

GALESBURG PUBLIC LIBRARY

BOARD OF TRUSTEES MINUTES

April 6, 2017

4:30 p.m.

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

Absent: Hodge, Reichel. [2]

Also present: Harriett Zipfel (Library Director), Jane Easterly (Assistant Director), Nancy Terpening (Library Staff), and Heather Sipes (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, April 6, 2017 in the Sanderson Room of the Galesburg Public Library.

PUBLIC COMMENTS:

There were no public comments.

APPROVAL OF MINUTES:

French made a motion to approve the minutes of the March 2, 2017 board meeting as presented. Phillips seconded. There was voice vote approval.

PRESENTATION OF PAYROLL AND EXPENSES

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

Bailey made a motion to approve the payment of the list of bills, advanced checks and estimated payroll in the amount of \$146,092.04, add-ons in the amount of \$15,016.51, and petty cash expenditures in the amount of \$474.30. Phillips seconded.

Roll Call #1.

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

Nays: None.

Absent: Hodge, 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 did not meet.

Policy Committee: Chairperson Siverly reported that the committee did not meet.

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

Friends of the Library: The Friends are working on the Spring Book Sale which will be held May 12, 13, and 15.

GPL Foundation: The Foundation Annual Dinner will be April 21. The deadline for tickets is April 7, 2017.

ACTION ITEMS

The revised Patron Behavior and Social Media Use policies were discussed. In the Patron Behavior policy under "Patrons Shall Not" the line "Solicit, sell, petition, distribute or proselytize in the library" will be changed to "Solicit, sell, petition, distribute or proselytize in the **main library area.**" In the Social Media Use Policy under Section III, Item 1, "Employees may not refer to the library by name when publishing any promotional content and/or providing examples of any promotional content" will be changed to "Employees may not refer to the library by name when publishing any promotional content for personal gain." Article 3 Section 3 was stricken from the document.

Phillips made a motion to accept the Patron Behavior and Social Media Use policies as amended. French seconded. There was voice vote approval.

The Policy for Reimbursement of Travel, Meal and Lodging Expenses was presented for discussion. French suggested numerous changes to the policy. Approval of this policy was tabled until next month. Ms. Zipfel will revise the policy to reflect the board's suggestions for changes.

DISCUSSION ITEMS

Director's Report: In addition to the Director's Report, Ms. Zipfel announced her retirement effective 10/20/17.

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

Adjourned: 4:53 p.m.

President

Secretary