

GALESBURG PUBLIC LIBRARY

BOARD OF TRUSTEES MINUTES

December 1, 2016

4:30 p.m.

Present: Conolly, French, Hodge, Muelder, Phillips, Siverly, Williamson. [7]

Absent: Bailey, Reichel. [2]

Also present: Corine Andersen (City Council liaison), 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, December 1, 2016 in the Sanderson Room of the Galesburg Public Library.

PUBLIC COMMENTS:

There were no public comments.

APPROVAL OF MINUTES:

The letter "t" was missing from the word "the" in the Finance Committee report.

Phillips made a motion to approve the minutes of the November 3, 2016 board meeting with corrected typo. French seconded. There was voice vote approval.

PRESENTATION OF PAYROLL AND EXPENSES

Finance Secretary French presented the list of expenses, add-ons and estimated payroll.

Phillips made a motion to approve the payment of the list of bills, advanced checks and estimated payroll in the amount of \$86,625.94, add-ons in the amount of \$12,185.78, and petty cash expenditures in the amount of \$495.53. Williamson seconded.

Roll Call #1.

Ayes: Conolly, French, Hodge, Muelder, Phillips, Siverly, Williamson [7]

Nays: None.

Absent: Bailey, Reichel. [2]

Vice-President Muelder declared the motion carried.

## COMMITTEE REPORTS

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

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

Finance Committee: Chairperson French reported that the committee had met to discuss the Operation Cash Flow committee recommendations.

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

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

Friends of the Library: The Friends met on November 29. Officers were not elected due to low attendance at the meeting. They will meet in February, 2017. The Friends approved the staff wish list that includes furniture for the new teen area.

GPL Foundation: The Foundation is selling 2017 calendars.

## ACTION ITEMS

Finance Secretary French presented the recommendations of the Operation Cash Flow committee. The finance committee voted to drop Opportunity strip 7 to 25<sup>th</sup> on the list. The Board was encouraged to read the full report. Further action on the Operation Cash Flow report will be taken at the next board meeting.

The conclusion of the committee was that the goal of a \$400,000 reserve is advisable, feasible and practicable. It further believes that it can be achieved with minimal disruption to current library operations. Moreover, the goal can be achieved without increasing local property taxes. And that most of the opportunity exists within the structure of the current budget either through select eliminations, combinations, re-organization, reductions, deferrals, and enhancements.

The recommendation of the Committee from the Final Report:

1. Opportunities be implemented and the values ascribed be achieved over a four year time horizon divided into equal \$100,000 "chunks."
2. Expenditure and/or revenue opportunities realized be set aside into a separate "working cash" fund with all the legal prerequisites and operational rules and regulations ascribed to the same for loans and repayments be placed into Policy.
3. That Opportunity Strips shown in Table 2. of this report, with one exception, be implemented with integrity and in the rank order shown, including Strips numbered "1" through "7." The exception: Implementation of Strip "6" would be delayed one fiscal period at which time it would be reevaluated.
4. That Opportunity Strips shown in Table 2. of this report numbered "8" implemented next as the values in "1 – 7" are not realized.
5. That Opportunity Strips numbered "9" through "25" only be implemented "as necessary."
6. Staff be engaged to identify specific reductions/eliminations that have not be specifically detailed.

In further action, Ms. Zipfel asked the board to approve closing the library on Monday, February 20, 2017 for staff training. The staff will receive training from the State police on dealing with an active shooter situation. There will also be training on handling Alzheimer's and mentally ill patrons.

Hodge made a motion to approve closing on February 20, 2017 for staff training. Siverly seconded. There was voice vote approval.

#### DISCUSSION ITEMS

Director's Report:

The per capita grant has been submitted and received.

Library Policy reviews will begin in February.

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

Adjourned: 4:50 p.m.

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President

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Secretary