Minutes of Meeting
April 17, 2018

Call to Order
President Earl Thompson called the regular monthly meeting of the Galena Public Library District Board of Trustees to order at 6:30 PM at the library.

Roll Call
Present: Earl Thompson, Helen Mayberry, Peggy Stortz, Ginni Yarbrough, Heather Vincent, Rick Pariser, Dianne Allendorf, Acting Library Director Colleen Keleher.

Review of Agenda for Additions and/or Changes
There were no additions or changes.

Citizen Comments
Barb Miller was present from the Friends of the Library. Tim Doser and Craig Albaugh were also in attendance.
Craigs and Rick spoke in favor of digitizing the newspapers in the Historical Collection. If digitized, the papers would be able to be searched by word. The quality of the microfiche that is available is poor. Earl said that this topic would come up in the President's Report and thanked them for their comments.

Consent Agenda
Rick asked that Terry Kurt, as new library counsel, submit in writing his hourly rate. Program participation numbers on the March statistics were a concern. Helen commended those involved with the program on resumes, as even though only 5 people attended it was a great program. She also feels we are on the right path with upcoming programs.
Kris reimbursed the library for her April insurance through Medical Associates in the amount of $1,198.10 as shown in the bills.
Rick moved and Dianne seconded to approve the items on the Consent Agenda including the regular minutes of March 20, 2018, Bills Paid/Payable for 4/5 and 4/12/18, and the library statistics for March 2018. Motion carried.

REPORTS

Financial Report
Colleen is trying to contact McCoy Insurance in regard to how frequently an insurance audit should be done.

Treasurer's Report
A CD in the amount of $7,500.00 is due today at Dupaco. It will be reinvested for 40 months at 2.30% at Dupaco as that is the highest rate available. The four officers need to stop in to Dupaco to update the signature cards.
Library Director’s Report
Colleen distributed the April/May calendar, contact information for the board and staff, standing committees members list, the Employee Handbook and the By Laws.

It was noted that Susi is still listed on the committees and should be taken off. Peggy moved to disband the Ad Hoc Committee as there is not one and to take it off of the list of committees. The motion, seconded by Ginni, carried.
As of July 1, 2018, PrairieCat will become independent of RAILS, and some changes will be coming in the future.
The IMRF representative will be present at the library at 4:00 PM on 4/23 for anyone who is interested in attending along with the HR Committee.
It was noted that there were 30 plus people at the Chamber ribbon cutting ceremony at the library.
On 4/28, the Trustee program on the budget and levy process will be shown at the library at 9:00 AM for anyone who would like to view it there.

Board President’s Report
Earl attended the active shooter training for staff and met with the staff afterward. Use of Power Clock was tabled until after a new director is hired.
In regard to the Historical Room, Earl reported that the cost of a scanner would run, at the least, around $10,000.00. The Galena Foundation is interested in digitizing the Alfie Mueller Collection of photos. They are also very interested in working with the library on digitization although they have no specific plan at this time. Digitization of newspapers would require permission from the Gazette, and there would be other details to work out. Ginni and Rick will look into scanners again.
Other items discussed in regard to the Historical Room concerned whether we need more open hours and if the room should have its own budget.
Steve Repp was recognized for his 20 years of service to the library in the Historical Room.

Friends
Barb Miller, Friends Treasurer, reported that they are gearing up for the book sale in July. They have a Culver’s Share Night on May 8 beginning at 4:30 PM. Their calendar was shared. Barb also reported that the Friends have purchased a sound system for the library and have authorized 4 Verizon Hot Spots. Friends will needs invoices for items purchased will be needed by June for budgeting purposes.

Committee Reports
Building & Grounds
Earl met with Jim Baranski, and Jim will attend the May 1 meeting of the committee. Board members are asked to complete and return the suggestions for reconfiguration of the main floor “survey” to Ginni by 4/27. This is a sort of “Wish List” for what we would like to see.
Finance
The library will see an increase of around $10,000.00 in tax money we receive. The budgeting process should start in May so we have ample time to get the draft to board members for review.
Earl will look into the legality of having a majority of a quorum, 3 board members, on each committee and present at the meetings.

Policy
We might have to look at our by-laws once Earl checks in to the legality question above.

Human Resources
The IMRF representative will be here on 4/23.
In regard to the recruitment search for a new director, one candidate withdrew their resume prior to the second interview. Peggy has listed the job in an ALA listing that will be seen across the whole country.

Marketing & Programming
The committee met on 4/17.
Posters are done for the Illinois 200 Family Festival.
The committee asked that the board draft a policy to address the concern of patrons about the lack of quiet in the library when programs are held during open hours. This would take some of the heat off the staff if they can say it is a board policy.
The committee will present measurable goals for the marketing plan at the next board meeting.
The committee asks that we remember that programs are more than just attendance numbers. They are also trying to have educational programs monthly.

Strategic Plan
The meeting scheduled for July could possibly be postponed if we do not yet have a new director in place.
A lot of items on the plan have been completed or are underway. We will continue to work on open items, but we will not go through the plan again until prior to the July meeting.

Unfinished Business
New Business

Motions and Resolutions
Motion #18-03 designating the four officers as signers on the bank signature cards passed with a vote of 7 ayes and 0 nays.
#18-04 designating credit card holders as Colleen Keleher and Earl Thompson instead of Susi Ludwig and Helen Mayberry was signed.
#18-05 changing the IMRF agent from Susi to Colleen was also signed.

Rick will attend the next Friends meeting on 5/8 at 10:00 AM.
It was discussed that all written material for board meetings be submitted and sent out electronically. This will be discussed at the next meeting. It was again noted that the Financial Report was received late.

Rick moved to adjourn the meeting at 8:17 PM. Second by Earl. Motion carried.

The next meeting will be held on May 15 at 6:30 PM at the library.

Respectfully submitted,

Dianne Allendorf

Secretary