Minutes of Meeting
May 15, 2018

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

Roll Call
Present: Helen Mayberry, Heather Vincent, Dianne Allendorf, Rick Pariser, Peggy Stortz, Ginni Yarborough, Earl Thompson, Colleen Keleher – acting library director

Review of Agenda for Additions/Changes

Citizen Comments
Present in the audience were Craig Albaugh, Tim Doser, and Maria Rector, President of the Friends of the Library.

Consent Agenda
Regarding the minutes of the April 17, 2018 minutes, the amount reimbursed by Susi Ludwig for insurance should have been $694.08. Susi reimbursed the library for the insurance on 4/12/18, and it will not show up on the report again after May 1, 2018. In regard to the bills payable for 5/1 and 5/14, the $73.54 to B.L.Murray was for janitorial supplies, and Midwest Business Products was for the copier upstairs. Rick moved to approve the items on the consent agenda including the minutes of 4/17/18, bills payable for 5/1/18 and 5/14/18, and the library statistics for April, 2018, with the corrections listed above. Second by Ginni. Motion carried.

Financial Report
Colleen will let Wagner Accounting know again that we are receiving the financial reports late. She will give them a deadline by which we need to receive them as the Thursday before the meeting. The CD at Dupaco that was renewed will have the same number but the amount will need to be updated to $77,001.83.

Treasurer’s Report
Heather renewed the CD at Dupaco for 60 months at 2.5%. There are 2 CDs coming due in May, the Klein/Wachter (#138578) for the amount of $1,357.85 and #138560 Endowment CD in the amount of $132,859.90. Heather was directed to renew them long term at the best rate available.

Per a question from the board, the Royalty Income from the oil wells is going in to the checking account at this time.
Director's Report
Colleen shared the certificate received from the Chamber for the library's 50 year membership.
Rick moved to allocate an amount not to exceed $2,000.00 in the FY 2019 budget to purchase Ancestry.com for the library. Heather seconded the motion which carried. Colleen noted that anyone can bring their laptop into the library and access Ancestry. The cost would be $1350.00 for 12 months. Colleen also noted that Freegal does not receive much use, so this will be dropped to add Ancestry.com.

Board President's Report
In regard to the purchase of a scanner for historical documents, the Galena Foundation is very supportive of the project, and we could write a grant to them. The Historical Society is also interested in a scanner. The Newtons would allow the Gazettes to be scanned.
In the meantime, Ginni and Rick have done some research on scanners through Midwest Business Products. They talked with Cory and showed him some of the Gazettes. Cory stated that they do not have any machines large enough for the newspapers, but he would check to see what he could find.
Mike Blaum from Blaum Brothers' Distillery is also interested in document preservation. He suggested outsourcing the scanning. He is familiar with companies in Pennsylvania and LaCrosse, WI. Northern Micrographics would be willing to come here and look at what we have in the collection. Ginni has contacted the University of Illinois, but she has not heard back from them yet.
Peggy and Earl have discussed, and the board is in agreement, that there needs to be some direction for the Historical Room, and an ad hoc committee for the room should be set up to address issues so that we are not going in so many different directions. Dale Glick and Rick have picked out the newspaper volumes that are in the worst shape.
Helen asked if there is an ongoing need for a scanner or if outsourcing could be the direction we need to be looking. Again this is something that should be addressed by a committee.
Preliminary cost estimates of outsourcing are about $1.00/page which would be $1,700.00 - $3,400.00 per calendar year of the papers, and for 25 volumes the cost would be around $62,500.00.
Helen moved to create an ad hoc Historical Room Committee. Ginni seconded the motion which carried. Rick, Ginni, and Peggy will serve on the committee along with community members.

The opinion of the attorney is that we can have 3 board members on a committee as long as we post meetings and minutes are kept.

An engagement letter from Terry Kurt was received stating that he will charge $125.00/hour to serve as our legal counsel.
Colleen is looking into the cost of providing tablets for board members to allow for all board materials to be sent electronically and be available to all during the meetings.

**Friends**
Maria reported that the Annual Meeting will be held June 24 with Ron Tobaas as the speaker.
The Book Sale will be held in July.
The Friends have given the library about $220,000.00 to the library during their years of existence.

**COMMITTEE REPORTS**

**Building & Grounds**
The committee met May 1\(^{st}\). Jim Baranski reported that Phase 1 will be the planning phase of the building plan. Measurements will be taken of the main floor to allow CAD drawings to be done. Surveys of board members, patrons, and staff will be shared at the committee meeting next week.
Many projects have been accomplished, including: the fire alarm system is on hold as the system is antiquated but still working; Marvin will work on the frozen pipe issue after the book sale; the property next door has been sold and the drainage issue will be taken care of; digitization of blueprints has been completed; Rachel is working on evacuation plans for disasters and Active Shooter Training is done; sidewalk repair by the book drop is on the schedule to be done; a phone system has been chosen; the radiator repair/painting Marvin did is holding up; light bulbs that burn out will continue to be replaced with LED bulbs; and the auto assist on the back door has been repaired.

**Finance**
General discussion was held concerning the budget and the budgeting process. The budget has to be in place and filed with at the courthouse by September 25, 2018. The committee will meet once we get the final financial report from Wagner’s. The committee will get the preliminary budget to the board members to allow enough time for review before the hearing in August.

**Policy**
Ginni moved to adopt the Hot Spot Check Out Policy. Heather seconded and the motion carried.

**Human Resources**

**Marketing & Programming**
The Family Festival is coming together. Culvers will put flyers in their bags the week before the festival.
Discussion of the Strategic Plan was tabled until the July 14 session with Mary Sheehan.
Unfinished Business
Peggy will attend the Friends meeting on June 12th at 10:00 AM at the library.
Beginning in July, the Friends will meet at the hospital at 4:15 PM.

New Business
Rick recommended that the board prepare an annual report at the end of the fiscal year
that could be presented to the public. This would be different than what is sent to the
state.
Rick also recommended that the board consider paying someone to take notes and
transcribe minutes at their meetings to allow for participation by the secretary in the
meetings.

Heather moved to go into closed session at 8:05 PM to discuss the appointment,
employment, compensation, discipline, performance, or dismissal of a specific
employee or legal counsel for the Galena Public Library. Second by Ginni. Motion
carried.

The board returned to regular session at 9:24 PM.

Items for the Next Agenda
The date of the budget hearing will be discussed.

Announcements

Adjournment
Heather moved to adjourn the meeting at 9:25 PM. Helen seconded and the motion
carried.

The next regular meeting of the board will be held on June 19 at 6:30 PM at the library.

Respectfully submitted,
Dianne Allendorf
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Secretary