

## **GALESBURG PUBLIC LIBRARY**

### **BOARD OF TRUSTEES MINUTES**

October 6, 2022

4:30 p.m.

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

Absent: Hellenga, Muelder (2)

Also Present: Noelle Thompson (Library Director), Jane Easterly (Assistant Director)

### **CALL TO ORDER**

Vice-President Bailey called the regular meeting of the Galesburg Public Library Board of Trustees to order at 4:30 p.m. on Thursday, October 6, 2022.

There were no public comments.

### **APPROVAL OF MINUTES**

Brakenbury made a motion to approve the minutes from the September 1, 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 \$1,034,785.96, add-ons in the amount of \$608,175.82, and petty cash of \$54.38 for a total of \$1,643,016.16. Reichel made a motion to approve the payroll and expenses as presented. Bailey seconded.

Roll Call Vote #1

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

Nays: None

Absent: Hellenga, Muelder [2]

Vice-President Bailey 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 met September 15 to finalize the 2023 budget, which will be submitted for approval as an action item on the agenda.

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

Construction Committee: Director Thompson and Committee Chair Reichel attended the bi-weekly coordination meeting at the construction site. Director Thompson reviewed proposed signage with architect Christy Monk following the meeting.

Friends of the Library: The Friends of the Library Fall book sale will take place October 14, 15 and 16<sup>th</sup> in the Sanderson Room of the Library.

GPL Foundation: The Foundation Board will be meeting October 20 at 5:00 p.m. in the Sanderson Room.

### **ACTION ITEMS**

The Policy Committee recommended the approval of the “Cards for Kids” policy which authorizes free Library Cards for one year for those under age 18, irrespective of their home of record. Upon a motion by Brakenbury, seconded by Thorn, a unanimous voice vote was cast in favor of approval. Vice-President Bailey declared the motion carried.

Finance Committee Chairperson Reichel presented the 2023 Budget as approved by the Finance Committee at its meeting of September 15. Staff salaries represented a 5% increase over 2022 while the number of staff positions has remained the same. Reference Librarian Lucas Gorham, whose duties also encompass the Library’s information technology, was given a larger increase than other staff members due to increased responsibilities for IT infrastructure in the new library.

The overall Budget increase of 5.4% included a 4.9% increase in the levy request. Reichel moved that the 2023 Salary Schedule be approved. Thorn seconded.

Roll Call Vote #2

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

Nays: None

Absent: Hellenga, Muelder [2]

Vice-President Bailey declared the motion carried.

Reichel moved to approve the 2023 Budget. Phillips seconded.

Roll Call Vote #3

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

Nays: None

Absent: Hellenga, Muelder [2]

Vice-President Bailey declared the motion carried.

**DISCUSSION ITEMS**

**A.** The Per Capita grant requires the Board to review how it is meeting its duties and responsibilities as outlined by the Illinois Library Association in its publication “Trustee Facts File”. Board members should be prepared to review these duties and responsibilities at the November meeting, with results to be approved in December.

**B.** Director Thompson gave her report. 354 Library cards had been issued in September, a record. Knox social service student, Justin Vega, will be working through November on a project to see how the Library connects with the community. The building project reached 30% completion, the requirement for receiving the first distribution of the grant. T-Mobile presented the Library with a \$50,000 check for the skills lab as part of their Hometown Grant program. At the end of the month, we will celebrate reaching the GCF challenge goal by inviting donors to take a virtual tour of the construction site. Other recent campaign successes include a \$10,000 pledge from the Farm Bureau and \$817 raised at Culver’s (thanks to many of you who came to the Share Night).

**Other.** Financial Secretary Reichel noted that ordinances approved by the Board in 2011 provided that a portion of unexpended balances of Public Library taxes may be transferred to the Capital Improvement Development Fund (918) upon recommendation of the Financial Secretary and with the approval of the majority of the Board. The purpose of the Fund is to provide support for capital projects including building improvements, additions or new construction. Under extraordinary circumstances, by vote of no fewer than 7 trustees, a portion of the fund could be transferred back to the General Fund. Reichel suggested that \$80,000. could be moved from the 2021 general fund. Action to be taken at the November meeting.

Phillips made a motion to adjourn. Bailey seconded.

There was voice vote approval. Adjourned: 4:35 p.m.

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President

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Secretary