

## **GALESBURG PUBLIC LIBRARY**

### **BOARD OF TRUSTEES MINUTES**

June 3, 2021

4:30 p.m.

Present: Bailey, Brakenbury, Conolly, Hellenga, Muelder, Phillips, Reichel, Thorn, Williamson [9]

Absent: None [0]

Also present: Noelle Thompson (Library Director) and Heather Sipes (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, June 3, 2021.

There were no public comments.

#### **APPROVAL OF MINUTES:**

Bailey made a motion to approve the May 6, 2021 board meeting minutes. Brakenbury seconded.

There was voice vote approval

#### **PRESENTATION OF PAYROLL AND EXPENSES**

Reichel presented the list of expenses, estimated payroll, add-ons, and petty cash. The list of bills, advanced checks and estimated payroll totaling \$286,153.37, add-ons in the amount of \$31,395.99, and petty cash in the amount of \$147.98 for a total of \$317,697.34. Reichel made a motion to approve the payroll and expenses. Phillips seconded.

Roll Call Vote #1

Ayes: Bailey, Brakenbury, Conolly, Hellenga, Muelder, Phillips, Reichel, Thorn, Williamson [9]

Nays: None

Absent: None [0]

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: The committee met prior to the board meeting to discuss several policy revisions. The policies will be presented to the board for approval.

Construction Committee: Chairperson Reichel reported that the committee met on Tuesday, June 1 for a pre-bid conference to answer any contractor questions followed by a walk-through of the building site. The next meeting will be on Tuesday, June 15. Bids are due Tuesday, June 22.

Friends of the Library: The Friends have not met since the last board meeting.

GPL Foundation: Reichel reported that the Foundation Board will be meeting jointly with the Library Board on June 10.

## **ACTION ITEMS**

Director Thompson presented the revisions to section 12:5 Discipline of the Employee Handbook. Language was clarified and condensed. Disciplinary action was broken out into steps. Brakenbury made a motion to approve the policy revisions. Thorn seconded. There was voice vote approval.

Director Thompson presented the revisions to the Circulation Policy. All late fees were removed from the policy. The Library will continue to collect fees for lost and damaged items. Phillips made a motion to approve the policy revisions. Hellenga seconded. There was voice vote approval.

Director Thompson presented the revisions to the Confidentiality of Records Policy. Language was added to be more thorough included why we have this policy and how it is executed. It is intended to support and guide staff. Brakenbury made a motion to approve the policy revisions. Thorn seconded. There was voice vote approval.

President Muelder appointed a committee to oversee the selection of author names that will be on the new library. President Muelder, Director Thompson, Nancy Terpening, Judy Thorn, and Sarah Brakenbury will serve on the committee.

## **DISCUSSION ITEMS**

President Muelder announced that the mayor renewed the service terms for herself, Heather Hellenga, and Sarah Brakenbury.

Heather Sipes will send the OMA/FOIA link for board members to renew their certificates.

Director Thompson gave her report

Reichel made a motion to adjourn. Phillips seconded.

There was voice vote approval.

Adjourned: 4:57 p.m.

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President

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Secretary