MINUTES OF REGULAR MEETING
December 19, 2017

Call to Order: President Helen Mayberry called the meeting to order at 8:30 PM at the library.

Review of Agenda for Additions/Changes: There are some additions to the agenda that are not normally there, some agenda items are in a different order, and New Business will be added. Dianne moved and Heather seconded to adopt the agenda with the changes noted. Motion carried.

Oath of Office: The Oath of Office was administered to Earl Thompson on being appointed to fill the vacancy on the Board of Directors.

Roll Call: Present were Ginni Yarbrough, Peggy Stortz, Rick Pariser, Helen Mayberry, Heather Vincent, Earl Thompson, Dianne Allendorf, and Library Director Susi Ludwig.

Citizen Comments: Michael Jackson was present for the meeting. Maria Rector and Barb Miller were present from the Friends of the Library. Susi shared thank you notes from Ron Leinen for the memorial to his mother and from Kathy Pedersen for the Christmas party and bonus.

Consent Agenda
When asked, Susi said that the $782.00 to John Bookless was for equipment and labor for projects within the library. When asked if he needed to be paid prevailing wage, Earl informed the board that as John is the business owner and is performing the work it was not required to pay him prevailing wage. If he was incorporated or paying workers, that would be required. It was noted that the $782.00 had not been added in to the total of the bills. Heather moved and Rick seconded to approve the items on the Consent Agenda including minutes of the November 14, 2017 meeting, bills payable for 11/29/17 and 12/12/17, and the library statistics for November. Motion carried.

Financial Report
The CD numbers and amounts need to be updated in the report from Wagner Accounting for the 2 CDs renewed at First Community Bank.

Treasurer’s Report
We have one CD coming due in April and 2 in May.

Library Director
The 4th annual Litfest, sponsored by the Friends of the Library is coming up on January 13th. Larissa reported on the event which includes a new ticketed event, Tea with Jane Austen. Rick commended Larissa for her work on the event.
Warren Township Library in Warren, IL will be joining the consortium.

Board President’s Report
Rick has investigated the Digital Timekeeping System which will allow employees to clock in and out and track their work in the library via computer. Helen discovered many libraries are currently using this or similar systems. For a cost of $200 - $250 per year, the software can be used on any computer. Heather stated that Illinois Bank and Trust uses a system similar to this and that she thought it was easy to use and worked well. As Rick stated, many reports can be generated from the program, and if an audit of time records was ever necessary it could be easily accomplished with this program. Rick’s suggestion was that we try it for a month and see if we feel it is useful. Helen felt the trial period should be longer. Peggy moved and Earl seconded to install the program and see how beneficial we feel it can be. Motion carried.

Helen asked that every 6 months we do an inventory of what we have done to try and increase library usage and what else we might do.

Friends
Friends President Maria Rector and Treasurer Barb Miller were present to ask about the 2007 agreement that was made between the Friends board and the library board. They were wondering if that agreement had been adhered to and if we needed to look at a new agreement. Some items included in the agreement included sharing minutes between the groups, representatives of each board attending each other’s meetings, and how the library’s needs and wants would be communicated to the Friends. Maria and Helen will look at scheduling a meeting of representatives of each board to review and/or revise the agreement. It was noted that Susi shares her Wish List with the board and then takes it to the Friends board. The next Friends meeting will be on January 9, 2018 at 10:00 AM.

COMMITEE REPORTS
Building & Grounds
Ginni shared the letter she wrote to Jim Baranski thanking him for the time he spent on looking at the library in terms of rearranging the space.

Finance

Policy
Revision of the By-Laws and the development of a Sexual Harassment Policy were referred to the Policy Committee. Helen stated that it needs to be delineated in the Sexual Harassment Policy who complaints are taken to and it needs to state we have a Zero Tolerance Policy.
The committee will meet on December 27th at 9:00 AM.
Earl was appointed to the Building and Grounds and Policy Committees.

Human Resources
In regards to employee health insurance, the library currently covers 80% of the cost and the 2 employees cover 20% of the cost. McCoy Insurance has informed us that the cost of the health insurance will go up 15% for next year. Rick moved and Peggy seconded that the board accept the recommendation of the Human Resources
Committee to keep the employee contribution at 20% for the coming year and to renew the amount of that contribution yearly. Motion carried.

**Marketing & Planning**
The committee will meet December 28th at 9:30 AM.

**Ad Hoc Committee: Friends Advisory Council**
Peggy shared the minutes of the 12/11/17 meeting.
The committee has chosen June 24, 2018 as the date for the community festival with a rain date of the 25th. Friends would not be asked for financial support, only for volunteers. Mark Moran has told Peggy that no permits would be necessary, but a letter would be sent to the City Council describing the event. Permission will be asked to close Magazine Street to all but residents and to those requiring handicapped accessibility for the event. The next meeting of the group will be on January 5th at 9:00 AM. Peggy will bring a tentative budget and all other recommendations for the day to the January board meeting.

**Strategic Plan**
Susi will confer with Helen as to keeping the key points on the agenda each month.

**Unfinished Business**
Rick requested that the agenda for the monthly board meeting be received by the Saturday before the meeting.

**New Business**

**Motions, Resolutions, Ordinances**
Resolution #18-02, A Resolution Adopting/Revising a Policy Prohibiting Sexual Harassment for the Galena Public Library District" was tabled until the Policy Committee could meet to discuss it.

**Executive Session**

**Announcements**

**Adjournment**
Rick moved and Heather seconded to adjourn the meeting at 7:50 PM. Motion carried.

The January 16, 2018 meeting will begin at 6:00 PM with the audit presentation by Pat McCarthy.

Respectfully submitted,

Dianne Allendorf
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Secretary