

GALESBURG PUBLIC LIBRARY

BOARD OF TRUSTEES MINUTES

October 5, 2017

4:30 p.m.

Present: Bailey, Muelder, Phillips, Reichel, Siverly, Smith, Williamson [7]

Absent: Conolly [1]

Also Present: Harriett Zipfel (Library Director), Jane Easterly (Asst. Director), Nancy Terpening (Library Staff), Heather Sipes (Library Staff), and Corine Andersen (City Council Liaison).

CALL TO ORDER:

President Muelder called the regular monthly meeting of the Galesburg Public Library Board of Trustees to order at 4:30 p.m. on Thursday, October 5, 2017 in the Sanderson Room of the Galesburg Public Library.

PUBLIC COMMENTS:

Guy Cahill extended his thanks to Director Zipfel for her work in the community and gave best wishes on her retirement.

Beth Buck addressed her desire to help hurricane victims by holding a sale in the staff lot.

APPROVAL OF MINUTES:

Bailey made a motion to approve the minutes of the September 7, 2017 board meeting as presented. Siverly seconded. There was voice vote approval.

PRESENTATION OF PAYROLL AND EXPENSES

Financial Secretary 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 \$129,716.48, add-ons in the amount of \$20,214.92, and petty cash expenditures in the amount of \$268.10 for a total of \$150,199.50. Phillips seconded.

Roll Call Vote #1

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

Nays: None

Absent: Conolly [1]

President Muelder declared the motion carried.

COMMITTEE REPORTS

Building Committee: The committee did not meet.

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

Finance Committee: Chairperson Reichel 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: Fall Book Sale will be October 13, 14, and 16.

GPL Foundation: The Foundation will meet on October 12, 2017. They will be discussing fundraising ideas and the letter writing campaign.

Search Committee: Chairperson Muelder asked for an executive session.

EXECUTIVE SESSION TO DISCUSS PERSONNEL

Phillips made a motion to move into executive session. Smith seconded. There was voice vote approval.

Executive session: 4:44 p.m.

Phillips made a motion to return to regular session. Reichel seconded. There was voice vote approval.

Reconvened at 5:00 p.m.

ACTION ITEMS

Nancy Terpening and Jane Easterly were appointed as interim directors for an indefinite period of time for the previously discussed salary increase.

Per Capita requirement discussed.

Draft of the 2018 Budget passed out for review. The 2018 tax levy will be the same as 2017. The budget includes a 2% raise for staff working 24 or more hours per week.

DISCUSSION ITEMS

Director's Report:

Director Zipfel reported that Lila Johnson has been hired as a shelver. The custodian position has not been filled yet.

The deconstruction of the three properties on the new library site is now complete.

The next Per Capita Requirement will be emailed to the Trustees for review at the November meeting.

Director Zipfel gave farewell comments.

The carpet cleaning bid was under \$2000 and approved. Royal Cleaning will clean the carpet in stages.

The Sanderson Room chairs need to be repaired. The chairs were originally purchased from Office Specialists, and they will be contacted regarding replacement.

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

Adjourned: 5:23 p.m.

President

Secretary