

GALESBURG PUBLIC LIBRARY  
BOARD OF TRUSTEES

Thursday, September 3, 2009

Present: Buck, Conolly, Hunigan, Kroll, McDonald, Muelder, Peterson, Phillips, Reichel. [9]  
Also present: David Pearson (GPLF), 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, September 3, 2009.

APPROVAL OF MINUTES.

Peterson made a motion to approve the minutes of the August regular board meeting as written. Phillips 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.

Kroll made a motion to approve the payment of the list of bills and estimated payroll in the amount of \$122,001.86 and add-ons in the amount of \$11,168.81. Buck seconded.

Roll Call #1.

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

Nays: None.

Absent: None.

President Reichel declared the motion carried.

Kroll noted that the phone company is still not billing us correctly. Mrs. Van Kirk thinks that is due to the way that the E-rate credit is recorded. Currently, we are credited for the E-rate credit and then billed for usage. Mrs. Van Kirk is considering a different E-rate system that would allow us to pay our bill first and then be reimbursed for E-rate.

Galesburg Public Library Foundation member David Pearson presented the board with the financial report. He said that the report format is a work in progress and that eventually the foundation will need direction from the board on how and what to report.

Mr. Pearson said that the foundation will be cutting a monthly check to the city and allow them to administer the payments for the music and archive funds. He said that this will allow them to reconcile at the end of the month and go through the city audit. Mrs. Van Kirk said that the Music Fund and Archive Fund have been in limbo. Due to the transfer to the foundation and the credit card being hijacked, invoices had not been paid. Bobbi Chockley will be able to track the funds.

Mr. Pearson said that the foundation is currently working on the descriptions of the accounts. This information can be used to diffuse the notion that the library board has a stockpile of money.

The board thanked Mr. Pearson for his report.

## 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 had not met.

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

Foundation Report: Mrs. Van Kirk reported that there had been no meeting due to a lack of quorum. The next meeting will be September 19, 2009.

## ACTION ITEMS

Mrs. Van Kirk reported that she had met with City Manager Dane Bragg and City Finance Director Gloria Osborn to discuss the 2010 budget. They have asked that the library cut its budget by \$93,772. Mrs. Van Kirk presented the board with a list of budget considerations. A copy of the list is attached to the minutes.

The board was determined not to freeze staff salaries. The board has worked hard for several years to improve the low staff salaries. The minimum wage increases has made it necessary to also raise the wages for the mid-range employees.

The board decided to close on Sundays for a savings of \$27,300. There will be additional savings because not as many part time employees would be needed to cover service desks on Fridays. There was concern that the public response would be negative at a time when there is a major push for a new building. Phillips thought that this might send a mixed message. Hunigan said that the new library would not be built for at least five years and that hopefully by then things would be better. Mrs. Van Kirk said that the public response could also be negative if everybody is tightening their belts but the library isn't. She said that when the budget is restored, Sunday hours can be added.

The new microfilm reader/printer could be leased for \$4,830 the first year with money from the Friends of the Library.

Memberships to Illinois Library Association and American Library Association will continue. The board felt that the benefits outweighed the nominal cost for dues.

Replacement computers will not be purchased next year for a savings of \$10,000.

Mrs. Van Kirk said that the long term capital improvement fund can be tapped for an emergency expenditure for equipment or building repair.

The phone system could be replaced this year with money from long term capital improvement.

Professional fees for computer support won't be needed if there are no new computers added next year.

The periodicals budget will be reduced by at least \$4,000.

The book budget will be used to balance the 2010 budget.

Kroll made a motion to empower Mrs. Van Kirk to make changes to the 2010 budget to balance the expenses with the revenues as directed by the board. Phillips seconded.

Roll Call #2.

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

Nays: None.

Absent: None.

President Reichel declared the motion carried.

Mrs. Van Kirk said that she has asked some patrons to test the ScanPro microfilm reader/printer. She said that it appears to be easy to use, defaults to original settings after each use, allows full page viewing, and has scanning/subject heading capability. Components for the ScanPro are easy to replace. Mrs. Van Kirk said that Canon is going out of the microfilm reader/printer business. There was no action taken on the microfilm reader/ printer.

#### DISCUSSION

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

Mrs. Van Kirk asked the board to consider closing this year on the Saturday and Sunday after Christmas Day and New Year's Day. She said that due to the many special projects that were completed this summer and the coverage for Sue's hours; we are over budget for part time staff. Closing those two weekends will help with the budget because part time staff is used to cover for full time staff during that time.

Reichel made a motion to approve closing the library December 24, 2009 through December 27, 2009, December 31, 2009 and January 1, 2010 and January 3, 2010 but open on January 2, 2010. Kroll seconded. There was voice vote approval with Conolly voting no.

Mrs. Van Kirk suggested remaining open on Good Friday and replacing the holiday hours with a floating holiday or additional personal time.

Buck made a motion to remain open on Good Friday and give the staff a floating personal holiday in place of the Good Friday holiday. Hunigan seconded. There was voice vote approval.

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

Adjourned: 6:35 p.m.

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Secretary

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President