

**Galesburg Public Library  
Board of Trustees Meeting Minutes  
Thursday, February 1, 2024**

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

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

Trustees absent: **Hellenga**

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

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

Reichel presented the payroll and expenses. Regular invoices totaled \$93,622.28, payroll for the period was \$71,823.92, and checks were advanced in the amount of \$6,413.42; plus, add-ons in the amount of \$1,181,971.40 and petty cash expenditures of \$0.00 total to \$1,353,831.02. A motion for the approval of the payroll and expenses was made by Reichel and seconded by Phillips. Roll call was taken and they were unanimously approved.

**Roll Call Vote # 1**

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

Nays: (0)

Absent: Hellenga (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: No Report

**Construction Committee** by Reichel: Progress meetings will occur on Tuesday, 2/6 and 2/13.

**Friends of the Library** by Muelder: No Report

**Foundation** by Reichel: The next meeting will be on 2/15 at 5:00pm

**Landscaping Committee** by Muelder: A donor has been found for cover on the NE planting lot, and will match up to 20k for a challenge grant for landscaping initiatives. Williams Brothers will be planting more grass in appropriate locations. Knox County Soil and Water will be donating seeds.

**Art Committee** by Muelder: 2 pieces have been selected for the new location mural area. The art committee is working on a drone photo concept, a community display area, and a library history and timeline display for areas in the new building.

### **Action Items:**

**Patron Suspension 1:** 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 Brackenbury to approve the suspension, and was seconded by Phillips. It was unanimously approved by a voice vote.

**Patron Suspension 2:** 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 Phillips to approve the suspension, and was seconded by Bailey. It was unanimously approved by a voice vote.

**Meeting Room Policy Revisions:** Updates to the meeting room policy for the new building are as follows: F&M Bank Room name change, parties using the room will now be responsible for not exceeding the capacity of the rooms, non-profit orgs may reserve up to four events at a time, while private organizations may reserve up to one. Refundable cleaning deposits up to \$50 are required for reserved events. Reservations are no longer required a week prior to the events, and can be applied for online at the new reservation system on our website. GPL Custodial staff will be responsible for resetting rooms. A motion was made by Thorn to approve the revisions, and seconded by Brackenbury. It was unanimously approved by a voice vote.

### **Discussion Items:**

**Director's Report:** Two custodians have been hired. Ryan Dew and Elyssa Cozad. We are hoping for a response from the city about the sale of the old building soon. Saturday, February 3 is the last day to pick up holds from the Express Pickup shelves. Patrons are not able to place any more holds on GPL items or pickup holds from GPL

after Saturday. Staff have created informational brochures about using library cards at area libraries.

Collections will begin moving as soon as shelves are installed and an elevator is functioning. We will close off sections of the building as collections are moved to their new location. The last day open will be February 29 and we are preparing for a Leap Day sendoff.

Substantial completion is scheduled for February 9 with first floor shelving being installed starting February 12. The elevator needs a new motor which may not arrive for 3-5 weeks, possibly delaying the move.

**Motion to adjourn** the meeting was made by Reichel and seconded by Thorn. The meeting was adjourned at 5:08 p.m.

Respectfully Submitted,  
Craig Conolly, Secretary \_\_\_\_\_