

Special Board Meeting
July 30, 2009
4:30 p.m.

Present: Asplund, Buck, Kroll, McDonald, Peterson, Phillips, Reichel. [7]
Absent: Conolly, Hunigan. [2]

Also present: Pam Van Kirk (Library Director) and Nancy Terpening (Library Staff).

President Reichel called to order the special meeting of the Galesburg Public Library Board of Trustees at 4:30 p.m. on Thursday, July 30, 2009. He said that the purpose of the meeting was to discuss the tentative 2010 budget.

Mrs. Van Kirk explained that she had budgeted a 2% cost of living increase for full-time employees and a 3.22% for regular part-time employees due to the minimum wage increase. The minimum wage will increase to \$8.25 in 2010. The City was considering furlough days. The board did not like the idea of furlough days. If a cut is necessary, they preferred not having pay increases to furlough days.

The employer portion of the IMRF pension will increase but the city is looking at supplementing IMRF with reserve funds to keep the percentage increase lower.

Workers compensation has a small increase from \$4,900 to \$5,010. This price is set.

Professional fees increased from \$99,250 to \$115,000. Part of the increase is due to moving computer support from line item 55700 Maintenance of buildings.

Binding was increased \$300.

Postage was increased by \$1,000. If cuts to the budget are needed, Kroll suggested that the library newsletter not be mailed but just be available online.

Continuing education has remained at \$3,000. Mrs. Van Kirk said that the staff has cut back on conferences and continuing education opportunities. She said that there is some money in this year's budget. ILA is in Peoria this year and some staff members will be attending. Kroll said that staff should be sent when conferences are held close to Galesburg. He said that the staff gets information on current trends and changes. McDonald agreed and said that it was important for the staff to have interaction with other librarians. Mrs. Van Kirk suggested raising continuing education to \$4,000. The board agreed.

There was concern that the budget was too low for utilities.

Cleaning supplies were increased from \$1,800 to \$2,400 because the cost of toilet paper and paper towels has increased.

The budget was increased for audio visual due to demand.

Line 69502 Buildings was reduced from \$22,150 to \$3,000. The carpet replacement will be completed this month. A new phone system has been budgeted for 2010. The board suggested increasing this to \$5,000.

Mrs. Van Kirk said that a second T1-line needs to be added to the budget. The E-Rate will cover part of the expense of the T1-line.

The library has only one annual repayment to the city remaining. This is for the 1995 library expansion.

Line item 88300 Lease payments was increased from \$5,545 to \$11,430 to include \$4,830 for leasing a microfilm reader/printer for 36 months. One microfilm reader/printer will be replaced with money from the Friends, \$6,000 from Rowe-Com settlement, and proceeds from Tom Wilson's book.

Mrs. Van Kirk said that revenue from interest on investments is not in the 2010 budget because this was interest on gift money that was transferred to the Galesburg Public Library Foundation. Mrs. Van Kirk did add interest money from gifts.

Kroll said that the library can't count on the per capita grant and replacement tax money. Mrs. Van Kirk said that she budgeted that money because she has not been told otherwise. Kroll recommended getting a solid number for the replacement tax and interest from the city finance director.

Mrs. Van Kirk will present the tentative budget at the regular board meeting on August 6. She will meet with City Finance Director Gloria Osborn and City Manager Dane Bragg on August 10. Representatives from the finance committee will also attend that meeting.

Reichel noted that the budget figure for salary increases seemed to be too high. Mrs. Van Kirk had increased the hours for some part-time staff to cover Sue's absence in circulation. She will check her figures. Mrs. Van Kirk said that there is a lack of staff and that no cushion is reflected in the budget. She said that there is not much that can be changed unless changes are made to operating costs.

Mrs. Van Kirk will tell the city that the per capita grant information will not be available until after the budget has been approved.

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

Adjourned: 5:10 p.m.

Secretary

President