Library Insurance Presentation
Dan Dittmar from McCoy Insurance was present at 6:00 PM in the Historical Room to discuss the library's insurance plans.
Our insurance is with National Fire & Casualty which has a program specifically for libraries. There is an inflation factor built in, and an inspection is done every 3 years. We have been with them for 7 years through which there have been few changes, and we have been happy with the plans. This year's premium is $6,235.00, up $183.00 from last year.

Property Insurance
Building $2,459,748.00
Business Personal Property (not “nailed down”), furniture, etc. $614,287.00
Special Library Resources – books, media, papers $820,287.00
Deductible $1,000.00

Other
General Liability $1,000,000.00 per occurrence, $2,000,000.00 Aggregate
Medical Expense $5,000.00 for cases for which the library is not necessarily liable but wants to do something for those involved; if the library is liable the liability insurance kicks in
Director’s and Officers’ Errors or Omissions Liability $1,000,000.00 ($2,500.00 deductible)
Additional Insured (Friends of the Galena Library) liability insurance at no cost
Employment Practices Liability $1,000,000.00 per occurrence; $2,000,000.00 Aggregate
Hired & Non-Owned Auto Liability $1,000,000.00 This picks up after the employee’s insurance has covered it first when using their own car
Worker’s Compensation $500,000.00 for each accident

Volunteers are covered under General Liability.

We also have Bonding Insurance of $175,000.00 required by the State of Illinois for all libraries.

Regular Meeting

Call to Order
President Mary Cinto called the regular meeting to order at 6:12 PM in the Historical Room at the library. Any citizens who wish to speak will be allowed to at the regular 6:30 starting time as the meeting began early.

Roll Call
Board members Mary Cinto, Helen Mayberry, Ginni Yarbrough, Peggy Stortz, Heather Vincent, and Dianne Allendorf were present as was library director Susi Ludwig.
Review of Agenda for Additions/Changes
Discussion and possible action to appoint someone to fill the board vacancy was added under Policy Committee.

Citizens Comments

Consent Agenda
Corrections/clarifications to the June 27, 2017 minutes included correcting the date of the Friends Annual Meeting to 7/16/17 not 7/9/17 and clarifying that the donation to the EMS for training was $55.00 making the total for training and donation $100.00.
Heather moved to approve the items on the consent agenda including the minutes of the 6/27/17 meeting with noted corrections/clarifications, Bills Payable for 7/5/17 and 7/10/17, and Library Statistics for June, 2017. Ginni seconded the motion which carried.

Financial Report
It was noted that not everyone had yet received their reports from Wagner Accounting and some received them just prior to the meeting.
Susi will have them change Galena State Bank to Illinois Bank & Trust in their reports and to number the pages.
Tom Wagner will be invited to the August meeting 6:00 PM.
Until the Budget & Appropriation is approved the back pages of the report will not be included or will show amounts as zeroes.
Pat McCarthy will be invited to the October meeting to go over the audit.

Treasurer's Report

COMMITTEE REPORTS
Building & Grounds
The cost for Jim Baranski’s services as an architect for renovations would be $9,500.00 to start and then another $9,500.00 to get the plans out for bid. We had budgeted only $5,000.00 for all architect services. There would also be a third phase for supervising the project. Even though the board is happy with Jim’s services and knows his plans would be very detailed, the cost is too high. We will pay him for the 2 hours he has already put in if he bills for them. The project will go back to the committee to determine where we go from here.

The committee will meet on August 8th at 10:00 AM at the library.

Finance
The committee will meet on July 21st at 2:00 PM at Illinois Bank & Trust.

Policy
Peggy moved and Helen seconded to offer the vacant trustee position to Rick Pariser. Motion carried.
He will be offered Simon’s spots on the Building & Grounds and Policy committees.
Mary will go through the trustee training with Rick.

**Human Resources**
The committee will meet July 25\textsuperscript{th} at 10:00 AM at the library.

**Marketing & Planning**
The committee would like to consider scheduling to meet on the 2\textsuperscript{nd} Thursday of each month if needed. The next meeting would then be on August 31\textsuperscript{st} at 10:00 AM at the library. Following meetings would then be 9/14, 10/3, 11/9, and 12/14.

**Strategic Plan**
The board will meet at Midwest Medical Center on September 30\textsuperscript{th} from 9:00 AM – 12:00 PM for the next Strategic Planning session with Mary Sheehan. We will look at the current plan to see where we are at with it before the 30\textsuperscript{th}.

**Trustee Orientation/Training 101**
There were 110 people at the Galena Festival of the Performing Arts performance at the library. We have been a part of the festival for 16 years. In the beginning years a collection was taken up and divided 50/50 between the library and the festival. About 5 years ago we became a sponsor and all money collected goes back to the festival.
Susi also shared information about Emma Robbee, a library employee and friend of Anna Felt, who on December 19, 1908 held the first Story Hour at the library with 56 children present. So the Galena Library was ahead of the times in getting children involved in the library. Miss Robbee also donated the fireplaces in the library.

**Library Director's Report**
The Friends Book Sale is July 28\textsuperscript{th} & 29\textsuperscript{th}.
The library will have a gold ribbon cutting in the future to celebrate 50 years as a member of the Chamber of Commerce. Marketing & Planning will discuss the details.
On August 26\textsuperscript{th} there will be a Wellness Day program at the library at 11:30 AM which will include a light, healthy lunch.

**Friends**
The annual meeting on July 16\textsuperscript{th} had 43 attendees. Since their beginning, the Friends have given $220,000.00 to the library. There will be future discussion on how we might thank the Friends for all they have done.
Friends now have an Amazon Smile Account which anyone can donate to when they order from Amazon.

**Unfinished Business**
Helen suggested that the Policy Committee meet to write a policy for health insurance as well as putting it in the Employee Handbook. Susi said the Conduct of Behavior policy should also be reviewed.
Closed Session
Heather moved to enter closed session at 7:11 PM to review minutes for closed sessions of 6/27 and 7/6. Ginni seconded and the motion carried.

The board returned to regular session at 7:53 PM.

Heather moved and Ginni seconded to approve the library director’s goals for FY 2018 with the suggested revisions. Motion carried.

Heather moved and Dianne seconded to adjourn the meeting at 7:54 PM.

Respectfully submitted,

Dianne Allendorf
Dianne Allendorf
Secretary