

GALESBURG PUBLIC LIBRARY

BOARD OF TRUSTEES MINUTES

July 6, 2017

4:30 p.m.

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

Absent: none

Also Present: Harriett Zipfel (Library Director), Jane Easterly (Asst. Director), Heather Sipes (Library Staff), Corine Andersen (City Council Liaison), Molly Smith (New Board Member)*, James Kosner (Jimax Corp), and Chris Coffey (Ironhustler Excavating).

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, July 6, 2017 in the Sanderson Room of the Galesburg Public Library.

PUBLIC COMMENTS:

There were no public comments.

APPROVAL OF MINUTES:

Director Zipfel recommended the executive session minutes from June 1, 2017 remain closed. Muelder made a motion to approve the minutes and keep them closed. Phillips seconded. There was voice vote approval.

Muelder made a motion to approve the minutes of the June 1, 2017 board meeting as presented. Bailey seconded. There was voice vote approval.

PRESENTATION OF PAYROLL AND EXPENSES

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

Reichel made a motion to approve payment of the list of bills, advanced checks and estimated payroll in the amount of \$111,372.82, add-ons in the amount of \$87,325.73, and petty cash expenditures in the amount of \$305.44 for a total of \$199,003.99. Muelder seconded.

Roll Call Vote #1

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

Nays: None

Absent: none

President Reichel 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 met on July 7, 2017 to open bids for the deconstruction of three properties on South Academy and West Main Streets.

Friends of the Library: The Spring Book Sale Total had approximately \$2,100 in net sales. They met on June 28 and discussed expanding membership and disposal options for leftover books from the Spring Sale. The Friends also approved the purchase of all items on the staff wish list.

GPL Foundation: The Foundation met on Thursday, June 8 to work on a SWOT analysis and a strategic plan. The June 23rd Victorian Tea Party was well attended. A fundraiser meeting was held on June 26, 2017 at Terry Bruner's home. The Mayor approved May 2018 to be declared Galesburg Public Library month as that is the 60th Anniversary of the Carnegie Library fire. Fundraising efforts will also focus on Music Mornings. They plan to raise funds with Choral Dynamics to expand Music Morning offerings.

ACTION ITEMS

Review of the Closed Session Minutes was discussed previously.

Reichel made a motion to adopt the Prevailing Wage Ordinance. Muelder seconded. There was voice vote approval.

The Construction Committee selected Hood Demolition and Excavation as the contractor for the South Academy and West Main Street building deconstruction. Hood presented the lowest bid. No start date was given. Bailey made a motion to accept Hood's bid in the amount of \$58,000 for the deconstruction of all three properties. Phillips seconded.

Roll Call Vote #2

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

Nays: none

Absent: none

The Nominating Committee presented the following slate of officers to serve for the 2017-2018 term: Muelder, President; Bailey, Vice-president; Reichel, Financial Secretary; Conolly, Secretary. There were no nominations from the floor. Nominations were closed. Siverly made a motion to approve electing the slate of officers. Phillips seconded. There was voice vote approval.

Appointment of Committees, FOIA Officer, and OMA officer was postponed until the next Board Meeting.

DISCUSSION ITEMS

Director's Report:

Director Zipfel reported that the library air conditioning is partially repaired. MSI is searching for the required part.

Director Zipfel will be working with Kraig Boynton from the City of Galesburg during the deconstruction.

*Smith arrived.

Reichel made a motion to adjourn. Conolly seconded. There was voice vote approval.

Adjourned: 4:45 p.m.

President

Secretary