Library Audit Presentation
6:00 PM
January 16, 2018

Pat McCarthy from O'Connor, Brooks, & Co. P.C. was present to give the audit report. Present were Rick Pariser, Ginni Yarbrough, Helen Mayberry, Dianne Allendorf, Heather Vincent, Earl Thompson, and Susi Ludwig, Library Director. Peggy Stortz was excused.

The audit report has to be filed no later than 180 days after the end of our fiscal year.

The audit report showed nothing out of the ordinary. Pat recommended that we look at the Management Discussion and Analysis for a good overview of how the library worked this year as compared to last year and to also read the notes to the Financial Statement.

Pat still recommends that the Friends be part of the audit as they only operate/exist for the library and hence the standards say they should be included. The lack of inclusion results in an adverse opinion to the audit.

It was suggested that in coming years there be a special meeting for the audit report.

Minutes of Regular Meeting
January 16, 2018

Call to Order
President Helen Mayberry called the meeting to order at 6:55 PM at the library.

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

Review of the Agenda for Additions/Changes
There were two #16 on the agenda. Acceptance of the audit should be on the agenda for the February meeting.

Citizens’ Comments
Lynn Zehnder from the Friends and Michael Jackson were present for the meeting.

Adult Services Librarian Larissa Distler was recognized and thanked for her 5 year anniversary at the Library.
A thank you note from Bonnie Molley which thanked the historical room staff for help researching the history of her home was shared.

Consent Agenda
The bill from Perfect Lawn Care ($500.00) was for weeding done in the fall, not snow removal. Sproule’s does the snow removal.
Regarding the Delivering the Library to You program in the statistics, this refers to the outreach program at the nursing home.

Rick moved to approve the items on the Consent Agenda including bills paid/payable for 12/20, minutes of the 12/19/17 board meeting, and library statistics 1/04/18. Ginni seconded and the motion carried.

**Financial Report**
Reports had not been received at the time of the meeting.

**Treasurer’s Report**

**Library Director’s Report**

The Per Capita Grant was submitted on 1/6/18.

LitFest was a great success.

The Friends are sponsoring wi-fi hot spots that patrons can check out for 2 weeks. They are checking with cell phone providers for the best rates.

A list of magazine subscriptions held by the library was distributed.

There has been great library coverage in the Gazette and Telegraph Herald.

There were problems with the elevator at the end of December, but our maintenance contract with Kone covered them.

A patron tripped over a threshold and was injured on 12/21. Susi put her in touch with the insurance company and an incident report was done. The threshold will be looked at for possible repair/remediation.

The board looked at Susi’s report on her performance goals.

The board had voted to start a trial on the Power Clock program which has not yet been done. The board directed Susi to consult with Andy Willis to get a program started. It does not have to be this program, and Andy will be asked what he might be familiar with or could find to trial.

**Board President’s Report**

Helen has asked for the election of a new president to be held in March or April at the latest. She is willing to stay on as vice-president.

**Friends**

The minutes of the January 9, 2018 meeting were shared.

Lynn Zehnder, publicity chair, was present. She reported that Friends would try to have representatives at each meeting, and they looked forward to the library board representatives attending their meetings. Ginni attended their last meeting.

The Book Sale will be held on July 28th and 29th with the members’ preview night on the 27th. Karen and Larry Johnson are the chairpersons. They will again hold a raffle at the sale as last year it brought in $1,600.00.

There will be a Culver’s Share Night on May 20th.

The Friends feel that the 2007 agreement with the board covers our relationship.
The Friends felt that the scope of the summer festival was too large and there was a lack of clarity as to their involvement. With the Book Sale coming at around the same time, they did not feel they could be involved with the event. They did not want to be an advisory committee.

COMMITTEE REPORTS

Building & Grounds
The committee will meet on 1/17 at 3:30 PM.

Finance

Policy
The minutes of the 1/8 meeting were shared.
The Sexual Harassment Policy being presented is the same one the city of Galena uses. The Sexual Harassment Policy was adopted with a vote of 6 ayes and 1 absent.

As part of the Per Capita Grant, our by-laws need to be reviewed/revised. The Policy Committee will meet again to review them.

It was asked what the “planning” in the Marketing and Planning Committee meant. This was not meant to be specific activities but more long range in terms of marketing plans. It was also discussed that the Programming Committee should be added back as a committee. All committee descriptions will be reviewed/revised.

The committee will meet on 2/1 at 2:00 PM.

Human Resources

Marketing & Planning
The minutes of the 12/28/17 meeting were shared.
If possible, the ice cream social will be advertised, etc., as part of the Illinois bicentennial.

The Adhoc Committee, Friends Advisory Council, will be taken off the agenda.

Strategic Plan
The board reviewed where we are at with the strategic plan and will continue to review it monthly.

Unfinished Business

New Business

Motions

Executive Session
At 8:32 PM, Helen moved to hold a closed meeting to consider the appointment, employment, compensation, discipline, performance or dismissal of a specific employee of the Galena Library, or
legal counsel for the Galena Library, including hearing testimony on a complaint lodged against and employee of the Galena Library or against legal counsel for the Galena Library to determine its validity. Rick seconded and the motion carried.

The board returned to regular session at 9:25 PM.

Heather moved to make Dianne the archivist for the taped minutes of closed sessions. Ginni seconded and the motion carried.

Some items for the agenda/discussion at the February include:
Discussion of library hours
Receiving the agenda packet 72 hours before the meeting
Receiving a copy of the audit before Pat McCarthy attends the meeting

Ginni moved to adjourn the meeting at 9:32 PM. Dianne seconded and the motion carried.

Respectfully submitted,
Dianne Allendorf
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Secretary