

**Galesburg Public Library Board of Trustees Meeting Minutes
August 3, 2023**

Present: Bailey, Brakenbury, Connolly, Muelder, Phillips, Reichel, Williamson (7)
Absent: Hellenga, Thorn (2)

Also present: Noelle Thompson (Director) and Jane Easterly (Assistant Director)

President Laurie Muelder called the meeting to order at 4:35 p.m.

There were no public comments.

Steve Bailey made a motion to approve the minutes of the July 6th meeting, and Sarah Brakenbury seconded it. The motion was approved unanimously.

Martin Reichel presented the **payroll and expenses**:

Invoices: \$31,109.65

August Payroll: \$92,080.77

Advanced Checks: \$2,081,217.06

Total Disbursements: \$2,204,407.48

Add-ons: \$20,546.21

Petty Cash: \$205.31

Total: **\$2,225,159.00**

Reichel made a motion to approve them and Mary Phillips seconded the motion.

Roll Call Vote # 1

Ayes: Bailey, Brakenbury, Conolly, Muelder, Phillips, Reichel, Williamson (7)

Nays: None

Absent: Hellenga, Thorn (2)

The payroll and expenses were approved unanimously.

Committee Reports:

Building Committee: no meeting

Personnel Committee: no meeting

Finance Committee: met on July 25th

Policy Committee: met just prior to today's board meeting; four policies to discuss

Construction Committee: met on August 1st and things are moving along well

Friends of the Library: no meeting, but a successful social gathering with 13 attending

Foundation Committee: will meet on August 10th

Landscape Committee: working on landscape options and Tom Simkins has expressed interest in lending his expertise

Art Committee: working on policies

Action Items

From the Policy Committee:

Meeting Room Policies: Martin Reichel moved to approve the changes; Stephen Bailey seconded. The motion was approved unanimously.

Circulation Policies: Sarah Brakenbury moved to approve the changes; Mary Phillips seconded. The motion was approved unanimously.

Notary Policies: Martin Reichel moved to approve the changes; Mary Phillips seconded. The motion was approved unanimously.

Internet Policies: Mary Phillips moved to approve the changes; Sarah Brakenbury seconded. The motion was approved unanimously.

Library Hours:

Library Director Noelle Thompson discussed a minor change in library hours once the new building is open. It was suggested the library close at 5:00 p.m. on Wednesdays as there is less usage at this time. Mary Phillips moved to accept the change; Stephen Bailey seconded. The motion was approved unanimously.

Director's Report:

Eileen Castro has retired from the Reference Department and Jane Easterly will start interviews for her replacement.

Laura Weech has left her position as shelver and interviews for her replacement will start soon.

The Summer Reading Program was a great success with 894 participating, and 350 attending the finale skating party.

There are many tours of the new library building by staff, and these will open to the public soon. Hours will be limited to current library hours, due to safety coverage.

There was a motion to adjourn by Stephen Bailey and it was seconded by Mary Phillips, and approved unanimously. The meeting was adjourned at 5:04 p.m. by President Laurie Muelder.

Respectfully submitted,

Mary Phillips
(Acting secretary)