

GALESBURG PUBLIC LIBRARY
BOARD OF TRUSTEES
Thursday, September 2, 2010

Present: Berlin, Conolly, Kroll, McDonald, Muelder, Peterson, Phillips, Reichel. [8]
Absent: Hunigan. [1]
Also present: Pam Van Kirk (Library Director) and Jane Easterly (Assistant Director).

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 2, 2010.

APPROVAL OF MINUTES.

Kroll 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. He said that the year to date expenses/budget percentages are better balanced than before. Mrs. Van Kirk said that was thanks to the library staff for being very careful with purchases.

By next year the computer replacement fund can be used for buying technology. Appropriations for this fund should continue. The fund has \$50,000 and will need \$60,000. We have nearly reached the long term goal.

Kroll made a motion to approve the payment of the list of bills and estimated payroll in the amount of \$99,153.65, add-ons in the amount of \$12,313.39 plus petty cash expenditures in the amount of \$491.15. Berlin seconded.

Roll Call #1.

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

Nays: None.

Absent: Hunigan. [1]

President Reichel declared the motion carried.

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 met to discuss the FY2011 budget.

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

Foundation Report: Mrs. Van Kirk reported that the foundation had not met. The board received copies of the GPLF account balances.

Mrs. Van Kirk has submitted a grant request to the Galesburg Community Foundation for money to do strategic planning for both the library board and the foundation board. A consultant is tentatively scheduled for October 16. Kroll suggested that the two boards meet together. He said that we need to maintain our needs in public so that potential donors are aware of them.

ACTION ITEMS

The board discussed the budget for FY2011 as presented by the finance committee.

Kroll explained that only \$20,000 more in budget for tax levy than suggested. This allows for a 2% pay increase to staff and increases in minimum wage and anticipated health insurance increases.

This budget has no money for adding staff, Sunday hours or increasing the book budget. The only other way to cut money would be to eliminate one professional position.

The finance committee will meet on September 13 at 4:30 p.m. to review the presentation to the city council and then set the date with the council. Mayor Garza has said that we can schedule a presentation to the city council in a work session as soon as we are ready.

Mrs. Van Kirk explained that the library is spending \$22,000 for I.T. costs. She said that it may be possible to contract with the city's I.T. person (Orlee). Kroll said that the arrangement would have to be negotiated with Gloria Osborn. He said that we have a hardware problem. The firewall is Cisco and so old it is not repairable or replaceable. The library must have filtering software as mandated by the State.

The routers that Kroll donated to the library are not in use yet.

Kroll made a motion to the FY2011 budget and directed the finance committee to meet. Phillips seconded.

Roll Call #2.

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

Nays: None.

Absent: Hunigan. [1]

President Reichel declared the motion carried.

Kroll made a motion to empower Reichel to negotiate with the city for I. T. support within the budget amount. Berlin seconded.

Roll Call #3.

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

Nays: None.

Absent: Hunigan. [1]

President Reichel declared the motion carried.

DISCUSSION

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

Mrs. Van Kirk reported that Jill Gray has taken a position as director of the Charles City Public Library in Charles City, Iowa. Hers is a position that needs to be replaced. She works in reference and is the Big Read coordinator. She also had computer knowledge and ran the circulation department during Sue Steller's illness. This underlines the need for professional staff.

The board discussed the Enid Hanks memorial. Her sister and son would like to give the library \$20,000-\$40,000 for a memorial. Reichel suggested naming the archives after Enid. Jane Easterly suggested using the money to catalog the archives.

Mrs. Van Kirk said that the Register Mail is no longer paying for microfilm. Kroll said that the board should incorporate the cost into the budget for next year since Gatehouse Publishing may not pay.

Muelder made a motion to pay for the microfilming of the Galesburg Register-Mail. Berlin seconded.

Roll Call #4.

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

Nays: None.

Absent: Hunigan. [1]

President Reichel declared the motion carried.

Reichel made a motion to amend the FY2011 budget to include the microfilming of the Register Mail. Berlin seconded.

Roll Call #5.

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

Nays: None.

Absent: Hunigan. [1]

President Reichel declared the motion carried.

Mrs. Van Kirk said that she contacted First Glass about tinting the windows in the adult fiction area to reduce glare and help lower cooling costs.

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

Adjourned.

Secretary

President