

**Galesburg Public Library
Board of Trustees Meeting Minutes
Thursday, January 4, 2024**

Vice President Bailey called the meeting to order at 4:30 p.m.

Trustees in attendance: **Reichel, Bailey, Conolly, Williamson, Hellenga, Thorn**

Trustees absent: **Phillips, Brakenbury, Muelder,**

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

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

Reichel presented the payroll and expenses. Regular invoices totaled \$58,172.73, payroll for the period was \$127,761.27, and checks were advanced in the amount of \$4,098.96; plus, add-ons in the amount of \$41,751.89 and petty cash expenditures of \$91.96 total to \$231,876.81. A motion for the approval of the payroll and expenses was made by Reichel and seconded by Hellenga. Roll call was taken and they were unanimously approved.

Roll Call Vote # 1

Ayes: Bailey, Reichel, Conolly, Thorn, Williamson, Hellenga (6)

Nays: (0)

Absent: Phillips, Brakenbury, Muelder (3)

Committee reports:

Building Committee by Conolly: No Report

Personnel Committee by Phillips: No Report

Finance Committee by Reichel: No Report

Policy Committee by Phillips: No Report

Construction Committee by Reichel: Recent progress meeting confirms that the project is moving as expected and will be completed on-time.

Friends of the Library by Muelder: No Report

Foundation by Reichel: No Report

Landscaping Committee by Muelder: No Report

Art Committee by Muelder: No Report

Action Items:

Patron Suspension: A patron has been consistently breaking the rules at GPL for use of the library. It has come to a suspension for this individual. The patron's situation was discussed, as well as staff comfortability, and the length of the suspension. Similar situations were also discussed. A motion was made by Thorn to approve the suspension, and was seconded by Reichel.

Richardson Endowment Scholarship Policy: It is considered that the management of funds related to the Dorothea and William K Richardson Endowment Scholarship, should be abdicated to the GPLF, and as such, the policy regarding its management at GPL will henceforth be retired. A Motion was made by Thorn, and seconded by Reichel. it was unanimously approved by a voice vote.

March 1 Library Closure: It is proposed that GPL should close from March 1-31 and open in early April to conduct the business of moving the various collections, furniture, records, and other items, as well as getting settled into the new building. A motion was made by Reichel and seconded by Thorn. The motion was unanimously approved via a voice vote.

Transfer of Unexpended Funds to Special Reserve (Ordinance 2011-1-2011): Treasurer Reichel recommended to transfer \$80,000 of unexpended general funds to special reserve funds. A motion was made by Williamson to approve the transfer, and seconded by Thorn. Roll Call was taken, and the motion was unanimously approved.

Roll Call Vote # 2

Ayes: Bailey, Reichel, Conolly, Thorn, Williamson, Hellenga (6)

Nays: (0)

Absent: Phillips, Brakenbury, Muelder (3)

Discussion Items:

Director's Report: The completion of the new building is imminent, as the various teams are finishing up. The estimated completion date is February 1. After we receive the go ahead from the construction teams, we will begin the process of moving. There will be changes to our available services and scheduling in the meantime until early April.

Motion to adjourn the meeting was made by Reichel and seconded by Thorn. The meeting was adjourned at 4:50 p.m.

Respectfully Submitted,
Craig Conolly, Secretary _____