

GALESBURG PUBLIC LIBRARY

BOARD OF TRUSTEES MINUTES

August 4, 2016

4:30 p.m.

Present: Cahill, Conolly, French*, Muelder, Reichel, Siverly, Williamson. [7]

Absent: Hodge, Phillips. [2]

Also present: Corine Andersen (City Council liaison), Harriett Zipfel (Library Director), Jane Easterly Assistant 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, August 4, 2016 in the Sanderson Room of the Galesburg Public Library.

PUBLIC COMMENTS:

There were no public comments.

APPROVAL OF MINUTES:

Muelder made a motion to approve the minutes of the July 7, 2016 board meeting as presented. Siverly seconded. There was voice vote approval.

PRESENTATION OF PAYROLL AND EXPENSES

Financial Secretary Cahill presented the list of expenses, add-ons and estimated payroll. He noted that the interest payment on the debt certificates was listed as an advanced check. The Foundation will reimburse the library a portion of this payment.

Muelder made a motion to approve the payment of the list of bills, advanced checks and estimated payroll in the amount of \$173,120.21, add-ons in the amount of \$20,153.03, and petty cash expenditures in the amount of \$82.66. Cahill seconded.

Roll Call #1.

Ayes: Cahill, Conolly, Muelder, Reichel, Siverly, Williamson [6]

Nays: None.

Absent: French, Hodge, Phillips. [3]

President Reichel declared the motion carried.

*French arrived.

COMMITTEE REPORTS

Building Committee: Chairperson Conolly reported that the committee did not meet.

Personnel Committee: The committee did not meet.

Finance Committee: Chairperson Cahill reported that the committee met to discuss a solution to cashflow problems.

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 of the Library met on July 26. They are still in need of officers to serve during the 2016-2017 year. The Friends approved \$3,100 in staff wish list items for the library.

GPL Foundation: The GPL Foundation made \$1,040 selling raffle tickets at the Taste of Galesburg.

Upcoming Foundation events: John Deere Classic Birdies for Charity, Antiques Appraisal, and selling Foundation T-shirts.

ACTION ITEMS

Siverly reported that the nominating committee had met to discuss the slate of officers for 2016-2017. The current officers are willing to serve another year: Reichel, President; Muelder, Vice-president; Cahill, Financial Secretary; Conolly, Secretary. There were no nominations from the floor. Nominations were closed.

Cahill made a motion to approve electing the slate of officers. French seconded. There was voice vote approval.

President Reichel appointed board committees. There were no changes to the committee assignments.

President Reichel appointed the FOIA officers: Harriett Zipfel, Jane Easterly, first backup, Nancy Terpening, second backup.

Ms. Zipfel recommended that the outdated security gate be replaced at a cost of \$13,268.00. Conolly said that updating the security gate is part of the regular upkeep of the library. He said that the board can't let maintenance sit still on the current building while waiting to build the new one. Conolly also calculated that the cost of losing items due to a non-functioning theft detection device far outweighed the price of replacing the device.

Williamson made a motion to approve replacing the security gate for a price of \$13,268.00. Conolly seconded.

Roll Call #2.

Ayes: Cahill, Conolly, Muelder, Reichel, Siverly, Williamson [6]

Nays: French. [1]

Absent: Hodge, Phillips. [2]

President Reichel declared the motion carried.

In other action, Cahill explained that Operation Cash Flow was being proposed by the Finance Committee to address the financial shortfall that occurs between the beginning of the fiscal year and when property taxes are received. The goal is to have developed and begun implementation by December 1, 2016, subject to Board approval, a plan to mitigate the cash flow shortfall by establishing an adequate fund balance to carry the library through the lean period before taxes are received.

Reichel proposed that the finance chair proceed at the earliest convenience with Operation Cash Flow. French seconded the proposal. There was voice vote approval.

Reichel appointed French to serve with Cahill on the project. Ms. Zipfel will decide the remaining members of the project committee.

DISCUSSION ITEMS

Director's Report:

Ms. Zipfel received an estimate for painting the ceiling above the stacks. The board felt that this project could wait due to the cash flow problems.

There has been a leak in the women's restroom ceiling. MSI came to fix the leaking pipe but discovered that it was covered with asbestos. An asbestos abatement will need to be done before the leak is fixed. Ms. Zipfel will check with the city about a possible city staff member certified in asbestos abatement.

The Children's Room annual scrapbook was shared with the board.

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

Adjourned: 5:15 p.m.

President

Secretary