

## **GALESBURG PUBLIC LIBRARY**

### **BOARD OF TRUSTEES MINUTES**

May 5, 2022

4:30 p.m.

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

Absent: Thorn [1]

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

### **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, May 5, 2022.

There were no public comments.

### **APPROVAL OF MINUTES**

Bailey made a motion to approve the minutes from the April 6, 2022 regular meeting. Brakenbury 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 \$2,019,076.32, add-ons in the amount of \$52,933.44, and petty cash of \$448.28 for a total of \$3,350,063.48. Reichel made a motion to approve the payroll and expenses as presented. Phillips seconded.

Roll Call Vote #1

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

Nays: None

Absent: Hellenga,\* Thorn [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 committee did not meet.

Policy Committee: The committee met prior to the board meeting to review section 12:6 of the Employee Handbook covering Personal Devices at Work.

Construction Committee: The committee met on April 18, 2022 to discuss fill issues at the site. The committee and Williams Brothers came to an agreement to split the additional cost. There will be a reduction of \$60,000 in the Library's cost by using topsoil available at the site. The total additional cost for fill at the site is \$171,744.00.

Friends of the Library: The Friends met on May 4. The Spring Booksale will be held May 19-21.

GPL Foundation: The Foundation Board will meet again in June.

### **ACTION ITEMS**

Director Thompson presented the revisions to the Personal Devices at Work section of the Employee Handbook. The previous version of the policy allowed for no personal devices at work. Personal devices are now used extensively for work purposes throughout the day. The policy revision sets reasonable standards for use of personal devices and continues to acknowledge the potential for distraction. Muelder made a motion to approve the revisions to the Personal Devices section of the Employee Handbook. Phillips seconded. There was voice vote approval.

### **DISCUSSION ITEMS**

Director Thompson reviewed FOIA guidelines regarding personal emails and texts. She gave Trustees the option to have personal emails provided through the Library.

\*Hellenga arrived at 4:41 p.m.

Trustee Reichel presented the Solar for All State program. The board discussed the details and potential savings of pursuing this option. The construction committee will follow-up with Williams Brothers regarding our current contract.

The board discussed gifting the bus shelter that will be installed on the corner of Simmons and Academy to the City. More information is needed.

It was recommended that the Building Committee meet to discuss fielding questions regarding the current building when inquiries are made for potential purchase.

Director Thompson gave her report.

Brakenbury made a motion to adjourn. Phillips seconded.

There was voice vote approval. Adjourned: 5:20 p.m.

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President

Secretary