

GALESBURG PUBLIC LIBRARY
BOARD OF TRUSTEES
Thursday, October 6, 2011

Present: Berlin, Conolly, Hunigan, Kroll, McDonald, Muelder, Peterson,
Reichel. [8]
Absent: Phillips. [1]

Also present: Todd Thompson (City Manager), Corine Andersen (City Council liaison), Harriett Zipfel (Library Director), Jane Easterly (Assistant 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, October 6, 2011.

The board welcomed City Manager Todd Thompson to the meeting.

APPROVAL OF MINUTES

Peterson made a motion to approve the minutes of the September 1, 2011 regular board meeting. Kroll seconded. There was voice vote approval.

PRESENTATION OF EXPENSES AND PAYROLL—Copies of the list of bills are attached to the file copy of the minutes.

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 \$92,997.83 and add-ons in the amount of \$9,825.74 plus petty cash expenditures in the amount of \$221.09. Muelder seconded.

Roll Call #1.

Ayes: Berlin, Conolly, Hunigan, Kroll, McDonald, Muelder, Peterson, Reichel.
[8]

Nays: None.

Absent: Phillips.

President Reichel declared the motion carried.

EXECUTIVE SESSION TO DISCUSS SECURITY PROCEDURES

Muelder made a motion to move to executive session to discuss security procedures. Peterson seconded.

Executive session 4:40 p.m.

Reconvened: 5:02 p.m.

Kroll made a motion to ban patron David Roknich for two years. McDonald seconded. There was voice vote approval.

Kroll made a motion to ban patron Ron Goldstein for two years. Muelder seconded. There was voice vote approval.

COMMITTEE REPORTS

Building Committee: Chairperson Peterson reported that the committee had not met.

Personnel Committee: The committee had not met.

Finance Committee: Chairperson Kroll said that the committee had not met.

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

Foundation Report: Reichel reported that the Galesburg Public Library Foundation board will be eventually moving its funds from Wells Fargo to Bank One. The decision was made to follow Jeff Creech to Bank One. Mr. Creech has been handling the foundation funds at Wells Fargo. The foundation has given up plans to hire a money management firm.

Curt Mustain has been asked to develop a logo for the foundation.

ACTION ITEMS

Kroll reported that the Finance Committee had met to revise the FY2012 budget. The revised budget reflects the additional \$14,790 requested by the city for employee health insurance and an additional \$12,110 for the employee pension fund IMRF. Building maintenance has increased to \$10,000 and \$20,000 has been added to offset the use of savings to pay for the new telephone system. The library will be requesting additional property taxes in the amount of \$52,020 due to savings in other areas of the budget. The levy request will need to be increased to \$1,369,831.

Kroll made a motion to approve the revised FY2012 budget of \$1,520,341 and a levy request of \$1,369,831.

Roll Call #2.

Ayes: Berlin, Conolly, Hunigan, Kroll, McDonald, Muelder, Peterson, Reichel. [8]

Nays: None.

Absent: Phillips. [1]

President Reichel declared the motion carried.

In other action, Kroll said that the library would not have unexpended balances this year to move into a special reserve fund as directed in Ordinance No. 2011-2 and Ordinance No. 2011-1 approved by the board in May 2011. He recommended moving the money from the long-term capital improvement fund into a special reserve fund.

Kroll made a motion to move the money from the Long-term Capital Improvement Fund into a special reserve fund designated as the Capital Improvement/Development Fund which will be used for the maintenance of the building, improvements of the building, or building a new library. Berlin seconded.

Roll Call #3.

Ayes: Berlin, Conolly, Hunigan, Kroll, McDonald, Muelder, Peterson, Reichel. [8]

Nays: None.

Absent: Phillips.

President Reichel declared the motion carried.

The board reviewed the Open Meetings Act.

The board reviewed the new law concerning IMRF benefits and the Open Meetings Act. The law states that employers must acknowledge publicly the pay packets of employees making \$75,000 or more a year.

Muelder made a motion to approve closing the library on December 26 and January 2 due to the Christmas and New Year holidays falling on Sunday. Peterson seconded. There was voice vote approval.

Roll Call #4.

Ayes: Berlin, Conolly, Hunigan, Kroll, McDonald, Muelder, Peterson, Reichel. [8]

Nays: None.

Absent: Phillips.

President Reichel declared the motion carried.

Mrs. Zipfel requested that the library close for a staff day to Baker & Taylor on Wednesday, April 18, 2012.

Kroll made a motion to approve the closure of the library for a staff day on April 18, 2012 contingent on receiving funds for the transportation from another source. Muelder seconded.

Roll Call #5.

Ayes: Berlin, Conolly, Hunigan, Kroll, McDonald, Muelder, Peterson, Reichel. [8]

Nays: None.

Absent: Phillips.

President Reichel declared the motion carried.

Mrs. Zipfel asked the board to consider paying for flu shots for the regular part-time staff as has been done in the past.

Kroll made a motion approve paying for flu shots for the regular part-time staff for a cost not to exceed \$300. Berlin seconded.

Roll Call #6.

Ayes: Berlin, Conolly, Hunigan, Kroll, McDonald, Muelder, Peterson, Reichel. [8]

Nays: None.

Absent: Phillips.

President Reichel declared the motion carried.

DIRECTOR'S REPORT

The board received copies of the departmental reports. Copies of these reports are attached to the file copy of the minutes.

Mrs. Zipfel reported that the final LSTA report for the Per Capita Grant funds received in February 2011 has been submitted.

The Per Capita Grant for FY2012 is ready to be submitted and has been signed by the board president and secretary.

We are on track to receive E-Rate for both the Internet and our telecommunications.

Mrs. Zipfel informed the board that according to Article III Section 6 of the Friends bylaws the board must approve the wish list items needed for the library. She has gathered requests from the staff. The supervisors helped identify the top items needed. Items needed included new cameras for the children's department and archives, four tabletop study carrels for the reference department, laptop for

meeting room, and a new coffee machine for the break room. The board didn't feel it was necessary to approve the wish list.

The board was asked to consider migrating our website hosting from bethehost to godaddy.com. The library has had problems contacting bethehost. They do not respond to our requests or calls. The director and assistant director will obtain more information prior to the next board meeting.

Mrs. Zipfel reported that our meeting rooms are in use so frequently that it is difficult to schedule our own programming. At a recent supervisor meeting it was decided to reserve the meeting rooms on Tuesdays and Thursdays for library programming only. There will still be library programs on other days and outside groups can use the rooms on Tuesday or Thursday if a library program is not scheduled. She said that a room divider would be helpful and allow for more than one group to meet at the same time.

City Manager Todd Thompson addressed the board about Mayor Garza's request to formulate a partnership plan between the city and the library. The mayor thought with a new city manager and a new library director that this was a good time to define the roles and responsibilities in the library/city relationship. A coordination of efforts is needed as new opportunities and challenges occur. Mrs. Zipfel and Mr. Thompson don't envision a formal document but more of a template for others to follow. They hope to minimize misunderstandings between the city and the library.

The board thanked Mr. Thompson for attending the meeting.

Mrs. Zipfel encouraged the board to send one or more board members to ILA Trustee Day.

Kroll left.

The Lions Club donated \$1,000 for the purchase of large print books.

The library won fourth place in Frommer's Travel Guides contest. We will receive fifty travel guides.

We will proceed with offering e-pay after the first of the year.

The library will be hosting a Technology Petting Zoo at the CNR Smokehouse. Our theme will be Galesburg Public Library...More Than You Think.

Muelder made a motion to adjourn. Berlin seconded.

Adjourned: 6:10 p.m.

Secretary

President