

## **GALESBURG PUBLIC LIBRARY**

### **BOARD OF TRUSTEES MINUTES**

March 3, 2022

4:30 p.m.

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

Absent: Brakenbury [1]

Also Present: Noelle Thompson (Library Director), Jane Easterly (Library Staff), Heather Sipes (Library Staff), and Luke Gorham (Library Network Administrator)

### **CALL TO ORDER**

President Muelder called the regular meeting of the Galesburg Public Library Board of Trustees to order at 4:30 p.m. on Thursday, March 3, 2022.

There were no public comments.

### **APPROVAL OF MINUTES**

Bailey made a motion to approve the minutes from the February 3, 2022 regular meeting. Phillips seconded.

There was voice vote approval.

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

Financial Secretary Reichel presented the list of bills, advanced checks and estimated payroll totaling \$168,303.41, add-ons in the amount of \$69,199.56, and petty cash in the amount of \$55.21 for a total of \$237,558.18. Reichel made a motion to approve the payroll and expenses as presented. Thorn seconded.

Roll Call Vote #1

Ayes: Bailey, Conolly, Hellenga, Muelder, Phillips, Reichel, Thorn, Williamson [8]

Nays: None

Absent: Brakenbury [1]

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: President Muelder reported that the committee did not meet.

Policy Committee: The committee met prior to the board meeting to review the Archives Research & Reproduction, Conceal Carry Weapons, and Bulletin Boards policies.

Construction Committee: The committee met on February 24, 2022 to open E-rate bids.

Friends of the Library: The Friends did not meet.

GPL Foundation: The Foundation Board did not meet.

## **ACTION ITEMS**

The board reviewed and discussed the E-rate bids from Heart (\$138,6210) and K-Comm (\$106,000). Network Administrator, Luke Gorham, recommended accepting the bid from K-Comm. Bailey made a motion to accept the bid from K-comm. Phillips seconded. There was voice vote approval.

President Muelder declared the motion carried.

Director Thompson presented the revisions to the Archives Research & Reproduction Policy. Under *Research*, ***The archivist may waive this fee at their discretion if the request is simple and fulfilled in less than an hour*** was removed and ***The archivist may waive fees if requests are simple and easily filled*** was added to the end of the policy. Phillips made a motion to approve the revisions. Hellenga seconded. There was voice vote approval.

Director Thompson asked for approval to have adult beverages available at the Business After Hours Chamber Event on Thursday, March 24. Muelder made a motion to approve the request. Reichel seconded. There was voice vote approval.

Due the groundbreaking event being held on Thursday, April 7 at 4 pm, it was suggested that the monthly board of trustees meeting be moved to Wednesday, April 6 at 4:30. Muelder made a motion to change the date of the meeting as suggested. Phillips seconded. There was voice vote approval.

## **DISCUSSION ITEMS**

Director Thompson gave her report.

The board was reminded to complete online OMA training.

Phillips made a motion to adjourn. Bailey seconded.

There was voice vote approval. Adjourned: 4:49 p.m.

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President

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Secretary