

**Galesburg Public Library
Board of Trustees Meeting Minutes
Thursday, November 2, 2023**

Pres. Muelder called the meeting to order at 4:30 p.m.

Trustees in attendance: **Muelder, Phillips, Reichel, Bailey, Conolly, Williamson, Hellenga**

Trustees absent: **Brakenbury**

GPL staff in attendance: **Thompson, Flanagin, Easterly**

A motion for the approval of the minutes from the last meeting was made by Bailey and seconded by Phillips; it was unanimously approved by a voice vote.

Reichel presented the payroll and expenses. Regular invoices totaled \$18,464.29, payroll for the period was \$91,510.94, and advanced checks in the amount of \$37,954.74 for a total of \$147,929.97; plus, add-ons in the amount of \$1,771,431.53 and petty cash expenditures of \$24.51 for a total of \$1,919,386.01. A motion for the approval of the payroll and expenses was made by Reichel and seconded by Thorn. Roll call was taken and they were unanimously approved.

Roll Call Vote # 1

Ayes: Bailey, Conolly, Hellenga, Muelder, Phillips, Reichel, Williamson, Thorn (8)

Nays: None

Absent: Brakenbury (1)

Committee reports:

Building Committee by Conolly: No Report

Personnel Committee by Phillips: No Report

Finance Committee by Reichel: No Report

Policy Committee by Phillips: Met 11/2 and agreed on revisions to send to the board for approval.

Construction Committee by Reichel: Progress is being made. Construction is moving well; the large piles of cement and dirt are to be removed from the new building area.

Friends of the Library by Muelder: Friends will have a social event at 3:00PM on Saturday, November 4th.

Foundation by Riechel: The GPLF met with their accountant and reviewed their budgets and expenditures.

Landscaping Committee by Muelder: Sunday, 11/5, is the Knox Day of Service We have 28 volunteers and others assisting to clean up the area around the new building.

Art Committee by Muelder: The Art committee has been working on lettering designs for the wall that will be behind the computers area in the new building. The lettering is interestingly made of pieces of Dorothea Tanning's artwork. Famous for that, at one point she worked at GPL. Her old timesheets have since been found in the records.

Action Items:

Bike Theft: One of our patrons was caught on camera stealing a bicycle at our location. The police were informed of the theft on 10/11. The patron has been issued a suspension from the library for 6 months. This particular patron has been known to exhibit various paranoid behaviors and has tampered with public computers in the past.

The patron has the opportunity to challenge the suspension if they so choose. A motion to approve the suspension was made by Phillips, and seconded by Bailey. The suspension was unanimously approved via a voice vote.

Iron Mountain Proposal: Between two bids for a moving quote, this proposal was the lower of the two by approximately \$22,000. Iron Mountain specializes in this type of collection move, and even retains an archivist on their team. The total for this expense is quoted at \$87,865.00, to move the majority of the material collection to the new building, under the direction and supervision of staff.

A Motion to approve the acceptance of the proposal was made by Riechel, and seconded by Phillips. Roll call was taken and the motion was unanimously approved.

Roll Call Vote # 2

Ayes: Bailey, Conolly, Hellenga, Muelder, Phillips, Reichel, Williamson, Thorn (8)

Nays: None

Absent: Brakenbury (1)

Circulation Policy: It is proposed that resident cards will not expire as long as the patron remains a resident of the city of Galesburg. All student-issued library cards will now expire in time with the expirations of the student ID used to issue the cards, or, if there is no expiration date on their card, after one year. Material check-out limits for all cardholders will change. A motion to approve the policy was made by Phillips, and seconded by Hellenga. The policy was unanimously approved via a voice vote.

Bulletin Board: Functionally, no change. Proposed updated language for the new building. A motion to approve this policy was made by Phillips, and seconded by Thorn. The policy was unanimously approved via a voice vote.

Child Safety: Proposed that the Galesburg Public Library Children's ~~Library Room~~ provides resources specifically for children, including computers with Internet access for children ages ~~44~~ 12 and younger and their accompanying caregivers, and programs targeting the needs of specific age groups. A motion to approve this policy was made by Phillips, and seconded by Hellenga. The policy was unanimously approved via a voice vote.

Display Case: Proposed to separating exhibits, vs public displays. Updating language for the new building. A motion to approve this policy was made by Phillips. The policy was unanimously approved via a voice vote.

Exhibits Policy: A new policy, proposed to separating exhibits criteria, vs public displays. A motion to approve this policy was made by Phillips. The policy was unanimously approved via a voice vote.

Employee Handbook: Proposed changes include adjustments to employee classifications and time-off accrual, incorporating and defining "temporary" employees, concision updates, "PLAW" and "PLAW Leave" definitions, as well as updates to the unexpected closures section, "smoke breaks" policy, and disaster manual procedures. A motion to approve this policy was made by Phillips. The policy was unanimously approved via a voice vote.

Discussion Items:

Burglar Alarm Incident 11/2: An employee of Royal Cleaning Service, the morning of 11/2, at approximately 1:00AM, left the alarm armed when going about their usual cleaning business. The alarms went off, and three police officers came to assess. Jane Easterly responded and closed the situation.

Water Main Break Day 10/19: On Thursday, October 19, 2023, the library did not open for the day due to a water main breaking in the city. Nothing especially notable happened, but this did cause review of the procedures for emergency closures. The library resumed operation the next day.

Director's Report: Director Thompson discussed recent staff promotions, cleaning days for the old building, and sorting items as GPL prepares to move locations. As we approach the move to the new building, staff is working on finalizing what to bring to the

new building and what to dispose of, and how. November GPL schedule was also mentioned.

GPL was used as the case study for a technology planning presentation by our architect Kevin Eipperle at the ILA Conference in Springfield. Noelle was in attendance.

Deleted Facebook Comments: During banned books week at the beginning of October, many of our posts went viral, and reached audiences outside of our community. There were a few comments mentioning subjects such as civil war, and anti-Semitism. Going against our policies, these comments were removed.

Per Capita Checklist: Presently, GPL does not meet the requirements for the Per-Capita Grant, though we are making progress. Copies of disaster and emergency plans Will be given to community services before the move. Training for staff has recently included specifically for patrons with disabilities. In terms of the IL Book Bans bill compliance, GPL has adopted the ALA Freedom to Read statement.

Motion to adjourn the meeting was made by Phillips and seconded by Bailey. The meeting was adjourned at 5:12 p.m.

Respectfully Submitted,
Craig Conolly, Secretary _____