

GALESBURG PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Thursday, June 7, 2012

Present: Conolly, Hunigan, Kroll, Muelder, Peterson, Phillips, Reichel. [7]  
Absent: Berlin, McDonald. [2]

Also present: Corine Andersen (City Council liaison), Harriett Zipfel (Library Director), Jane Easterly (Assistant Director), and Nancy Terpening (Library Staff).

CALL TO ORDER.

President Reichel called the regular monthly meeting of the Galesburg Public Library Board of Trustees to order at 4:30 p.m. on Thursday, June 7, 2012.

APPROVAL OF MINUTES

Kroll made a motion to approve the minutes of the May 3, 2012 regular board meeting as presented. Peterson seconded. There was voice vote approval.

PRESENTATION OF EXPENSES AND PAYROLL—Copies of the list of bills are attached to the file copy of the minutes.

Kroll presented the list of expenses, add-ons and estimated payroll.

Kroll made a motion to approve the payment of the list of bills and estimated payroll in the amount of \$95,690.14, add-ons in the amount of \$12,758.88, and \$364.49 in petty cash expenditures. Phillips seconded.

Roll Call #1.

Ayes: Conolly, Hunigan, Kroll, Muelder, Peterson, Phillips, Reichel. [7]

Nays: None.

Absent: Berlin, McDonald. [2]

President Reichel declared the motion carried.

Kroll noted that the staff trip was paid from continuing professional education but not reimbursed. Ms. Zipfel said that the expense has to be coded that way for accounting and that the reimbursement will be reflected in revenues.

COMMITTEE REPORTS

President Reichel appointed Conolly, Phillips, and Hunigan to the nominating committee. The committee will report next month.

Building Committee: Chairperson Peterson reported that the committee had met on May 14 and conducted a building maintenance walk-through. The board received a list of items that need attention. A copy of this list is attached to the file copy of the minutes. The committee decided to concentrate on maintenance needed on the outside of the building. This included caulking the slate and windows and painting the metal doors. The committee asked Ms. Zipfel to get estimates for the work. Kroll said that \$40,000 of the \$75,000 budgeted for maintenance has already been used this year.

Personnel Committee: Chairperson Phillips reported that the committee had not met.

Finance Committee: Chairperson Kroll reported that the committee had not met. He said that a meeting will be scheduled later this month to begin the budget process. Kroll also said that this would be another tight year.

Policy Committee: Muelder reported that the committee had met to review and revise the gifts to the library, family medical leave act, monetary gifts, materials selection, weeding, archives, and model ethics ordinance policies. They also developed a web posting response policy. Kroll asked that the web posting response policy be discussed and voted on separately.

Construction Committee: Chairperson Kroll reported that the committee had met. The board received copies of the Building Needs assessment draft.

Friends of the Library: Ms. Zipfel reported that the Friends had a very successful book sale. They grossed \$4,258.35. Prices for the books were increased this year. The Friends held a Friends-only preview sale. Friends memberships were available at the door and 20 people joined the Friends. Boxes of books were donated to the police department for visiting children, nursing home, and sheriff's department.

Foundation Report: Ms. Zipfel reported that the foundation will meet next week.

## ACTION ITEMS

Kroll made a motion to approve the prevailing wage ordinance. Muelder seconded. There was voice vote approval. Kroll said that the library doesn't need to publish the ordinance because we are covered under the city. Reichel will sign the document.

Kroll said that Muelder had typed up the draft of the Building Needs Assessment. He requested that tables referring to square footage be removed. Kroll said that there should be no specifics because architects may come up with good ideas for a smaller building that will still meet our needs. Hunigan asked for time to review the document. Kroll asked board members to email changes to the committee. Kroll also said that he would like to push for a property transfer with the city in July.

Action on the Building Needs Assessment was tabled.

Muelder presented the revised Gifts to the Library, Family Medical Leave Act, Monetary Gifts, Materials Selection, Weeding, Archives, and Model Ethics Ordinance policies for approval.

Phillips made a motion to approve the revised policies. Hunigan seconded. There was voice vote approval.

Muelder presented the Web Posting Response policy.

Kroll said that he didn't want this policy. He feels that responding to anonymous comments on the Web is a mistake and that if someone has a complaint they can address the board at a board meeting or discuss it with the director. He said that the Register Mail should be asked to pull the comment or in the case of false reporting be asked to correct the information but that we give the anonymous comments credibility by responding.

Muelder said that she originally felt that way but has been converted. She said that we would only be responding to false comments not critical comments.

Reichel said that anonymous postings are the new yellow journalism.

Ms. Easterly said that the staff would not be defending the library but correcting false information.

Hunigan asked who would be responsible for responding to libelous or untrue information. Ms. Zipfel responded that she or the assistant director would be responding.

Conolly said that the policy should be given a chance.

Hunigan agreed with correcting inaccurate information.

Phillips said that incorrect comments can mislead others. She felt that the policy should be given a chance but it can be stopped if not working.

Muelder made a motion to approve the Web Posting Response policy. Phillips seconded. There was voice vote approval with Kroll and Reichel voting nay.

In other action, Ms Zipfel suggested tabling action on the painting and caulking the slate. She has received one estimate and is waiting to receive another estimate. Action on painting and caulking was tabled.

## DIRECTOR'S REPORT

The board received copies of the departmental reports. Copies of these reports are attached to the file copy of the minutes.

Reference librarian Linda Lacy has resigned. Ms. Zipfel has advertised for a full-time position that combines reference and IT. She said that one reference position had not been filled last year and that more time is needed to address our IT projects than the current person can handle. If such a person is not found, a 32-hour reference librarian will be hired. Kroll suggested separate positions. Ms. Zipfel said the position will be adjusted as needed.

Dezica Yelm has resigned.

Jennifer Jacobsen-Wood has been hired as a reference sub.

The library will host an Illinois College LTA practicum student this year. She will begin in July and work through her fall term.

An Upward Bound student from Carl Sandburg College is working this summer in the Children's department.

At the 2012 Small Business Day of West Central Illinois the library received an award honoring GPL's 50 years at our location.

The board reviewed and discussed supplemental library taxes. Ms. Zipfel explained that this is a requirement for the per capita grant.

Kroll said that the city manager and finance director has told the board that the library's portion of property taxes would be reduced in proportion to supplemental taxes received. Kroll also said that taxes are restricted to the fund for which they are raised.

Reichel said that some of the supplemental taxes don't apply every year such as working cash.

Ms. Zipfel said that the library currently has working cash and special reserve funds and that the city council would need to approve any supplemental tax. Kroll said that the bigger issue would be how the city council would treat us after requesting supplemental taxes.

Phillips made a motion to adjourn. Muelder seconded. There was voice vote approval.

Adjourned: 5:35 p.m.

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Secretary

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President