

GALESBURG PUBLIC LIBRARY

BOARD OF TRUSTEES MINUTES

March 2, 2017

4:30 p.m.

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

Absent: Hodge. [1]

Also present: 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, March 2, 2017 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 February 2, 2017 board meeting as presented. Muelder seconded. There was voice vote approval.

PRESENTATION OF PAYROLL AND EXPENSES

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

Muelder made a motion to approve the payment of the list of bills, advanced checks and estimated payroll in the amount of \$92,405.37, add-ons in the amount of \$9,447.91, and petty cash expenditures in the amount of \$185.38. Phillips seconded.

Roll Call #1.

Ayes: Bailey, Conolly, Muelder, Phillips, Reichel, Siverly, Williamson [7]

Nays: None.

Absent: French, Hodge. [2]

President Reichel declared the motion carried.

*French arrived.

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 did not meet.

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

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

Friends of the Library: The Friends elected the following officers: Tim Gray, President. Diane Dooley, Vice-president. Laurie Muelder, Secretary. Ariel Mackey, Treasurer. A Book Sale committee was formed. Sue Bailey and Sara Roggencamp will head the Spring Book sale. The Spring Book Sale will be May 12, 13, and 15.

GPL Foundation: The Foundation participated in the Founder's Day event. Over 200 people were in attendance. The Foundation Annual Dinner will be April 21.

ACTION ITEMS

The policy committee met on February 16 to review policies. The committee recommended no changes to the following policies: Art Exhibit Guidelines and Policies, Selection of Work for Exhibit, Exhibit Application Form, Authority to Spend, Display Space Release Agreement, Fees for Research Services, Internet and Public Computer Policy, Monetary Gifts to the Library Policy, and Social Media Use Policy.

A paragraph about all requests for displays must be made through the Library Director was removed from the Display Space and Exhibits policy.

French had some concerns and suggestions for changes to the Social Media Use Policy. His main concern was staff personal use of social media. Approval of this policy will be tabled. Ms. Zipfel will check with a lawyer regarding the questions and concerns.

The policy committee also reviewed and revised the Patron Behavior Policy. French suggested numerous changes to this policy. Approval of this policy was tabled until next month. Ms. Zipfel will revise the policy to reflect the board's suggestions for changes.

French made a motion to accept the policy reviews and changes with the exception of the Social Media Use Policy and the Patron Behavior Policy. Phillips seconded. There was voice vote approval.

The policy committee approved the following Library Employee Handbook changes:

5.2 Part-Time and Full-Time Employees: Added Part-time employees *working less than 24 hours* do not accrue holiday. Changed last sentence to read: **Only full-time employees receive medical benefits.**

5.3 Exempt and Nonexempt Employees: Changed-- Exempt positions in the library include the director and **assistant director**. Deleted all supervisors as being exempt due to a change in laws.

10.1 Vacation: Changed-Personnel who are scheduled to work **24-39** hours earn vacation days on a pro-rated basis... Vacation for personnel employed to work **24-39** hours is figured according to the City of Galesburg formula's...

10.2 Personal Days: Changed last sentence to read **Personal days will be prorated for an employee working 24-39 hours a week.**

10.3 Holidays: Added sentence **Holidays will be pro-rated for 24-39 hour a week employees.**

10.4 Sick Leave: Added sentence **Eligible part-time employees will earn pro-rated sick leave.**

Phillips made a motion to approve the changes to the Library Employee Handbook as presented. French seconded. There was voice vote approval.

In other action, Ms. Zipfel reported on deconstruction costs for the two houses and the bar. Reichel will ask the Foundation to fund all three deconstructions. The deconstruction work will put out for bids after Foundation approves funding.

The library received a meeting room use request from a dog groomer to teach pet CPR and first aid. The groomer wants to charge \$10 per person. The board agreed that the request should not be approved. The groomer should be redirected to the University of Illinois Extension 4-H dog program.

DISCUSSION ITEMS

Director's Report:

Ms. Zipfel reported that two internal candidates will replace Linda Miller. Heather Sipes will do the bookkeeping duties and Carolyn Pierson will take over the materials processing.

Muelder made a plea to the board for help during the Spring Book Sale.

The Big Read Kick-off is Friday, March 3.

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

Adjourned: 5:35 p.m.

President

Secretary

