Minutes of Meeting
October 17, 2018

6:00 PM

Presentation by Tom Wagner, Wagner Accounting & Tax Services, Inc.

The library has used Wagner’s services for 5 years. They prepare our reports using the modified cash basis in which expenses are deducted when they are paid and income is added as it is received.

Tom stated that the Statement of Revenues and Expenditures is probably the most important thing for us to look at each month.

Physical equipment and the building are not included in assets in this report.

The Statement of Revenues & Expenditures is the Profit/Loss statement.

Property taxes are received 4 times per year in July, August, September, and October.

The board requested that the Annual Budget column on the Budget Performance be moved to the far left rather than being on the far right as it is currently. The board also requested that the monthly report be received earlier.

Regular Monthly Meeting

CALL TO ORDER
Vice President Helen Mayberry called the meeting to order at 6:44 PM.

ROLL CALL
Present: Helen Mayberry, Peggy Stortz, Rick Pariser, Heather Vincent, Dianne Allendorf, and Library Director, Susi Ludwig.

Excused: Ginni Yarbrough

Review of Agenda for Additions/Changes
Additions to the agenda included: (1) #8 Strategic Plan – add titles on the new plan; (2) #10 Library Director – Add quarterly progress report on goals; (3) Unfinished Business – Add recruitment of new board member.

Dianne moved to approve the agenda with the additions above, and Heather seconded the motion. The motion carried.

Citizen Comments
One guest, Debbie Larys, was present. She has 2 young children who use the library, and was interested in the board/library workings.

Susi shared a letter from 11 year employee Vicki Copp-Rutenbeck detailing positive observations she has made about the library, director, and staff during that time and progress and improvements she has seen at the library.

Consent Agenda
Heather moved and Peggy seconded to approve the items on the Consent Agenda including the minutes of 9/19/17, bills paid/payable for 10/4/17, and the library statistics for 9/17. Motion carried. Rick suggested that the library statistics be removed from the Consent Agenda as they are not an item that needs approval. The general board feeling was to keep the statistics here.
At this time discussion occurred as to replacing a vacancy to the board following the resignation of President Mary Cinto. Names suggested included John Cox, Earl Thompson, and Matthew Carroll. The board decided that the discussion should be tabled until the November meeting as Ginni would be back and those suggested should be contacted to see if they would be interested.

REPORTS
Financial Report

Treasurer's Report
There are 2 CDs coming due at First Community Bank on 11/3/17. They are currently invested for 36 months at 1.3% interest. Reserve CD #165650 is for $68,419.20 and Endowment CD# 165649 is for $66,554.44. Dupaco currently has the highest rates at: 1.2% for 12 months, 1.85% for 25 months, and 2.1% for 59 months. First Community has 1.29% for 22 months and 2% for 5 years. The board directed Heather to reinvest them at First Community if they would match the 59 months at Dupaco or give the same rate for their 5 year. If not, the CDs will be moved to Dupaco for 59 months. There will be no more CDs due until 4/18.

Committee Reports
Building & Grounds
The elevator passed inspection, and automatic lights have now been installed in the restrooms. The next meeting will be 11/3/17.

Finance
O'Connor Brooks has the audit underway. Their presentation might possibly be at the November meeting which would then be at 6:00 PM.

Policy

Human Resources
Minutes of the 10/13/17 meeting were distributed.
Heather moved and Rick seconded to set Christmas bonuses at $125.00 for all staff and $250.00 for the director. Motion carried.
Job descriptions and salary information should be added to the board notebooks.

Marketing & Planning
The minutes of the 9/21/17 meeting were distributed.
The surveys are out, and they were color coded as to which group they went to. The results will be tallied on 11/9/17 with results to be presented at the November meeting.

The Galena Chamber of Commerce Golden Ribbon cutting ceremony will be held on April 10, 2018 at 5:00 PM.

Strategic Plan
Board members are asked to look at the update from Mary Sheehan for the November meeting. Comments regarding the session were shared. Not many things from last year's plan were accomplished. We need to add reviewing and updating the goals to the agenda. The board felt it is important to go through the process yearly, and we agreed we like the structure of the morning. The general consensus was that it is important to have an impartial outside facilitator.
Peggy again brought up the idea of a Volunteer Advisory Committee that could function in many capacities such as getting volunteers, doing outreach programs, and just getting people in to the library. They might help with the community ice cream social or picnic, homework help, etc. The committee would have no authority to act without board approval. Members could include Friends representatives, community members, and board members. Susi asked if the committee would be part of Marketing and Planning, would it be open to anyone who wanted to be on the committee, and how much staff time/supervision it would require. Peggy said it could start small and on a trial basis. Getting taxpayers involved in the library should be a priority. Peggy will outline the proposal and send it to board members before the next meeting.

**Trustee Orientation 101**
The Public Library Trustee Ethics Statement will be added to the board notebooks.

**Library Director**
Susi distributed her quarterly report on goal progress.
Susi outlined the days she is required to be out of the building for other responsibilities, including:

- 1 day per month for the Prairie Cat Administrative Council of which she is secretary
- Business Blend at IB&T on the first Thursday of the month at 9:00 AM
- Dubuque area library meetings on the 4th Thursday at 8:30 AM
- 4 times/year the last Wednesday of the month for Prairie Cat delegates assembly
- Committee & Board meetings
- Friends monthly meetings (in the AM)
- ILA Conference 3 days a year

Susi attended 10 meetings/presentations at the ILA Conference. She also met Dan Rosenberg, one of the authors who will be at LitFest. Jennifer Chiaverini will also be there.

In the future, Susi will present the board with a short write up about workshops/conferences she attends.

Discussion occurred as to whether we are getting enough “bang for our buck” concerning LitFest. The Friends sponsor the event, but there doesn’t seem to be a lot of local participation. Should the community be involved in the planning?

The Friends had 40 – 50 people at their annual meeting on 10/16/17.

**Unfinished Business**
The board regretfully accepted the resignation of President Mary Cinto from the board of directors.
There are 15 months left before the next board election/election of officers.
Suggestions for the vacant position were presented and further discussion was tabled for the November meeting. Helen presented what she sees as 3 possible ways to fill the President’s position:

- Helen continues in the position with strong back up from the rest of the board
- Switch some of those in current positions around or have them take double roles
- Hold a new election of officers
We will need to take care of this at the November meeting.

Rick needs to be given the link so he can take the Open Meetings Act training.

Building & Grounds should have a pending projects update for the meeting.

Heather moved and Peggy seconded to adjourn the meeting at 8:35 PM.

Respectfully submitted,

Dianne Allendorf

Dianne Allendorf
Secretary