

GALESBURG PUBLIC LIBRARY

BOARD OF TRUSTEES MINUTES

October 6, 2016

4:30 p.m.

Present: Bailey, Conolly, Muelder, Reichel, Siverly, Williamson. [6]

Absent: French, Hodge, Phillips. [3]

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, October 6, 2016 in the Sanderson Room of the Galesburg Public Library.

The Board welcomed new Board member Steve Bailey.

PUBLIC COMMENTS:

There were no public comments.

APPROVAL OF MINUTES:

Muelder made a motion to approve the minutes of the September 1, 2016 board meeting as presented. Siverly seconded. There was voice vote approval.

PRESENTATION OF PAYROLL AND EXPENSES

President Reichel presented the list of expenses, add-ons and estimated payroll.

Siverly made a motion to approve the payment of the list of bills, advanced checks and estimated payroll in the amount of \$127,112.04, add-ons in the amount of \$24,601.19, and petty cash expenditures in the amount of \$434.10. Muelder seconded.

Roll Call #1.

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

Nays: None.

Absent: French, Hodge, Phillips. [3]

President Reichel declared the motion carried.

COMMITTEE REPORTS

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

Personnel Committee: The committee did not meet.

Finance Committee: The committee met to discuss the FY2017 budget.

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

Construction Committee: The committee did not meet.

Friends of the Library: The Friends met on September 27 to elect new officers but elections were not held because of low meeting attendance. They will meet again in November.

The Fall Book Sale will be held October 21, 22, and 24.

GPL Foundation: The Foundation is selling T-shirts. The annual fund drive preparation is underway.

ACTION ITEMS

The board discussed changing the start time for the library board meetings to 5 p.m. More information is needed on the impact to program scheduling. The board would also like input from Hodge.

Ms. Zipfel presented the proposed budget for FY2017. She said that the library will be asking for an increase this year to \$1,568,483. There will be payouts for two retirees next year. The materials budget has been reduced but it is still within the state requirement of 12% of the budget.

Muelder made a motion to approve the budget for FY2017 as presented. Williamson seconded.

Roll Call #2.

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

Nays: None.

Absent: French, Hodge, Phillips. [3]

President Reichel declared the motion carried.

In other action, President Reichel appointed Elisha French to serve as Finance Secretary. French was also appointed to serve as chairman of the Finance Committee. Muelder was appointed to serve as chairman of the Construction Committee. Bailey was appointed to the Construction Committee.

DISCUSSION ITEMS

Director's Report:

There was a problem with wasps coming into the building that has been resolved.

It is time to do the annual check of the backflow devices.

At a recent outreach event, library staff signed up 20 Knox students for library cards, handed out volunteer forms and discussed the new book club.

Operation Cash Flow: The committee has met three times and is making progress. The objective of the committee is to come up with solutions to improve cash flow during the lean months before property taxes are received. The committee consists of board, staff, and community members. The next meeting will be held October 13.

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

Adjourned: 4:50 p.m.

President

Secretary