

GALESBURG PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING MINUTES

September 2, 2021

4:30 p.m.

Present: Bailey, Brakenbury, Conolly, Muelder, Phillips, Reichel, Thorn*, Williamson [8]

Absent: Hellenga [1]

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 4:32 p.m. on Thursday, September 2, 2021.

There were no public comments.

Director Thompson introduced Anne Giffey, the new Technical Services Supervisor.

APPROVAL OF MINUTES:

Phillips made a motion to approve the minutes from August 5, 2021 regular meeting and the August 9 and 24 special meetings. 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 \$142,777.65, add-ons in the amount of \$17,674.20, and petty cash in the amount of \$35.17 for a total of \$160,487.02. Reichel made a motion to approve the payroll and expenses as presented. Thorn seconded.

Roll Call Vote #1

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

Nays: None

Absent: Hellenga [1]

President Muelder declared the motion carried.

COMMITTEE REPORTS

Building Committee: Chairperson Conolly reported that the committee did not meet.

Personnel Committee: Phillips and Muelder met with Director Thompson for her annual review.

Finance Committee: Chairperson Reichel reported that the committee did not meet.

Policy Committee: Chairperson Brakenbury reported that the committee met prior to the board meeting and have several action items on the agenda.

Construction Committee: Chairperson Reichel reported that the committee met on August 17 to work with FEH on reducing the cost of the building. They were able to reduce the cost by \$4.5-5 million.

Friends of the Library: The Friends met on Wednesday, August 11 to discuss the book sale and confirmed the dates. The sale will be held October 14-16.

GPL Foundation: The Foundation Board will meet on Thursday, August 12. They will be participating in a joint marketing study with the Library.

ACTION ITEMS

Chairperson Williamson proposed the current executive officers serve another term. Brakenbury made a motion to accept the recommendation. Phillips seconded. There was voice vote approval.

The 2021 – 2022 Executive Board will be as follows:

President – Laurie Muelder

Vice-President – Steve Bailey

Financial Secretary – Martin Reichel

Secretary – Craig Conolly

President Muelder stated the committees for 2021-2022 will remain unchanged.

President Muelder appointed Director Thompson as the FOIA officer with Jane Easterly as the first backup. She also appointed Heather Sipes as the OMA officer with Jane Easterly as the first backup.

Director Thompson presented the Remote Work Policy for approval. The Library has been offering this option since early in the Covid-19 pandemic. The Library would like to continue to offer this option to employees as a benefit and to remain competitive when seeking new employees. Reichel made a motion to approve the policy. Phillips seconded. There was voice vote approval.

The Investment Policy has been rewritten to reflect the current investing practice. The board has delegated its responsibility for appropriate investment of all Library public funds to the City of Galesburg Finance Department. President Muelder made a motion to approve the policy as presented. Brakenbury seconded. There was voice vote approval.

Director Thompson presented the E-Resources to Non-Residents Policy. This policy was written from Administrative Code Section 3050.45 and needs to be reviewed annually. Brakenbury made a motion to approve the policy. Phillips seconded. There was voice vote approval.

Chairperson Brakenbury presented the Extended Medical Leave Policy. The policy states “*employees who qualify and are approved for FMLA leave, according to employee handbook section 10:7, shall receive pay for the first two weeks of their qualifying leave*” and covers the benefits of the policy. Phillips made a motion to approve the policy as presented. Bailey seconded. There was voice vote approval.

Director Thompson presented the Circulation Policy for Staff. Previously there have been no written guidelines for expectations of staff. President Muelder made a motion to approve the policy as presented. Phillips seconded.

Director Thompson stated the circumstances for the patron suspension. The patron was served the paperwork and notified that they could appeal the decision with the Board if they chose to do so. The police were present to witness the notification of suspension.

DISCUSSION ITEMS

The Library and the Library Foundation are participating in a joint Brand Summit with TAG Marketing Agency.

Library cards for non-residents and students were discussed.

The Board discussed having a student board member. The Teen Advisory Board members will be invited to attend board meetings.

The Board reviewed *Serving Our Public* chapters 1-3 as part of this year’s Per Capita grant requirement.

Director Thompson gave her report.

Phillips made a motion to adjourn. Brakenbury seconded.

There was voice vote approval.

Adjourned: 5:15 p.m.

President

Secretary

*Thorn left at 5 pm