

GALESBURG PUBLIC LIBRARY

BOARD OF TRUSTEES MINUTES

December 7, 2017

4:30 p.m.

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

Absent: Williamson [1]

Also present: Nancy Terpening (Library Staff), Heather Sipes (Library Staff), and Jane Easterly (Library Staff)

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, December 7, 2017 in the Sanderson Room of the Galesburg Public Library.

There were no public comments.

APPROVAL OF MINUTES:

Phillips made a motion to approve the minutes of the November 2, 2017 board meeting as presented. Bailey 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 \$99,116.39, add-ons in the amount of \$25,407.24, and petty cash expenditures in the amount of \$365.07 for a total of \$124,888.70. Siverly seconded.

Roll Call Vote #1

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

Nays: None

Absent: Williamson [1]

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 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: The Friends met on November 29, 2017. Officers were elected. Book sales were down at the October sale. They will meet again on January 23, 2017.

GPL Foundation: The Foundation will meet on December 14, 2017. The Fall Fund Drive mailing has gone out.

Search Committee: The committee will meet on Monday, December 11, 2017

EXECUTIVE SESSION TO DISCUSS LAND PURCHASE

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

Executive session: 4:45 p.m.

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

Reconvened at 5:00 p.m.

ACTION ITEMS

No action was taken after executive session.

Reichel made a motion to send three supervisors, Jane Easterly, Melinda Jones-Rhodes, and Sara Naslund, to the PLA convention in Philadelphia on March 20-24, 2018 for an estimated cost of \$3,000. Siverly seconded.

Roll Call Vote #2

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

Nays: None

Absent: Williamson [1]

Updating the DVR and security cameras was discussed again. The current quote is for a new DVR, 1 camera, and labor totaling \$2,705.00. Phillips made a motion to accept the proposal with the possibility of purchasing additional cameras. Smith seconded.

Jane Easterly asked Heather Sipes to follow-up with Brad Hoff at Thompson Electronics for a quote on purchasing additional cameras.

Roll Call Vote #3

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

Nays: None

Absent: Williamson [1]

As one of the Per Capita Grant requirements, the Trustee Fact File was reviewed. The Active Shooter security video will be sent out for review to meet another Per Capita requirement.

Policy Committee and Building Committee meetings were scheduled for December 11, 2017 at 4 pm. Policy Committee will review Notary Policy and discuss Birthday Party guidelines for the Children's Department. The Building Committee will review the SEDAC report.

DISCUSSION ITEMS

Director's Report

FY2018 budget was approved by the City.

New book drop request was discussed. The board requested additional options for consideration at the January 2018 meeting.

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

Adjourned: 5:35 p.m.

President

Secretary