Minutes of Meeting  
March 20, 2018

CALL TO ORDER: The regular monthly meeting of the Galena Public District Board of Trustees was called to order at 6:31 P.M. at the library by President Helen Mayberry.

ROLL CALL: Present were Helen Mayberry, Dianne Allendorf, Ginni Yarbrough, Peggy Storz, Rick Pariser, Heather Vincent, Earl Thompson, Susi Ludwig, Library Director, and soon to be Acting Library Director, Colleen Keleher.

REVIEW OF AGENDA FOR ADDITIONS/CHANGES
The agenda was adopted as presented.

CITIZENS' COMMENTS
Tim Doser was present. He asked that the board consider digitizing the newspapers in the collection as microfiche is often hard to read. He also recommended that the board consider a hand scanner or digital camera to copy items.

CONSENT AGENDA
Peggy moved and Heather seconded to approve the items on the consent agenda including the minutes of the 2/20/18 regular meeting, bills payable for 3/6 & 3/16, 2018, and library statistics for 2/18. Motion carried.

FINANCIAL REPORT
Helen asked about the year to date amount of $7,000.00 under Other Services on p. 5, General Insurance Bonding. This includes all insurance. Susi will check with Dan Dittmar at McCoy Insurance to see how often we should have an insurance audit done.

TREASURER’S REPORT

LIBRARY DIRECTOR’S REPORT
Susi reported that PrairieCat will soon be its own entity and will not be dependent on the library system.
Colleen is in training with Susi to be the interim director.
Susi shared with the board, and will post for the staff, upcoming meetings that might be of interest to staff and then new director.
The Ordinance for Confidentiality (#03-02) was shared with staff.
Susi shared with the board an overview of how the budgeting process works and dates of which we need to be aware. Once we receive the final tax computation report (usually April), we can then start working on the budge. Salaries are the big budget item. We are able to have firm costs for some things (e.g. cost of the audit, Wagner, etc.) but other things require budget comparisons and educated guesses.
RAILS is sharing a program, Budget and Levy Secrets for Libraries, on April 10th from 9:30 AM – 11:00AM. It will be archived, so the board will have a special meeting on April 28th at 9:00 AM to watch the program. Susi shared that patron Jim Wirth had passed away. Colleen expressed her thanks to the board for their trust and confidence in her to allow her to serve as interim director. She said that Susi’s excellent record keeping and notes will make it easier for her.

BOARD PRESIDENT’S REPORT
Helen expressed her thanks to the board for being the “workingest” board and for the help she has received during her service as interim board president.

FRIENDS
The Friends annual meeting will be held on June 24th. The book sale is at the end of July.

COMMITTEE REPORTS
Building & Grounds
The committee shared the projects chart. Jim Baranski’s proposal letter for the upstairs renovations was shared. The committee is recommending we go ahead with the first phase of the plan, the Master Planning and Design Phase at a cost of $9,500.00... This includes:
1. Developing an electronic file of the library interior
2. Meeting with the Galena Public Library to discuss space requirements and design goals
3. Studying opportunities with the existing building to accommodate the project program
4. Developing design options on a conceptual level incorporating all program requirements with an emphasis on spatial relationships, interior massing, and detailing
5. Creation of a first floor Master Plan identifying proposed projects, estimated costs, and proposes phasing schedule. Drawings will include floor pans and 3-D renderings.
There is money in the budget for this fiscal year, so Helen moved and Rick seconded that we begin with Phase 1 at a cost not to exceed $9,500.00. Motion carried.
Earl will inform Jim of the decision.

Marvin will do some insulating when the Friends have vacated the book storage area and in the men’s room to see if that will alleviate the frozen pipes. He has also repainted the men’s room radiator, and it seems to be holding up well. The next door property owner has not hooked the drain pipe up on his property that is causing a problem at the library, so Marvin will take care of that also. There needs to be some sidewalk repair done in front of the book drop. Rachel learned that the blueprints can be scanned at city hall and put in the cloud. She is also looking into a new phone system.
Tony Yett from the Galena Police Department came in for training/discussion on lock downs, tornado shelter, and other safety issues. Susi asked the board to drive by the library at night and see if the new lighting inside seems too white/bright. This might affect special needs patrons also. A motion switch on the elevator is not legal. The handicap opener on the back door stays open a long time and causes heating and cooling loss. This will be looked into. A lock needs to be put on the Children’s Room door. The committee will meet May 1st at 9:00 AM.

Finance
General discussion of the budgeting process was done earlier.

Policy
The minutes of the 3/6/18 meeting were shared. Per the attorney, it is not acceptable to ask a board member to step down unless they are absent for one year without cause.

Human Resources
The staff has received and signed for the Employee Handbook. Peggy asked that we look into raising the number of hours someone already receiving IMRF can work from 600 to 1,000 as there is an employee who would like to work more hours that this effects. The Human Resources committee will contact our program manager and ask them to come talk to the committee about IMRF in general.

Marketing & Planning
The committee will meet again on 3/16/18. There have been some complaints from patrons about noise levels during some programs that occur during open hours. Staff would like a “best practices” statement they could make to patrons when this occurs that comes from the board with our support. Rick moved and Ginni seconded to approve the Galena Public Library Marketing Plan. Motion carried.

The summer event will be called the Illinois 200 Family Fest. Mayor Renner will be asked to do a brief opening speech. There will be entertainment, magic shows, children’s games, and ice cream sundaes. It was suggested that service organizations such as National Honor Society, Key Club, etc. at the school be asked to help with the festivities. A ceremony will be held to add the Illinois flag to our flag pole. It was suggested that we see if there would be a group of high school band members who might play for it.

Power Clock is fully implemented with Colleen as the administrator. She said there are still problems with people clocking in early and late. She asked for direction from the board on how to work with some of the problems and to
address the staff’s complaints and concerns and explain the system to them. Earl will address the staff at a meeting. The board agreed that the system was poorly introduced to the staff.

Strategic Plan Update on remaining items:
2. Inventory of the contents of the Historical Collection is in the process
3. A tech assessment of the library is in the process (phone system, fire alarm, Power Clock); Colleen will report on updating the server after she and Susi meet with Andy Willis
4. Space planning is in the process
5. Develop volunteer program- table until FY 19
6. Invite experts to meetings is being done
7. Put on hold until the new director is in place
8. Increase usage – in progress with the programming committee; look into a Teen Advisory Committee
10. Programs for board development in progress
Next Strategic Planning meeting will be July 14th at 8:30 AM at the hospital.

UNFINISHED BUSINESS
Discussion of library hours was tabled until the new director come on.

NEW BUSINESS
Discussion concerned some patron concerns that we should have some special materials for the Historical Collection such as special tape to use on old documents. This will be turned over to the director.

MOTIONS, RESOLUTIONS, ORDINANCES
Resolution #18-03 for signature card holders and #18-04 for credit card holders were tabled until after the election of a new board president.

Dianne moved to nominate Earl for board president and Heather seconded. Ginni nominated Peggy for board president and Rick seconded. A vote resulted in Earl being elected the new board president. Helen will again serve as vice president.

Earl moved to enter closed session at 8:48 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 the legal counsel for the Galena Library to determine its validity. Second by Heather. Motion carried.

The board returned to regular session at 9:48 PM.

Earl moved to dismiss current legal counsel. Peggy seconded. Motion carried.
Earl moved to hire Terry Kurt as legal counsel for the Galena Public Library. Ginni seconded. Motion carried with a vote of 6 ayes and 1 nay.

Peggy moved to adjourn the meeting at 9:50 PM. Second by Earl. Motion carried.

The next meeting will be on April 17th at 6:30 PM at the library.

Respectfully submitted,

Dianne Allendorf

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Secretary