CALL TO ORDER

President Helen Mayberry called the meeting to order at 4:00 PM at Illinois Bank & Trust.

ROLL CALL

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

The board met to review the revised By-Laws, Employee Handbook, and Budget & Internal Finance Policy.

Budget & Internal Finance Policy
The treasurer will be given a copy of the semi-annual treasurer’s report from the accountant to keep in the library records.
The board president, the library director, and employees Linda and Rachel are designated as signers for the 4 library credit cards, with the cards to be kept in the director’s possession.
Heather moved and Ginni seconded to approve the policy as presented. Motion carried.

By-Laws of the Galena Public Library District
The board thanked Earl, Susi, and Colleen for all their work on the by-laws.

Regarding vacancies on the board, Helen will check with legal counsel to see if we can state that if a board member misses 4 meetings in a 12 month period they will be removed from the board.
On p. 6, language regarding the board president’s voting rights/responsibilities, what was there was stricken and replaced with ,"As a single member of the board, the president has one vote."
On p. 7, General Committee Guidelines, language was inserted that the committee chair and the director will make the agenda for the meetings at least 48 hours in advance of the meeting (end of 2nd paragraph).
On p. 7, Standing Committees, 2nd paragraph, regarding 2 year terms for committee members, the last sentence was deleted. On p. 6, it was taken out that the president appoints committee members, and reworded to state that members are determined based on their expertise and choice and selection is coordinated with the president.
On p. 8, Marketing and Planning Committee, the new committee information submitted by Peggy was added.
Earl moved to approve the By-Laws of the Galena Public Library District with the changes discussed and contingent upon the legal opinion that a board member can be dismissed after missing 4 board meetings in a 12 month period. Second by Helen. Motion carried.

Employee Handbook
Employee health insurance is covered on p. 9. All references to time sheets were changed to time records to reflect the use of Power Clock.
The Sexual Harassment Policy is covered on p. 20. The incident reporting process was also added.
On p. 8, regarding Confidentiality of Library Records Policy, employees will be made aware of the law regarding this as part of their orientation. The law will be made available for their perusal.
On p. 12 regarding vacation, it was suggested that the director’s 4 weeks of vacation and the 4 weeks vacation for anyone working 30 hours a week after 5 full years of service be 2 separate items.
On p. 15, regarding tuition reimbursement, it was added that grades must be submitted following completion of coursework as well as proof of course costs, and the director will inform the board when an employee is requesting tuition assistance.
On p. 15 regarding staff meetings, a designation will be made between meetings that are mandatory (such as safety and security) and those that are not.

Peggy moved to approve the Employee Handbook as revised. Ginni seconded the motion which carried.

Peggy said that the Summer Family Festival has been endorsed as an official Bicentennial Illinois 200 celebration. The logo will now need to be used on all publicity for the event.

The meeting adjourned at 5:30 PM.

Respectfully submitted,

Dianne Allendorf
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Secretary