

**GALESBURG PUBLIC LIBRARY**

**BOARD OF TRUSTEES MINUTES**

November 4, 2021

4:30 p.m.

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

Absent: Brakenbury, Hellenga [2]

Also Present: Noelle Thompson (Library Director), Jane Easterly (Library Staff), Heather Sipes (Library Staff), and representatives from TAG Agency

**CALL TO ORDER:**

President Muelder called the special meeting of the Galesburg Public Library Board of Trustees to order at 4:30 p.m. on Thursday, November 4 2021.

There were no public comments.

Brand presentation given by TAG Agency followed by Q&A.

**APPROVAL OF MINUTES:**

Reichel made a motion to approve the minutes from the October 7, 2021 regular meeting. Bailey seconded. There was voice vote approval.

Bailey made a motion to approve the minutes from the October 12, 2021 special meeting. Thorn 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 \$114,811.24, add-ons in the amount of \$31,631.24, and petty cash in the amount of \$320.05 for a total of \$146,762.53. Reichel made a motion to approve the payroll and expenses as presented. Phillips seconded.

Roll Call Vote #1

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

Nays: None

Absent: Brackenbury, Hellenga [2]

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 budget will be presented at the December board meeting for approval.

Policy Committee: The committee met prior to the board meeting and has action items on the agenda.

Construction Committee: Chairperson Reichel reported that the committee did not meet. A pre-bid meeting was held with potential contractors on October 28. Bids are due November 19.

Friends of the Library: The Friends met on November 3. They approved the staff wish list. The current slate of officers will remain. The spring book sale will be in May.

GPL Foundation: The Foundation Board will meet on Thursday, October 14. They are partnering with Galesburg Community Foundation by creating an endowment fund.

## **ACTION ITEMS**

Director Thompson presented the Book Display Policy. This is a new policy to address challenges libraries face and to protect staff. Phillips made a motion to approve the policy. Thorn seconded. There was voice vote approval.

Director Thompson presented revisions to the Child Safety Policy. The revision added the following:

*Unless otherwise specified, children's programs hosted by the Children's Department are open to children and their adult caretakers. Adults unaccompanied by a child may not attend a children's program without permission of the Children's Department Supervisor.*

Phillips made a motion to approve the policy revision. Thorn seconded. There was voice vote approval.

Director Thompson presented the revisions to the Social Media Policy. Language was added to address common issues with libraries and social media. A section was added for Reconsideration of public posts and acceptable behavior in accordance with ALA's Social Media Guidelines for Public and Academic Libraries. Phillips made a motion to approve the policy revisions. Thorn seconded. There was voice vote approval.

The board considered amending the bid documents to waive the requirement of 3 years' minimum experience installing control systems or naming Distech to be the sole provider of controls system. The board decided to leave the 3 year requirement and not amend the bid docs, because waiving the requirement would allow other new companies to bid on the project and an amendment in favor of one company may be unfair, unethical, and not competitive.

Trustee Reichel stated that the City requested minor changes to the 2022 Budget. It will be presented to the board for approval at the December meeting. There will be a 3.75% increase of the levy with an overall budget increase of 2.2%. Reichel made a motion to accept the changes to the 2022 budget draft. Bailey seconded.

Roll Call Vote #2

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

Nays: None

Absent: Brackenbury, Hellenga [2]

President Muelder declared the motion carried.

Director Thompson presented the grounds of the suspension of two minor patrons. A 90 day suspension was given. Muelder made a motion to approve the suspension. Bailey seconded. There was voice vote approval.

#### **DISCUSSION ITEMS**

The Board reviewed *Serving Our Public* chapters 7-10 as part of this year's Per Capita grant requirement. The library currently meets the outline requirements.

Director Thompson gave her report.

The board discussed the brand presentation

Reichel made a motion to adjourn. Thorn seconded.

There was voice vote approval. Adjourned: 5:40 p.m.

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President

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Secretary