

GALESBURG PUBLIC LIBRARY
BOARD OF TRUSTEES
Thursday, October 2, 2008

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

Absent: Mary Phillips.

Also present: Steve Watts, 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 2, 2008.

APPROVAL OF MINUTES

Kroll made a motion to approve the minutes of the September 4, 2008 regular board meeting as written. Peterson seconded. There was voice vote approval.

PRESENTATION OF EXPENSES AND PAYROLL—See attached lists.

Mrs. Van Kirk explained that the payment to Gale was for reference materials.

Kroll pointed out that we were over budget on printing and advertising. Mrs. Van Kirk will check on this. She said that we have not done any advertising. She said that it is possible that something was posted to the wrong account. Mrs. Van Kirk mentioned that the city recently made us change our accounting categories and these categories don't necessarily fit our needs. She will ask the city to change some of the categories. Kroll also pointed out that we are under spending on audio-visual materials.

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 \$112,235.45 and add-ons in the amount of \$23,853.54. Kroll seconded.

Roll Call #1.

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

Nays: None.

Absent: Hunigan, Phillips. [2]

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: Chairperson McDonald reported that the committee had not met.

ACTION ITEMS

Mrs. Van Kirk said that she received an estimate of \$6,502.54 from Office Specialists for furniture for the Internet computer area. The furniture matches that in the word processing computer area and can be easily added to or moved. It provides more privacy for the patrons, works better with the computer monitors, and allows two people to sit at a computer. Mrs. Van Kirk said that money has been budgeted for the furniture.

Kroll made a motion to approve purchasing furniture for the Internet area from Office Specialists for \$6,502.54. Asplund seconded.

Roll Call #2.

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

Nays: None.

Absent: Hunigan, Phillips. [2]

President Reichel declared the motion carried.

Mrs. Van Kirk said that it was no longer necessary to purchase software for the print management system. She said that the new Xerox equipment can do print management. The reference department will be happy to demonstrate the print management for the board.

Mrs. Van Kirk received a letter from the city regarding our property adjacent to the O.T. Johnson property. According to the letter, First Bank has concerns regarding the appearance of the property. The city has asked that we clear off the gravel, brick, and concrete surfaces, level with black dirt, and seed the area. A demolition contractor estimated a cost of \$1,873 for this work. The building committee will view the property and make a recommendation at the November board meeting.

DIRECTOR'S REPORT

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

Mrs. Van Kirk said that the Register Mail's recent premature article regarding the library foundation has generated interest in the library. Mrs. Van Kirk had a call today regarding an estate that is being left to the library. The donor has not yet expired.

Mrs. Van Kirk has obtained free legal work for the contract between author Elizabeth Van Steenwyk and the library regarding the children's Lincoln book.

The library needs to provide the IRS with the following information to complete the 501c3 application: 1. Estimate the amount of money that will be raised in 2009 and 2010. 2. Provide a backup plan for reserves if the foundation is terminated and the library is defunct. 3. Provide a list of officers and director and have one of the foundation directors sign a perjury form. Mrs. Van Kirk said that the legal work has been done for the foundation and that people to serve on the foundation board are in place. She also mentioned that John Howard is no longer working for the Alliance Library System and might be available to get our fundraising started.

*Hunigan arrived.

Mrs. Van Kirk said that Bobbi Chockley from the City Finance Department provided printouts of the library's electricity usage in 2008. Compared to 2007, Mrs. Van Kirk that there has definitely been an increase in electrical costs. Kraig Boynton, City purchasing officer, is negotiating a contract for lower electrical rates in 2009.

The board directed Mrs. Van Kirk to get a third proposal for the security system. Mrs. Van Kirk said that the city does not use ADT but that there might be an ADT system at the pavilion.

Mrs. Van Kirk discovered that the motion detectors were not working. The alarm is going off internally but is not going over to the city. A circuit board has been ordered.

Mrs. Van Kirk shared the information regarding the library's part in the Strategic Plan for Downtown Galesburg. The expansion, relocation or remodeling of the library is discussed in the plan. The entire plan will be shared with the public and the Galesburg City Council on October 6.

Mrs. Van Kirk has received a few complaints about patrons smoking under the eaves of the library during rainy weather. The Smoke-free Illinois Act requires smokers to be 15 feet from the entrance. This would still place the smokers on the sidewalk to the entrance. There are ashtrays at the entrances for smokers to extinguish their cigarettes prior to entering the building. The board recommended leaving ashtrays where they are and posting signs reminding smokers that they must be 15 feet from building.

Kroll asked to discuss the recent letter to the editor by Steve Watts that appeared in the Register-Mail and Kroll's comments in the newspaper regarding the crowded conditions at the Knox County courthouse. Mr. Watts suggested in his letter that the county board might want to consider the library building as an alternative site for the county's non-court functions. Kroll suggested asking the Knox County Board to walk through the library to see if this would be a feasible solution to the courthouse crowding. Kroll said that if the county would buy the library for \$150,000 a year for ten years (\$1.5 million), then the library could ask the city to support a building project and issue bonds.

Kroll said that the old Sears building was still available as a possible site for a library. He is also still in favor of the O.T. Johnson property as a building site.

McDonald said that it couldn't hurt to invite the county board to talk to us.

Hunigan said that he didn't like the financial deal. Kroll said that by offering to spread the payments out over ten years, the library was guaranteed cash flow to pay back bonds. It would be a win/win situation for the taxpayers. The county would not have to build a new building for the non-court functions and the library could be using one of the many empty downtown buildings.

McDonald said that it was a bad time to buy bonds.

Mr. Watts addressed the board. He recommended that the library actively pursue the county regarding purchase of our building. He said that the county needs the space. This would leave the courthouse to expand as needed within. A government complex could be created. Mr. Watts said that county funds would be used twice by allowing the county to purchase the library. He said that the library board should consider making the library building an attractive and viable prospect to the county board. Hunigan asked who the library should contact. Mr. Watts said that there is a public forum to discuss the courthouse at 6:30 p.m. on October 7. Hunigan suggested sending a delegation from the library board. Reichel will send a letter to the county clerk, circuit clerk, and count board president offering the library building as a possible option to the overcrowding.

Kroll asked if there were any reservations from the library board. Conolly said that he was concerned that the discussion has centered on what is good for the county but he doesn't know if this is good for the library. Reichel said that the library was not committing to selling the building to the county. Mrs. Van Kirk said that the library board will have to be proactive to get a new building.

Hunigan asked what impact a million dollars would have on a \$10 million building project. Kroll said that it shows that we have a start on fundraising. He said that it would also get the public thinking about the library in terms of fundraising for the foundation. Kroll said that this would show the city that the library is willing to actively pursue a new building. Hunigan said that the city

council has historically required us to have building referendums that then don't pass. Asplund asked if we build the library ourselves would we the library be able to sell bonds. McDonald said that the city has to be the bonding source. Hunigan said that unless the mayor, council, and city manager were behind us, he doesn't think that we will see a new building. Mrs. Van Kirk said that she wished we had been part of more downtown planning discussions like the civic center and children's museum. Kroll said that we have support with the newspapers but we have no chance if the city council doesn't support us. Kroll said that we have to make it look politically popular. Mr. Watts said that if the county says that they want the library building then the pressure is on the city to cooperate.

Hunigan said that he would need to be convinced that the old Sears building would be a viable place for the library. He said that it has a flat roof and old infrastructure. McDonald asked how much parking was available. Kroll said that there were 130 parking spaces but that the parking lot was not in good shape.

It was the consensus of the board that President Reichel should contact the county regarding the possibility of purchasing the library for use by the county courthouse and offering a tour of our facility. Conolly said to make sure that it is understood that there are a lot of "ifs" in this proposal. A delegation of board members consisting of Reichel, Buck, Kroll, and Hunigan along with Mrs. Van Kirk will attend the forum on October 7.

The board thanked Mr. Watts for his input.

Buck made a motion to adjourn. Asplund seconded.

Adjourned: 5:50 p.m.

Secretary

President