

GALESBURG PUBLIC LIBRARY
BOARD OF TRUSTEES
Thursday, October 4, 2007

Present: Asplund, Buck, Conolly, Hunigan, Kroll, McDonald, Peterson, Reichel. [8]
Absent: Phillips

Also present: Pam Van Kirk (Library 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 4, 2007.

APPROVAL OF MINUTES

Buck noted that in the first line of the second page the phrase is truth in taxation not truth and taxation.

Kroll made a motion to approve the minutes of the September 6, 2007 regular board meeting as corrected. Hunigan seconded. There was voice vote approval.

PRESENTATION OF EXPENSES AND PAYROLL—See attached lists.

Mrs. Van Kirk explained that the payment to First Glass was for replacing the windows that were broken from vandalism. The library's insurance deductible is \$2,500. Cost of the replacement glass is \$2,019.

The \$300 invoice for children's programming was for "The Snakeman" program. This is always a well-attended event.

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 \$83,058.89 and add-ons in the amount of \$12,394.74. Peterson seconded.

Roll Call #1.

Ayes: Asplund, Buck, Conolly, Hunigan, Kroll, Peterson, Reichel. [7]

Nays: None.

Absent: McDonald, Phillips.

President Reichel declared the motion carried.

COMMITTEE REPORTS

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

Personnel Committee: The committee had not met.

Finance Committee: Chairperson Asplund reported that the committee had not met.

Policy Committee: The committee had not met.

Long-Range Planning Committee: Chairperson Buck reported that the committee had not met.

Technology Committee: Chairperson Kroll reported that the committee had not met.

Endowment Committee: The committee had not met. Mrs. Van Kirk said that Mr. Barash will be completing the foundation paperwork soon.

ACTION ITEMS

Mrs. Van Kirk reported that the lack of outside lighting has become a major safety concern especially at the staff entrance. She spoke to Mangeri regarding outside lighting. He gave her an estimate of just under \$10,000 to light the entire perimeter of the building including the back of the building. The board thought that more lighting was needed to prevent vandalism and to also accentuate the library at night. Kroll suggested additional lighting on the existing pole lights. He also said to check with Illinois Power. Hunigan thought that the entire building should be lit from the ground up. The board agreed that the lights should be tamper-proof. No action was taken. Mrs. Van Kirk will obtain more pricing including a streamlined price from Mangeri.

McDonald arrived.

DIRECTOR'S REPORT

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

Mrs. Van Kirk reported that the library's server crashed on September 18. Pearl Technology was called to troubleshoot the problem. They couldn't figure out how to reinstall all of the necessary software. R Cubed Technologies restored the software and fixed a few problems that weren't resolved after the server was repaired.

The public restrooms are now vented. There were existing vents that had been wired to a time clock that no longer functioned. A new time clock has been ordered. The fans are currently being operated manually. A new motor was installed in the exhaust fan in the basement bathroom.

Mrs. Van Kirk is serving on the Community Impact Study Committee. The committee consists of representatives from the school district, police department, and social service agencies. The committee convened to discuss the impact of families from metropolitan areas seeking public housing in Galesburg. There are educational and safety issues that need to be addressed. Mrs. Van Kirk said that the library is experiencing some of the same problems as the school district.

The author of the book being read for the Abraham Lincoln Statewide Read will be at GPL in 2008. The library will be represented on the Lincoln Bicentennial Committee.

The library is participating in the Library of Congress Veterans History Project.

The Friends of the Library Book Sale is Saturday, October 26 from 9-4.

Mrs. Van Kirk hopes to begin the interviews for Bob Conklin's position on October 11. There have been a number of good candidates.

Mrs. Van Kirk reported that the city needed more detailed information for the budget. She said that the budget amount for IMRF was reduced to 10.41%. Mrs. Van Kirk explained to the City Finance Director that professional fees increased due to increases, added fees, and the need to match the Big Read Grant funds. The budget amount for the OPEB insurance was reduced to \$7,885.

Mrs. Van Kirk asked the board for suggestions on dealing with local businesses that drop off bookmarks advertising services. She said that she did not want the public to think that we were promoting these businesses. The board agreed and said that the same policy for displaying upcoming events on the bulletin board should apply to promotional handouts.

The board discussed safety in the library. Mrs. Van Kirk said that safety is becoming a problem in the library. There have been daily incidents of patrons becoming verbally abusive and aggressive toward staff and fellow patrons. When a problem patron is asked to alter their behavior or leave the building, the staff is greeted with steadfast disobedience from the patron. The staff has been trying to deal with these situations according to the disruptive behavior policy guidelines. Unfortunately, the disruptive behavior has increased. The staff is becoming afraid of the patrons and it has become hard to keep moral up. Mrs. Van Kirk said that the library is run with four adults (mostly women) at night and that they are becoming afraid to leave after dark. They do leave the building together and evening staff are to park in the staff parking lot.

Mrs. Van Kirk said that the staff keeps a disruptive behavior log. This helps track problem patrons and aids in suspending privileges. She said that there is no pattern as to the time of day or night that the problems occur.

Mrs. Van Kirk said that another problem that the staff has been dealing with is patron mental health issues. Bridgeway will help with these patrons.

Yesterday somebody moved and dismantled the microfilm machine.

Mrs. Van Kirk said that the board needs to be aware of what is happening and how the staff is dealing with the problems.

Hunigan said that the board had a responsibility to provide a safe environment for the staff and patrons. Mrs. Van Kirk said that the non-problem patrons are leaving the library because of the disruptive patrons. Hunigan suggested using surveillance in the library to deter the behavior. He also said that this is a law enforcement problem. Kroll said that he would hate to have law enforcement officers policing the library. He also was reluctant to have surveillance in the library.

Hunigan left.

Kroll suggested altering the staffing in the evenings and hiring part-time male employees. He also suggested having trained volunteers help in the evening. Buck suggested using retired teachers as volunteers or part-time help. Bonnie Harris could provide a substitute teacher list. Conolly said one solution might be that the library not be open in the evenings. Kroll felt that this was a last resort.

Asplund asked if it would help to eliminate the Internet computers. Mrs. Van Kirk said that the problems generally occur with the Internet computers. She said that she is investigating a print management system where the patron would have to pre-pay for printed copies. This would help eliminate confrontations regarding copies.

Mrs. Van Kirk asked if the board would object to more stringent filtering of certain Internet sites such as MySpace, Facebook, chatting and gaming. Kroll said that there should be unfettered access to knowledge, but that he did not object to more filtering. The board agreed.

Conolly said that the staff should be as aggressive as needed in removing and banning the problem patrons from the library. Kroll said that the police should be called and patrons should lose privileges. Mrs. Van Kirk will contact other libraries regarding how they handle their confrontational patrons.

McDonald left.

Peterson made a motion to adjourn. Asplund seconded.

Adjourned.

Secretary

President