

GALESBURG PUBLIC LIBRARY
BOARD OF TRUSTEES

Thursday, September 4, 2008

Present: Asplund, Buck, Conolly, Hunigan, Kroll, McDonald, Peterson. [7]

Absent: Phillips, Reichel. [2]

Also present: Pam Van Kirk (Library 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, September 4, 2008.

APPROVAL OF MINUTES.

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

PRESENTATION OF EXPENSES AND PAYROLL –See attached lists.

Kroll commented that the power bill seemed disproportionately high this month. Mrs. Van Kirk will check this out. She said that overall we are running under budget on the power bill.

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 \$131,836.39 and add-ons in the amount of \$11,064.87. 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 not met.

Mrs. Van Kirk reported that the elevator upgrades had been completed. The \$40,000 sleeve for the elevator shaft did not have to be installed.

She said that boiler room is in the process of being cleaned.

There was a drain backup in the penthouse that leaked into the lobby. It has been repaired.

Personnel Committee: The committee had not met.

Finance Committee: Chairperson Asplund reported that the committee had not met. Kroll reported that City Assessor Daryl Lovell is anticipating that tax receipts should increase slightly next year but not seven percent.

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

ACTION ITEMS

Mrs. Van Kirk presented the board with a draft of the budget for FY2009. She said that unemployment insurance is down because we are no longer paying out for an unemployed person. She has increased the electricity budget.

Mrs. Van Kirk said that she received an estimate from Rheinschmidt's on carpeting for the main reading room. The carpet cannot be patched and has become a safety hazard. The carpet for the entire adult reading area will need to be replaced. She said that she will get other estimates but needed a price for the capital improvement budget. Rheinschmidt's gave a quote of \$13,850 for carpet and installation. This price does not include the cost of moving the furnishings. Kroll said that we should have some hard figures for the budget. He suggested getting a price for moving and another estimate. Mrs. Van Kirk suggested also recarpeting the fiction area. Peterson said that the fiction area would cost more to move the shelving and books than to carpet. He also said that this might be the line to draw for fixing up the old library as opposed to saving for the new library.

Kroll made a motion to approve the budget for FY2009 contingent on prices for the capital improvement fund. Buck 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.

Hunigan arrived.

DISCUSSION

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

The library received a \$6,000 grant from the Galesburg Community Foundation to publish the children's book *Abraham Lincoln: A Prairie Life* by Elizabeth Van Steenwyk.

Mrs. Van Kirk discovered that we own a glass plate negative of Stephen A. Douglas taken in Monmouth the Monday after the debate in Galesburg. It is believed that this is the only copy of the glass plate negative.

Attorney Robyn Mallon has not heard from the IRS regarding the tax exempt status of the Galesburg Public Library Foundation.

Mrs. Van Kirk requested that the library be closed on the Sunday following Christmas. This will help the supervisors with scheduling the staff during the holidays.

Hunigan made a motion to approve closing the library on Sunday, December 28, 2008. Asplund seconded. There was voice vote approval.

Mrs. Van Kirk presented the board with proposals from ADT and Oberlander for security systems for the library. The proposals reflect pricing for leasing and owning. She thought that there was a big discrepancy in the pricing. She explained that both companies came up with their own recommendations for the library. ADT is not as complete as Oberlander. Oberlander has been more attentive to detail than ADT. The city supposedly has ADT security. The board suggested that Mrs. Van Kirk check with other libraries regarding what security systems they use, confirm with the city regarding ADT, and get further information about the prices proposed. Mrs. Van Kirk recommended that both companies be asked to present their proposals to the board.

McDonald made a motion to adjourn. Kroll seconded.

Adjourned 5:30 p.m.

Secretary

President