

GALESBURG PUBLIC LIBRARY
BOARD OF TRUSTEES

Thursday, November 4, 2010

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

Absent: Hunigan. [1]

Also present: Corinne Anderson (City Council liaison), 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, November 4, 2010.

APPROVAL OF MINUTES.

Kroll made a motion to approve the minutes of the August regular board meeting as written. Peterson 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. Mrs. Van Kirk explained that Highsmith was a library supply company.

Kroll made a motion to approve the payment of the list of bills and estimated payroll in the amount of \$97,589.94, add-ons in the amount of \$14,642.70 plus petty cash expenditures in the amount of \$637.30. 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.

*Berlin arrived.

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 met to discuss the FY2011 budget.

Policy Committee: The committee had not met. Mrs. Van Kirk said that the committee will need to schedule a meeting.

Technology Committee: The committee will meet on Thursday, November 11 at 4 p.m. to discuss IT support.

Foundation Report: Mrs. Van Kirk reported that the foundation had not met. The foundation board will meet on Thursday, November 11 at 4:30 p.m.

*McDonald arrived.

ACTION ITEMS

Kroll presented the board with two options for phone and Internet service from Comcast.

He explained that the library is currently paying \$384 per month for one Internet line for the entire library and the service is terrible. There have been problems on a daily basis with the Internet service interfering with the day to day operations of the library.

Comcast can provide the library with up to three Internet lines, five phone lines, five static IP addresses for a cost up to \$464.55 per month. The library could have separate lines for staff and patron usage.

Kroll suggested using the long term capital improvement fund to pay for the new phone switch and wiring. He said that by using the LTCIF the project could be started immediately, it would be a concession to the city council by reducing our 2011 budget request, and the staff can start receiving the benefit of faster computer service. The cost would not exceed \$20,000. Paying for the phone system and wiring would be an acceptable use of the LTCIF.

Muelder made a motion to change the library's phone and Internet service provider to Comcast as outlined in the second option which includes three Internet lines and five phone lines. Phillips second.

Roll Call #2.

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

Nays: None.

Absent: Hunigan.

President Reichel declared the motion carried.

The board discussed the use of the Long Term Capital Improvement Fund. This fund was used to pay for three additions to the library. It is not to be used for salaries, insurance, or the everyday expenses of running the library. A new phone system is an acceptable use of this fund. Mrs. Van Kirk said that the circulation staff has to answer the phones and automated transfer can't be added to the old system.

Kroll made a motion to approve expending \$20,000 from the Long Term Capital Improvement Fund for the purchase of new phone switch and wiring. Muelder seconded.

Roll Call #3.

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

Nays: None.

Absent: Hunigan.

President Reichel declared the motion carried.

The board discussed budget concerns with city council liaison Corinne Anderson.

Mrs. Van Kirk explained that the computer fund should be called computer and equipment replacement fund. It was pointed out that the computer replacement fund is modeled after the City's. The library is trying to build up this fund so that it can be used to buy equipment replacements. It has not reached that point yet.

The board explained that in the past the city managers and city finance director Gloria Osborn have determined our levy. They also have made changes to our budget without our approval.

The city council votes on what they are presented by the city administration. The city administration ignored the library's submitted budget and gave their own figures to the city council for approval.

Last year the library was told that they needed to reduce the budget by \$93,000. This reduction was hard for the library but they did it only to approve the levy.

The board discussed levy rule and home rule.

Anderson said that she has been asked if the library has made cuts to their budget.

Berlin asked if the board should respond to the city finance director. Anderson said that the board needs to have a conversation with the council and city administration. Muelder said that the library needs to specifically enumerate and list sacrifices. Peterson and Muelder said that the discussion should be civil and polite. Others agreed.

It was pointed out that Anderson was the only council member to recommend the levy increase for the library.

Kroll said that if the library can't receive an increased levy, jobs will have to be reduced. Anderson said that the city will ask the board to tap their reserves to cover the budget deficit.

The additional cameras are not in the budget. They are being purchased with gift money from the friends. The microfilm reader was also purchased with gift money.

The money to replace failing computers is in the 2011 levy.

McDonald has been told that the library might consider forming a library district.

The board will continue to encourage friends and neighbors to contact council members. Anderson said that she had received 60 to 80 emails and phone calls. She suggested highlighting how little the tax levy would amount for an average household.

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.

Mrs. Van Kirk reported that Karly Steele has been hired to replace Jill Gray. Karly will coordinate the Big Read and provide reference services.

Mrs. Van Kirk met with Gary Lay from Glacial Energy regarding the possibility of lowering our electric expenses. Since our electricity is bundled with the City of Galesburg, he cannot help us at this time.

The window film has been installed in the adult fiction area.

Our alarm system malfunctioned. Mrs. Van Kirk had the alarm repair man and the phone repair man here at the same time to troubleshoot the problem with the phone system. A bad dialer was replaced. The security system also malfunctioned. The sensors for the alarm system were cleaned. So far there have not been any problems.

The Friends of the Library Fall Book Sale net approximately \$2,600. This was down from previous sales.

The library did not receive the grant from the Galesburg Foundation because the request did not meet any of the categories for the grant. The foundation will be developing funds to help non-profit organizations with strategic planning.

Mrs. Van Kirk received a proposal from former Alliance Library System consultant and librarian Lee Logan about conducting an all day long range planning retreat for library and foundation board members. Once the plan is complete, the library and foundation boards can use the information to establish goals and objectives for three years. The two organizations will split the cost. Q's has offered the use of their restaurant for a \$25 room fee and the purchase of lunches. The library board will vote on the proposal after Mrs. Van Kirk receives a commitment from the library foundation.

The Galesburg Public Library Foundation owes late fees and filing fees for not registering with the Illinois Charitable Trust Bureau.

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

Adjourned 5:50 p.m.

Secretary

President