSTEES

Thursday, November 6, 2008

Present: Asplund, Buck, Conolly, Kroll, McDonald, Peterson. [6]
Absent: Hunigan, Phillips, Reichel. [3]

Also present: Pam Van Kirk (Library Director), Jane Easterly (Assistant Director) and Nancy Terpening (Library staff).

CALL TO ORDER.

Vice-president Peterson called the regular monthly meeting of the Galesburg Public Library Board of Trustees to order at 4:30 p.m. on Thursday, November 6, 2008.

APPROVAL OF MINUTES.

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

PRESENTATION OF EXPENSES AND PAYROLL –See attached lists.

Mrs. Van Kirk said that the postage bill in the amount of \$900 was for the postage meter. She said that is double the amount usually paid for postage but that it should be enough until the end of the year.

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 \$107,774.78 and add-ons in the amount of \$22,473.78. Buck seconded.

Roll Call #1.

Ayes: Asplund, Buck, Conolly, Kroll, McDonald, Peterson. [6]

Nays: None.

Absent: Hunigan, Phillips, Reichel. [3]

Vice-president Peterson declared the motion carried.

COMMITTEE REPORTS

Building Committee: Chairperson Peterson reported that the committee had met and looked at the parcel of land by the O.T. Johnson site. He said the library had received a letter from the city regarding complaints from First Bank about the unsightliness of the property and asking the library to clean up the area. The committee felt that the area was not objectionable. They spoke to First Bank president Mark Blackburn and he was not aware of any complaints. He had asked the city to trim the weeds. There is an electrical box that had been erected by the demolition crew and this should be removed by the city.

Kroll made a motion to approve the building committee chairperson to deal with the city officials regarding the parcel of land by First Bank until further board action is needed. McDonald seconded. There was voice vote approval.

Mrs. Van Kirk said that repairs were needed for both boilers and a pump. One boiler was out all summer and the motor on the other boiler got wet during a heavy rain. The leak from the roof has been fixed and the pump and boilers are now working.

Personnel Committee: The committee had not met.

Finance Committee: Chairperson Asplund reported that the committee had not met. Mrs. Van Kirk distributed copies of the investment summary as prepared by the city finance department. She said that City Finance Director, Gloria Osborn, asked if the library board wanted her to invest at a higher interest rate. Mrs. Van Kirk explained that the money from Elizabeth Means, Gladys Alstedt, Wanda Robins, and Sue Phlamm was earmarked for the library foundation. Kroll asked if it would be feasible to have the finance committee develop a plan to invest the library's funds on its own. Mrs. Van Kirk said that the library has a financial policy. She said that she did not feel comfortable investing the library's funds. She said that Gloria is watching the interest rates for the city. Mrs. Van Kirk recommended that the finance committee meet with the city finance director to talk about investments. This met with board approval. Mrs. Van Kirk will set up a time for the committee to meet with the city finance director.

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

ACTION ITEMS

Mrs. Van Kirk and board president Reichel met with City Manager Dane Bragg and City Finance Director Gloria Osborn to discuss our 2009 budget. There were several adjustments made to the budget prior to the work session by the City Council. The board reviewed the changes made by the city to the library's budget for FY2009. Changes had been made to replacement tax, interest on investments, sale of property revenue, and miscellaneous other revenue. Changes to expenditures included retiree health insurance, electricity, telecommunications, maintenance of equipment, cleaning/household supplies, and food.

Kroll made a motion to approve the revised budget for FY2009 in the amount of \$1,471,555. Asplund seconded.

Roll Call #2.

Ayes: Asplund, Buck, Conolly, Kroll, McDonald, Peterson. [6]

Nays: None.

Absent: Hunigan, Phillips, Reichel. [3]

Vice-President Peterson declared the motion carried.

Mrs. Van Kirk discovered that the library alarm system was still not ringing into the public safety building. ADT provides the line from the library to the city. The call leaves the library but that is as far as it goes. Ms. Easterly said that no phone number had been programmed in since July. We pay ADT \$837.72 annually to provide coverage from our library to the public safety building panel without monitoring the line. We then pay Simplex to troubleshoot the punch pad and box. The phone company assesses the phone hookup. Our system is quite antiquated. Thompson Electronics can provide and monitor our lines to the city. They are also used by the fire department and they service our fire panel. Mrs. Van Kirk asked Thompson to install and monitor both our burglar and fire alarm for less than the per month fee charged by ADT.

Mrs. Van Kirk met with a representative from Thompson Electronics to discuss security systems for the library. The board compared the recommendations for security cameras from ADT, Thompson, and Oberlander.

Kroll made a motion to accept the recommendation from Thompson Electronics for the purchase and installation of security cameras at a cost of \$10,980 and to install and monitor our burglar and fire alarm. McDonald seconded.

Roll Call #3.

Ayes: Asplund, Buck, Conolly, Kroll, McDonald, Peterson. [6]

Nays: None.

Absent: Hunigan, Phillips, Reichel. [3]

Vice-President Peterson declared the motion carried.

DISCUSSION

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

Mrs. Van Kirk said that the library foundation is close to being completed. She had to send the IRS a perjury form, list of officers and directors, 2007-2010 financial information and amend the wording in a paragraph of the Articles of Incorporation. The amendment is in the process of being approved by the State of Illinois and then the paperwork will be filed with the IRS.

Last month there was a question about overspending in the printing and advertising and minor office equipment line items. Mrs. Van Kirk discovered that the Big Read advertising was charged to the printing and advertising account and that items purchased by the Friends were charged to the minor office equipment account. The general fund had been reimbursed but that does not appear in the expenditures.

The electricity KWH usage and costs have increased significantly. The city has negotiated for lower electricity costs.

Mrs. Van Kirk and several board members attended the Knox County Building Committee meeting at the Knox County Courthouse. The committee is looking for a site to house non-court related offices. As discussed last month, President Reichel sent a letter about using the library for county offices.

Mrs. Van Kirk has obtained the square footage of several vacant big-box stores in Galesburg. There have been many suggestions and ideas offered regarding a new library.

Mark Misselhorn from APACE Design in Peoria is willing to do a walkthrough of the Sears building without any obligation to the library. Mrs. Van Kirk has obtained the blueprints of the building so Mr. Misselhorn can determine whether the second floor is built to accommodate the weight of books found in a library. It was suggested that we pay his mileage to Galesburg. When we are ready to start a building project, APACE will have to submit a proposal to be part of any bidding process. Kroll suggested meeting with Mr. Misselhorn to discuss the possibility of converting the Sears building into a library. This met with board approval.

Mrs. Van Kirk spoke to the director of the Princeton Public Library. They recently converted a grocery store into a library. The board expressed interest in touring the Princeton Public Library. Mrs. Van Kirk will check on dates for a tour of their facilities.

The city is offering health care flex-spending accounts to library employees covered by the city's health insurance plan. There is a charge of \$4.00 a month per participating employee that would need to be paid.

Kroll said that another option to the flex spending account is the health saving account available through participating credit unions. He explained how the health savings account operated. Mrs. Van Kirk will check into this option.

Buck made a motion to approve paying \$4.00 a month for each employee participating in the health care flex spending account program. McDonald seconded.

Roll Call #4.

Ayes: Asplund, Buck, Conolly, Kroll, McDonald, Peterson. [6]

Nays: None.

Absent: Hunigan, Phillips, Reichel. [3]

Vice-President Peterson declared the motion carried.

McDonald made a motion to adjourn. Kroll seconded. Adjourned 6.25 p.m.

Secretary

President