

GALESBURG PUBLIC LIBRARY

BOARD OF TRUSTEES MINUTES

April 4, 2019

4:30 p.m.

Present: Bailey, Conolly, Muelder, Reichel, Siverly, Williamson [6]

Absent: Brakenbury, Hellenga, Phillips [3]

Also present: Jane Easterly (Library Co-Director), Nancy Terpening (Library Co-Director), Corine Andersen (City Liaison) and Heather Sipes (Library Staff).

CALL TO ORDER:

President Muelder called the regular monthly meeting of the Galesburg Public Library Board of Trustees to order at 4:31 p.m. on Thursday, April 4, 2019 in the Sanderson Room of the Galesburg Public Library.

There were no public comments.

APPROVAL OF MINUTES:

Bailey made a motion to approve the minutes of the March 7, 2019 board meeting as presented. Siverly seconded. There was voice vote approval.

PRESENTATION OF PAYROLL AND EXPENSES

Financial Secretary Reichel presented the list of expenses, estimated payroll, add-ons, and petty cash. He then made a motion to approve payment of the list of bills, advanced checks and estimated payroll in the amount of \$141,182.64, add-ons in the amount of \$21,414.87, and petty cash expenditures in the amount of \$310.20 for a total of \$162,907.71. Williamson seconded.

Roll Call Vote #1

Ayes: Bailey, Conolly, Muelder, Reichel, Siverly, Williamson [6]

Nays: None

Absent: Brakenbury, Hellenga, Phillips [3]

President Muelder declared the motion carried.

COMMITTEE REPORTS

Building Committee: Chairperson Conolly reported that the committee met prior to the Board Meeting to discuss the Keith Engineering proposal and have an action item on the agenda.

Personnel Committee: The committee did not meet.

Finance Committee: Chairperson Reichel requested that the committee meet on Monday, April 8 at 4:00 p.m. to discuss the CDARS investment that expires on April 11.

Policy Committee: Chairperson Siverly reported that the committee met on March 28 to discuss changes to the Employee Handbook and have an action item on the agenda.

Construction Committee: Chairperson Williamson reported that the committee did not meet.

Friends of the Library: The Friends met on Thursday, March 14. They are in need of a Book Sale Coordinator. The sale will be held May 17, 18, & 20.

GPL Foundation: The Foundation will be meeting on Thursday, April 11. They will be discussing Executive Director resumes. The fall dinner is scheduled for October 4.

ACTION ITEMS

Nancy Terpening presented the changes to the Employee Handbook as recommended by the Policy Committee. Muelder made a motion to approve the changes as presented. Bailey seconded. There was voice vote approval.

President Muelder appointed the following to the Director Search Committee: Steven Bailey, Martin Reichel, Melinda Jones-Rhoades (Children's Supervisor), and Sara Naslund (Circulation Supervisor).

Conolly stated that he had contacted four engineering firms for proposals. Two of the four firms were local. The two local companies not interested, one decided they were too busy at this time, and Keith Engineering Design submitted a proposal. Conolly presented the Keith Engineering proposal to the Board and recommended that it be approved. Siverly made a motion to approve the proposal as presented. Reichel seconded.

Roll Call Vote #2

Ayes: Bailey, Conolly, Muelder, Reichel, Siverly, Williamson [6]

Nays: None

Absent: Brackenbury, Hellenga, Phillips [3]

President Muelder declared the motion carried.

DISCUSSION ITEMS

Patty Mosher announced her retirement for October 2019.

Don and Sandy Gillenwater will be donating \$1000 to cover the cost of lightbulb replacement in the library.

The Search Committee will set a meeting for Tuesday or Wednesday of the following week.

Reichel made a motion to adjourn. Bailey seconded. There was voice vote approval.

Adjourned: 5:04 p.m.

President

Secretary