

GALESBURG PUBLIC LIBRARY

BOARD OF TRUSTEES MINUTES

July 7, 2016

4:30 p.m.

Present: Cahill, Hodge, Muelder, Phillips, Siverly, Williamson. [6]

Absent: Conolly, French, Reichel. [3]

Also present: Corine Andersen (City Council liaison), Terry Bruner (GPL Foundation President), Harriett Zipfel (Library Director), Jane Easterly Assistant Director), and Nancy Terpening (Library Staff)

CALL TO ORDER:

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

PUBLIC COMMENTS:

There were no public comments.

APPROVAL OF MINUTES:

Phillips made a motion to approve the minutes of the June 2, 2016 board meeting as presented. Hodge 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 approve the payment of the list of bills, advanced checks and estimated payroll in the amount of \$122,181.82, add-ons in the amount of \$54,416.50, and petty cash expenditures in the amount of \$395.36. Phillips seconded.

Roll Call #1.

Ayes: Cahill, Hodge, Muelder, Phillips, Siverly, Williamson [6]

Nays: None.

Absent: Conolly, French, Reichel. [3]

Vice President Muelder declared the motion carried.

## COMMITTEE REPORTS

Building Committee: The committee did not meet.

Personnel Committee: Chairperson Phillips reported the committee did not meet.

Finance Committee: Chairperson Cahill reported that the committee did not meet. A meeting to discuss the budget was set for 2:30 p.m. on July 28.

Policy Committee: Chairperson Siverly reported that the committee had not met.

Construction Committee: Chairperson Cahill reported that the committee did not meet.

Friends of the Library: The Friends will meet at 6 p.m. on July 26.

GPL Foundation: Terry Bruner reported on the GPL Foundation. The April Annual dinner fundraiser was a success. The Foundation is planning the next Annual dinner for April 2017 at Knox College. The focus will be on the silent auction.

The GPL Foundation was selected to sell raffle tickets at the Taste of Galesburg. If \$2,000 in raffle tickets are sold, the foundation will receive 50%. Board members were asked to help with this project.

Other upcoming Foundation fundraisers include a 2017 calendar, Birdies for Charity, selling Galesburg stickers, antiques appraisal, and a Shop & Share at Hy-vee the weekend before Thanksgiving.

Members of the Foundation attended a workshop offered by the Community Foundation. The workshop was conducted by the group ForeFront. The GPL Foundation has a free one-year membership to ForeFront. Members collaborate on marketing, branding, and fundraising.

## ACTION ITEMS

The board discussed continued participation in the non-resident fee card program.

Phillips made a motion approve continuation in the non-resident fee card program. Siverly seconded. There was voice vote approval.

The board discussed the method used to determine the fee card. The library has participated in the tax bill method. Ms. Zipfel said that this is the most equitable way of determining the fee card. It is based on the value of the home. There is also a flat rate method. The flat rate method charges the same amount for all fee cards.

Phillips made a motion to continue using the tax bill method to determine the non-resident fee cards. Cahill seconded. There was voice vote approval.

On behalf of President Reichel, Vice-president Muelder appointed Hodge, Siverly, and Williamson to the nominating committee. The nominating committee will meet at 5:30 p.m. on July 26.

## DISCUSSION ITEMS

Director's Report:

Dowers Roofing will have the roof leaks repaired by mid-July.

First Glass caulked around the window in Technical Services. All other windows were found to be not leaking.

Firefighters painted our flag pole and will hang the flag soon.

The property replacement taxes are received during March, April, May, July, August, October, December and January.

The library received the Per Capita Grant check in the amount of \$24,817.52.

Ms. Zipfel reported that the job descriptions have been completed. Phillips said that the Personnel Committee didn't need to review the job descriptions but she would like copies for her personnel file.

Ms. Zipfel reported that upgrading the theft detection system would be a costly project. The prices for two new gates would be \$52,567.06 and the tags to convert our collection would be \$58,200. This doesn't include staff time. RFID requires a monthly software maintenance fee and an optional hardware fee. The board discussed and agreed with Ms. Zipfel that this too much of an expense to do at this time. The board also said that upgrading the theft detection system would need to be budgeted for in the future.

The board looked at the mock-ups for the new stationery. The board preferred the stationery without the watermark and without the mission statement or tag line.

Cahill said that changing the mission statement would need to be part of the strategic plan review.

Phillips recommended sponsoring a children's event with the Lux blocks.

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

Adjourned: 5:25 p.m.

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President

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Secretary