

## **GALESBURG PUBLIC LIBRARY**

### **BOARD OF TRUSTEES MINUTES**

December 1, 2022

4:30 p.m.

Present: Bailey, Conolly, Hellenga\*, Phillips, Reichel, Thorn, Williamson [7]

Absent: Brakenbury, Muelder (2)

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

### **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, December 1, 2022.

There were no public comments.

### **APPROVAL OF MINUTES**

Phillips made a motion to approve the minutes from the November 3, 2022 regular meeting. Thorn 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 \$105,794.73 and add-ons in the amount of \$635,481.36 for a total of \$741,276.09. Reichel made a motion to approve the payroll and expenses as presented. Phillips seconded.

Roll Call Vote #1

Ayes: Bailey, Conolly, Phillips, Reichel, Thorn, Williamson [6]

Nays: None

Absent: Brakenbury, Hellenga, Muelder [3]

Vice-President Bailey declared the motion carried.

\*Hellenga arrived.

### **COMMITTEE REPORTS**

Building Committee: Chairperson Conolly reported that the committee met prior to the board meeting to tour the current building.

Personnel Committee: Chairperson Phillips reported that the staff evaluations for the director were due that day. The committee will meet to review the evaluations and then meet with Director Thompson.

Finance Committee: Chairperson Reichel reported that the committee did not meet

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

Construction Committee: Committee members continue to attend the bi-weekly coordination meetings at the construction site. The next meeting is scheduled for December 6.

Friends of the Library: The Friends of the Library did not meet

GPL Foundation: The Foundation Board will meet on December 8.

### **ACTION ITEMS**

- A. Director Thompson reported that two minors were involved in a recent incident resulting in the offender being suspended from library programs until the next school year. Phillips made a motion to approve Director Thompson's recommendation of suspension. Reichel seconded. There was voice vote approval.
  
- B. Financial Secretary Reichel reported that the library has \$89K in unexpended Public Library tax revenue that can be moved to the Capital Improvement fund per Ordinance 2011-1-2011. Reichel made a motion to move \$80K of those funds to the capital improvement fund. Thorn seconded.

Roll Call Vote #2

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

Nays: None

Absent: Brakenbury, Muelder [2]

Vice-President Bailey declared the motion carried.

- C. Director Thompson presented the revisions to the Sick Leave Policy. The revisions added "partner" and "grandparents-in-law" as immediate family. "Natural" was removed from "grandparents." Phillips made a motion to approve the revisions. Thorn seconded. There was voice vote approval.
  
- D. Director Thompson present the 2023 closing dates for the library. Juneteenth was added on June 19<sup>th</sup>. The library will be closed both Friday and Saturday for Christmas Eve and New Year's Eve. March 8, 2023 will be closed for Staff Day. Reichel made a motion to approve the 2023 closing dates. Thorn seconded. There was voice vote approval.

## DISCUSSION ITEMS

The library is starting to get questions about reserving the Community Room at the new building. The board gave input for a new policy. The board also suggested having counsel look over the policy before submitting it for approval.

Director Thompson asked for suggestions on what the board would like included in the Year in Review.

Director Thompson gave her report.

The board also discussed how the library could support Knox College while their internet is down.

Reichel made a motion to adjourn. Phillips seconded.

There was voice vote approval. Adjourned: 5:30 p.m.

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President

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Secretary

\*Hellenga arrived at 4:34 pm.