

GALESBURG PUBLIC LIBRARY

BOARD OF TRUSTEES MINUTES

February 2, 2023

4:30 p.m.

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

Absent: None (0)

Also Present: Noelle Thompson (Library Director), Jane Easterly (Assistant Director), 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, February 2, 2023.

There were no public comments.

APPROVAL OF MINUTES

Bailey made a motion to approve the minutes from the January 5, 2023 regular meeting. Reichel seconded. There was voice vote approval.

Phillips made a motion to approve the minutes from the January 23, 2023 Art Committee meeting. Brakenbury seconded. There was voice vote approval.

Thorn made a motion to approve the minutes from the January 23, 2023 Landscaping Committee meeting. Muelder 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 \$125,362.04, add-ons in the amount of \$882,552.78 and petty cash in the amount of \$55.71 for a total of \$1,007,970.53. Reichel made a motion to approve the payroll and expenses as presented. Phillips 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.

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 and has action items on the agenda.

Construction Committee: Committee members continue to attend the bi-weekly coordination meetings at the construction site. There has been discussion on next steps with the fuel tank issue.

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

GPL Foundation: The Foundation Board will meet on Thursday, February 9.

Landscaping: The committee met on January 23. Trustee Thorn reported that there is currently no budget for landscaping at the new building site. We have been allotted 10 unknown trees from the City. There is a reasonable landscaping plan from the architects in which to work with. The committee is waiting on information on the trees and other landscaping professionals.

Art: Trustee Phillips reported that the need for policies and security was discussed. The art budget is \$76,000. Committee goals were presented. Director Thompson will contact the contractor regarding lighting which will need to be flexible in the art areas. Galesburg Art Center has art to loan out for display that can be used initially in the new building. The committee will obtain sample policies from other organizations to use as a starting point for writing new policies and procedures. The committee will meet again on February 6, 2023.

ACTION ITEMS

- A. The Policy Committee recommended revisions to the Bereavement Policy to more closely reflect the Illinois Family Bereavement Leave Act. The following changes were made:

An additional five days of unpaid leave may be taken, in accordance with the Family Bereavement Act was added to the end of the first paragraph.

The following changes were made to the last sentence of the second paragraph:

Parents-Staff members experiencing loss of a pregnancy, failed adoption or surrogacy agreement, unsuccessful reproductive procedures, and other diagnoses or events negatively impacting pregnancy or fertility also qualify.

Muelder made a motion to approve the revisions. Phillips seconded. There was voice vote approval.

- B. The following was added to the Remote Work Policy under Guidelines for clarification:
- Work from home requests will not be granted for Saturdays on which the staff member is scheduled.*

Staff scheduled on Saturdays are expected to be available to the public. Brakenbury made a motion to approve the revisions. Muelder seconded. There was voice vote approval.

- C. Revisions to the Notary Policy were suggested by the Reference Department for clarification and to reflect the use of individual notary journals instead of a notary log. The following changes were made:

Under "Other Important Information: ~~library's notary transaction log~~ was changed to **notary's journal**.

Information to be Recorded in Notary ~~Log~~ Journal

- The date **and time of the notarization**
- Each signer's name **and signature**
- ~~Each signer's signature~~
- **Each witness' name and signature, if applicable**
- Type of ID provided, **ID number, who issued ID and when**, and the expiration date
- Description of document being notarized
- Whether ~~notarization was a jurat or not~~ service was an acknowledgement, an oath/affirmation, or a jurat
- **Notary's initials**

Brakenbury made a motion to approve the changes to the Notary Policy. Muelder seconded. There was voice vote approval.

- D. The Reference policy was revised to add website chat as a method of requesting assistance and new language was added to clarify what staff can and cannot do while assisting patrons.

The first sentence of the third paragraph was revised as follows:

*Reference assistance may be requested in person, by mail, by phone, by email, ~~or~~ via social media, **or by website chat**.*

The following was added to the end of the fourth paragraph:

Library staff cannot provide typing services or assistance with inputting credit card numbers, passwords, or other private information. Library staff can provide limited guidance to help patrons using devices but patrons are expected to execute all digital tasks including typing, submitting forms, and sending correspondence.

Muelder made a motion to accept the changes to the Reference Policy. Brakenbury seconded. There was voice vote approval.

- E. The Solar for All contract is being reviewed by the library attorney. No action is needed at this time.

DISCUSSION ITEMS

- A. Director Thompson has been in contact with three moving companies. The quotes have been higher than expected ranging from \$100,000 - \$150,000. Director Thompson will begin writing bid specs.
- B. Paid Leave for All Workers Act will be effective January 2024. The act provides regular time off for all workers.
- C. Director Thompson gave her report.
- D. The board discussed the timeline for engaging a realtor.

Brakenbury made a motion to adjourn. Bailey seconded.

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

President

Secretary