

GALESBURG PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING MINUTES

October 7, 2021

4:30 p.m.

Present: Bailey, Hellenga, Muelder, Reichel, Williamson [5]

Absent: Brakenbury, Conolly, Phillips, Thorn [4]

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 4:38 p.m. on Thursday, October 7, 2021.

There were no public comments.

APPROVAL OF MINUTES:

Reichel stated a correction needed to be made under the Staff Circulation Policy. "There has been no written guidelines" needs to be changed to "there have been no written guidelines." Bailey made a motion to approve the minutes as corrected. Williamson seconded. There was voice vote approval.

PRESENTATION OF PAYROLL AND EXPENSES

Reichel presented the list of expenses, estimated payroll, add-ons, and petty cash. He noted a correction to the invoices total on the cash requirements report showing \$37,163.93 should be \$36,613.93 to match the Accounts Payable Transactions by Account report. September payroll was \$87,835.80 and advanced checks in the amount of \$21,318.72. The list of bills, advanced checks and estimated payroll totaled \$145,768.45, add-ons in the amount of \$139,611.21, and petty cash in the amount of \$28.27 for a total of \$285,407.93. Reichel made a motion to approve the payroll and expenses as amended. Hellenga seconded.

Roll Call Vote #1

Ayes: Bailey, Hellenga, Muelder, Reichel, Williamson [5]

Nays: None

Absent: Brackenbury, Conolly, Phillips, Thorn [4]

President Muelder declared the motion carried.

COMMITTEE REPORTS

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

Personnel Committee: The committee did not meet.

Finance Committee: Chairperson Reichel reported that the committee met on October 6 to finalize the 2022 budget. The budget will be presented at the November board meeting for approval.

Policy Committee: The committee was scheduled to meet prior to the board meeting but did not have a quorum present.

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

Friends of the Library: The Friends book sale will be held October 14-16.

GPL Foundation: The Foundation Board will meet on Thursday, October 14.

ACTION ITEMS

Director Thompson requested that the previously approved Remote Work, Medical Leave, and Staff Circulation policies be added to the Employee Handbook. Muelder made a motion to approve the request. Reichel seconded. There was voice vote approval.

All polices for approval on the agenda (items B-D) were tabled until the next meeting.

Director Thompson requested approval for the library close on Monday, February 21 for a Staff Development Day. Muelder made a motion to approve the closing. Bailey seconded. There was voice vote approval.

Director Thompson presented the Intergovernmental Agreement for Library Services. The request for services provided was updated to "*the opportunity to promote library use to families via one (1) annual message to all registered students.*" Bailey made a motion to approve the agreement. Williamson seconded. There was voice vote approval.

DISCUSSION ITEMS

The Board reviewed *Serving Our Public* chapters 4-6 as part of this year's Per Capita grant requirement.

Director Thompson gave her report.

The Library will be hosting an open house on Wednesday, November 3 to honor 60 years in the current building.

Hellenga made a motion to adjourn. Bailey seconded.

There was voice vote approval. Adjourned: 5:13 p.m.

President

Secretary