CALL TO ORDER
President Helen Mayberry called the meeting to order at the library at 6:30 PM.

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

REVIEW OF AGENDA FOR ADDITIONS/CHANGES
Discussion of the marketing plan was removed from the agenda as the committee was not yet ready to present the plan. Angie Kaiser from the County Treasurer’s office cannot attend the meeting on March 20, so the meeting will start at 6:30 PM rather than 6:00 PM.

CITIZENS’ COMMENTS
Tim Doser and a reporter from the Gazette were in attendance.

CONSENT AGENDA
Peggy moved and Heather seconded to approve the items on the Consent Agenda including the minutes of the 1/16/18 minutes, bills payable for 1/19, 2/7, and 2/12, 2018, and the library statistics for 1/18 with the following corrections/clarifications:

p. 2 of the minutes under Library Director’s Report, the Per Capita Grant was due 1/15/18 not 1/18/18;
Bills – Helen asked that in the future we receive a list of people who have utilized the tuition reimbursement and/or have attended continuing education courses. Susi noted that Larissa is currently taking a grant writing course and Rachel has been paid $1,000.00 toward her Masters coursework and will receive another $1,000.00 at the completion of her coursework. Helen noted that this information should be used when salaries are being reviewed.
Library Statistics – It was noted that numbers are down which could be related in part to the weather.

The motion to approve the agenda passed.

FINANCIAL REPORT

TREASURER’S REPORT
There is a CD coming due at Dupaco on 4/17/18. The CD will be renewed long term wherever we can get the best rate when it comes due.
There will be 2 CDs coming due in May.
LIBRARY DIRECTOR
The Sexual Harassment Policy was distributed to the staff. The library will be represented at the Business Expo on 3/10 from 9:00 AM – 1:00 PM. Storytelling will be included. Between January and March the Library Certification process needs to be completed and filed with the state library. This has been completed. Power Clock has been in use since 2/5. The trial period will end sometime at the end of February or the beginning of March. There have been some glitches that need to be worked out and staff needs to be more consistent in using it. Earl is working with Susi on this. The cost of the program is $200.00 per year. The semi-annual treasurer’s report has been signed and will be filed. The Children’s Program includes a new “Luck of the Draw” which is similar to “Blind Date with a Book”, and it has been going well.

Susi submitted her letter of resignation as library director effective March 30, 2018.

BOARD PRESIDENT’S REPORT
Discussion of library hours will be a future topic. It appears that opening earlier on Saturdays is something patrons would like to see. Some suggestions were discussed such as having seasonal hours. It was also suggested that we look at Historical Room hours, possible Sunday hours, going back to a Saturday Story Hour, and looking at when adult programs are offered (morning, evening, etc.). The item will be tabled until the new director is in place. Power Clock update -- Andy has installed the program on all staff computers. Earl has access to the reports and has been going over them. There have been some problems with checking out in the Historical Room and staff has not been consistent in checking in and out. It has to be worked out how to work out days we are closed such as snow days and how to clock in that time. Earl moved and Ginni seconded to purchase and adopt Power Clock contingent upon a successful test with reporting hours to Wagner Accounting this week. Motion carried.

FRIENDS
Helen will attend the next meeting on March 6th.

COMMITTEE REPORTS
Building & Grounds
The minutes of the 1/17/18 meeting were shared. A Projects Chart with 1 or 2 committee members assigned to each project was developed. There was nothing to act on at this time. There is a budgeted amount for upstairs repairs in the FY2019 budget. Projects do need to be prioritized. Earl did meet with Jim Baranski. The next meeting will be 3/19/18 at 9:00 AM.

FINANCE
There was general discussion about the budget and the budgeting process. It was suggested that the process begin earlier and that there be more time to review the budget before the board needs to vote on it. Susi was asked to give an overview of the process at the March meeting.

POLICY
The minutes of the 2/1 and 2/15 meetings were distributed.
The revised By-Laws were distributed and everyone is asked to review them, and a meeting will be held on 3/6 at 4:00PM at Illinois Bank & Trust to finalize them.

HUMAN RESOURCES
Helen, Peggy, and Earl volunteered to serve on the recruitment committee for a new director. They will review the job description and begin advertising. Their first meeting will be 2/21 at 2:00 PM.

MARKETING & PLANNING
The minutes of the 2/8 meeting were shared.
The Ribbon Cutting ceremony with the Chamber will be held on April 10th at 5:00 PM. The Summer Festival is scheduled for June 3rd from 1:00 – 4:00 PM. The mayor will proclaim the day as Bicentennial Day in Galena at the 3/12 Council Meeting. Peggy moved and Earl seconded to approve the Festival with a budget of $700.00 to $1,500.00. Motion carried.

STRATEGIC PLAN
The 10 Goals from the 9/30/17 meeting are:
1. Survey – Completed
2. Inventory Contents of Historical Room – in the process – we will keep in contact with the Historical Society regarding their new building/partnering
3. Technology Assessment of the library including a phone system and fire alarm system is in motion with the Building & Grounds Committee.
4. Space planning
5. Develop Volunteer Program
6. Invite experts to the board meetings – this is going well
7. HR develop goals with director in line with the plan and for the performance review – in progress
8. Develop programs to increase library usage – in progress
9. Feasibility of redistricting – dead issue
10. Programs for board development – webinars are available - Meet with Mary Sheehan again in June? Helen will contact Mary

UNFINISHED BUSINESS
The board asked that we receive the audit report at least 72 hours before the board meeting where it will be reviewed.

NEW BUSINESS
MOTIONS, RESOLUTIONS, ORDINANCES

EXECUTIVE SESSION
Earl moved to enter executive session at 8:03 PM 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 an employee of the Galena Library or against legal counsel for the Galena Library to determine its validity. Second by Heather. Motion carried.

The board returned to regular session at 8:58 PM.

Earl moved to accept Susi Ludwig's resignation as library director effective March 30, 2018. Second by Helen. Motion carried.

Earl moved to immediately begin the search for a new director. Second by Heather. Motion carried.

Peggy moved to attempt to hire an interim director in mid-March until a new director can be hired. Second by Ginni. Motion carried.

The item of the issuance of keys to staff members was referred to the Policy Committee.

Ginni moved to adjourn the meeting at 9:02 PM. Second by Heather. Motion carried.

The next regular meeting will be March 20, 2018 at 6:30 PM at the library.

There will be a special meeting on March 6th at Illinois Bank & Trust to discuss the By-Laws, Budget & Internal Finance Policy, the Employee Handbook.

Respectfully submitted,

Dianne Allendorf

Dianne Allendorf
Secretary