

GALESBURG PUBLIC LIBRARY

BOARD OF TRUSTEES MINUTES

September 1, 2022

4:30 p.m.

Present: Bailey, Brakenbury, Hellenga*, Conolly, Muelder, Phillips, Reichel, Thorn, Williamson [9]

Absent: none [0]

Also Present: Noelle Thompson (Library Director), Heather Sipes (Library Staff), Kaitlin Hutchcroft (Library Staff), and Sabrena Taylor (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, September 1, 2022.

There were no public comments. Director Thompson introduced new Circulation employees, Kaitlin Hutchcroft and Sabrena Taylor.

APPROVAL OF MINUTES

Bailey made a motion to approve the minutes from the August 4, 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 \$100,766.84, add-ons in the amount of \$36,628.58, and petty cash of \$181.49 for a total of \$137,576.91. Reichel made a motion to approve the payroll and expenses as presented. Brakenbury seconded.

Roll Call Vote #1

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

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: Chairperson Phillips reported that the committee did not meet.

Finance Committee: The committee will meet next week to finalize the 2023 budget.

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

Construction Committee: Director Thompson attended the bi-weekly coordination meeting at the construction site on . The locking system was reviewed after the last meeting.

Friends of the Library: The Friends will meet on September 7.

GPL Foundation: The Foundation Board met on August 11. There was no quorum, so the action items were voted on by email vote. The board approved the following: funding for the TES position at the Library through the end of the year; an interest rebate for the Library from the last interest payment made on the \$3M loan; the \$1M 2-year loan agreement for the balance due from the original \$3M loan.

ACTION ITEMS

The Policy Committee recommended the approval of revisions to the Sick Leave (Employee Handbook Section 10:4) that will now include use *“when an employee is transporting a pet to or from a veterinarian appointment or when providing vet-directed pet care.”* Brakenbury made a motion to approve the revision. Phillips seconded. There was voice vote approval.

The Policy Committee Recommended the approval of revisions to Meal and Rest Breaks (Employee Handbook Section 6:2) as follows:

“In addition, all employees who work ~~at least over~~ 5 consecutive hours in a day are ~~required to take entitled to~~ an unpaid hour meal break.”

Brakenbury made a motion to approve the revision. Bailey seconded. There was voice vote approval.

The Policy Committee is not ready to make a recommendation on the Disposal of Property Policy.

Trustee Reichel reported that the Library still owes \$1M of the \$3M loan they had with the Library Foundation. The loan has been extended on the remaining balance for a period of two years at the same interest rate of 2.26%, due semi-annually and the principal and accumulated interest will be due and payable July 1, 2024. Bailey made a motion to approve the extension of the loan. Hellenga seconded.

Roll Call Vote #1

Ayes: Bailey, Brakenbury, Conolly, Hellenga, Muelder, Phillips, Reichel, Thorn, Williamson [9]

Nays: None

Absent: None [0]

President Muelder declared the motion carried.

The Cards for Kids program was, again, tabled as no additional information has become available.

DISCUSSION ITEMS

Director Thompson gave her report.

Phillips made a motion to adjourn. Brakenbury seconded.

There was voice vote approval. Adjourned: 4:48 p.m.

President

Secretary

*Hellenga arrived at 4:37 pm