

GALESBURG PUBLIC LIBRARY

BOARD OF TRUSTEES MINUTES

April 7, 2016

4:30 p.m.

Present: Cahill, Conolly, French, Muelder, Phillips, Reichel, Siverly, Williamson. [8]

Absent: Hodge. [1]

Also present: Corine Andersen (City Council liaison), Harriett Zipfel (Library Director), and Nancy Terpening (Library Staff)

CALL TO ORDER:

President Reichel called the regular monthly meeting of the Galesburg Public Library Board of Trustees to order at 4:30 p.m. on Thursday, April 7, 2016 in the Sanderson Room of the Galesburg Public Library.

President Reichel appointed French to serve on the building committee.

PUBLIC COMMENTS:

There were no public comments.

APPROVAL OF MINUTES:

Phillips made a motion to approve the minutes of the March 3, 2016 board meeting as presented. French seconded. There was voice vote approval.

PRESENTATION OF PAYROLL AND EXPENSES

Financial Secretary Cahill presented the list of expenses, add-ons and estimated payroll.

Cahill made a motion to move from working cash to the operating fund the necessary money to pay our bills with the working cash fund being repaid when property taxes are received and to approve the payment of the list of bills, advanced checks and estimated payroll in the amount of \$101,098.88, add-ons in the amount of \$15,869.89, and petty cash expenditures in the amount of \$611.30. French seconded.

Roll Call #1.

Ayes: Cahill, Conolly, French, Muelder, Phillips, Reichel, Siverly, Williamson [8]

Nays: None.

Absent: Hodge. [1]

President Reichel declared the motion carried.

## COMMITTEE REPORTS

Building Committee: Chairperson Conolly reported that the committee had not met.

Personnel Committee: Chairperson Phillips reported that the committee had not met.

Finance Committee: Chairperson Cahill reported that the committee had met to discuss with new board members the budgeting for the construction of the new building.

Policy Committee: Chairperson Siverly reported that the committee had met to review policies in March.

Construction Committee: Chairperson Cahill reported that the committee had not met.

Friends of the Library: The Art Defined fundraiser was a success. The Friends are preparing for the book sale that will be held May 20, 21 and 23.

GPL Foundation: The Foundation Board will meet on April 14. The annual dinner will be held on April 15 at Knox College.

## ACTION ITEMS

The board reviewed the executive session minutes.

Muelder made a motion to approve and keep closed the executive session minutes for March 5, 2015; July 2, 2015; August 6, 2015; September 3, 2015; October 1, 2015; November 5, 2015; December 3, 2015. Phillips seconded. There was voice vote approval.

The board reviewed and discussed the revised policies presented by the policy committee.

Siverly made a motion to approve the following policies: Circulation, FOIA, FOIA request form, Homebound, Internet, Investment of Public Funds, Materials Selection, Wireless Access, Photo forms for Non-Profit & Profit, Photo Permission to Publish, Public Access to Electronic Info & Computer Software programs. Phillips seconded. There was voice vote approval.

The Medical Cannabis Outreach has held three meetings at the library. A patron has complained about the library allowing the group to meet. The group is informational and not recruiting. The board agreed that there was no issue.

## DISCUSSION ITEMS

Director's Report:

Ms. Zipfel invited the board to Volunteer Appreciation Day April 20.

Ms. Zipfel is having staff appreciation on April 14.

The library will be receiving \$24,817.52 in per capita grant money but the payment will be significantly delayed.

Ms. Zipfel told the board that the minimum amount to have a name placed on the benefactor board is \$1,000. There has been some confusion about whether accumulated donations in a person's memory count towards the minimum or does it need to be one donation of \$1,000. The board agreed that accumulated money given in a person's name qualified that person to be listed on the benefactor board.

Phillips made a motion to adjourn. French seconded. There was voice vote approval.

Adjourned: 4:55 p.m.

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President

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Secretary