

GALESBURG PUBLIC LIBRARY

BOARD OF TRUSTEES MINUTES

May 6, 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), Jane Easterly (Library Staff), Heather Sipes (Library Staff), and Payton Dowell (Library Staff)

CALL TO ORDER:

President Muelder called the regular monthly meeting of the Galesburg Public Library Board of Trustees to order at 4:40 p.m. on Thursday, May 6, 2021.

There were no public comments.

APPROVAL OF MINUTES:

Phillips made a motion to approve the April 1, 2021 board meeting minutes. Bailey 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 \$334,505.69, add-ons in the amount of \$105,599.27, and petty cash in the amount of \$64.00 for a total of \$440,168.96. Reichel made a motion to approve the payroll and expenses. Brakenbury 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 revisions to the Bereavement Policy, policies related to social media and web posting, and the new Disposal of Property Policy. The policies will be presented to the board for approval.

Construction Committee: Chairperson Reichel reported that the committee met on Tuesday, May 4. Bids will go out mid-May. Deconstruction is in progress. All the buildings are down, but there is still site cleanup to be done.

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 on June 10.

ACTION ITEMS

Director Thompson presented the revisions to the following policies from the Employee Handbook:

- Bereavement Policy, Section 10:8 of the Employee Handbook. She explained the policy now broadens who is considered an immediate family member, includes loss of pregnancy, and case by case consideration for pets or someone who does not qualify as an immediate family member under this policy.
- The Discipline Policy was tabled until next month.
- The *Personal Blogs and Online Posts* will now be *Social Media and Online Posts*. Director Thompson stated the policy language was updated extensively and covers personal use of social media. This policy covers personal activity on social media.

Brakenbury made a motion to approve the policy revisions. Phillips seconded. There was voice vote approval.

The *Social Media Policy* covers library-related posts and includes the *Web Posting Response Policy* section and a new *Library-Sponsored Social Media* section was added. Brakenbury made a motion to approve the policy revisions. Phillips seconded. There was voice vote approval.

Director Thompson presented the new Disposal of Property Policy. Phillips made a motion to approve the policy. Brakenbury seconded. There was voice vote approval.

DISCUSSION ITEMS

Director Thompson presented her report. She stated that humidity is still an issue in the library. The recommended level of humidity during summer months to slow the spread of the Covid-19 virus is 60%. Recently the humidity meter read 90%. MSI was contacted twice in April do address the issue. A Building Committee may need to be scheduled with MSI.

There has been a leak in the roof above the Sanderson Room. Dowers Roofing will be onsite May 7.

A joint meeting of the Library and Foundation Boards will be scheduled soon to discuss the new library building plans and the capital campaign.

Phillips made a motion to adjourn. Baily seconded.

There was voice vote approval.

Adjourned: 5:05 p.m.

President

Secretary