

GALESBURG PUBLIC LIBRARY

BOARD OF TRUSTEES MINUTES

May 4, 2017

4:30 p.m.

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

Absent: Reichel. [1]

Also present: Harriett Zipfel (Library Director), Jane Easterly (Assistant Director), Nancy Terpening (Library Staff), Heather Sipes (Library Staff), and Corine Anderson (City Council Liason).

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, May 4, 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 April 6, 2017 board meeting as presented. Bailey seconded. There was voice vote approval.

PRESENTATION OF PAYROLL AND EXPENSES

Library Director Zipfel 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 \$98,867.21, add-ons in the amount of \$6315.88, and petty cash expenditures in the amount of \$415.63. Siverly seconded.

Roll Call #1.

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

Nays: None

Absent: Reichel [1]

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: 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: A list of Library needs was presented to the Friends for consideration. The Friends are working on the Spring Book Sale which will be held May 12, 13, and 15.

GPL Foundation: The Foundation Annual Dinner was held on April 21. The well-attended event was a big success. Entertainment was provided by the Dan Leahy Trio and Semanya McCord. The Mike Kroll award was presented to Mona Tourlentes. She was very appreciative to have been honored.

ACTION ITEMS

The amended Policy for Reimbursement of Travel, Meal and Lodging Expenses was presented for approval. Director Zipfel pointed out that "Entertainment, Travel, Meal, and Lodging" are now individually defined. There is a typo to be corrected in "c" under Definitions. "Mans" should be "means."

Muelder made a motion to approve the policy as corrected. Phillips seconded. The policy was approved by voice vote.

Continuation of issuing non-resident library cards was discussed. Phillips made a motion to keep the practice in place and to continue using the tax bill method of charging. Muelder seconded. There was voice vote approval.

The Foundation has approved up to \$90,000 for the deconstruction of the three buildings currently on the new library site. Director Zipfel needs approval for the expense to move forward with the deconstruction. She will need to go to RFP because of the cost. Director Zipfel will contact Steve Gugliotta for guidance on moving forward. Phillips inquired about the timeline for deconstruction. It will depend on RFP and the deadline for submitting quotes.

Phillips made a motion to allocate \$90,000 from the Foundation for deconstruction and to approve Director Zipfel in moving forward. Bailey seconded.

Roll Call #2

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

Nays: None.

Absent: Reichel [1]

Vice-President Muelder declared the motion carried.

DISCUSSION ITEMS

Director’s Report: Director Zipfel submitted her report.

Elisha French and Alisha Hodge submitted resignations. French is no longer eligible because of his new position with the City. Alisha is relocating.

The concept of a fine free library was proposed for consideration. Director Zipfel is suggesting abolishing the current 10 cents per day per item late fee. The library’s current income from fines is less than 1% of the overall revenue. Area libraries (Brimfield and Peoria Heights) are currently fine free. Patrons would still be responsible for lost and damaged items. Questions about the incentive to return items and possible delays on DVDs being returned were voiced. Director Zipfel will discuss further with Shawn at the Peoria Heights library.

Assistant Director Easterly announced that the Summer Reading Program Theme will be “Reading by Design” this year. A representative from FEH will do a presentation on June 14th about the design of the new library.

The library nominated Martin Reichel for the Knox County Human Services Council volunteer recognition luncheon. Martin attended the luncheon on April 26.

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

Adjourned: 4:56 p.m.

President

Secretary