

Galva Public Library Board of Trustees
July 11, 2023

The July 11, 2023, Board of Trustees meeting was called to order at 7:00 pm with the following members present, Cheryl Anderson, Barb Caravello, Pat Emmerson, Alan Gardiner-Atkinson, Linda VanDeVelde, Gloria Wilson, and Library Director Lauren Heck. Donna Carlson was absent.

The Secretary's report was approved as read.

The Treasurer's report was reviewed. Cheryl moved that this report and bills in the amount of \$19,325.58 be approved. Gloria seconded; motion passed.

Director's Report

Personnel Updates

Terri will be on vacation from July 17-22.

One of the student workers, Katie Clemons, put in her 2-week notice. Her last day was July 11, 2023. She stated scheduling conflicts and a lack of hours as her reason. Lauren is working on creating a new permanent part-time position, Library Clerk, at less than 1000 hours a year. We will continue to employ John Gravitt throughout his senior year of High School and then re-evaluate the 'Student Worker' position in Spring 2024. Ideally, Lauren would like to keep 1 student worker and hire a PT Library Clerk.

Programming

The Children's Summer Reading end party went well. It was held at the library due to weather. 185 children and adults were in attendance that day.

The Adult Summer Reading end party was nicely attended at 13 patrons. The Library provided refreshments.

Lauren is currently planning a craft for the end of July involving pine cones.

Circulation/Collections/Financials/Grants

We received our first disbursements of tax monies from the counties. Lauren provided a copy for the treasurer.

The budget hearing notice was posted in the Prairie News on 06/30/23. In working with Phil, we will have our budget hearing and adoption on August 8th at 7pm. Lauren is currently working on the budget.

Compton's will have the year-end treasurer's report for the next meeting.

Building/Tech/Maintenance

Electric Hand Dryer –Lauen has called and emailed J. Horn. This is their busy season. Hopefully the library can get on their schedule soon.

Lift Project – the hand railing and the pinch points were installed by Bishop Brothers in late June. We've been having some issues with the door and the lift not recognizing it's closed all the way. Lifts of Illinois came on 06/28 and told us to 'jiggle the door' when it happens. There may be further issues with this.

Action Items

Alan moved to adopt the 2% Building and Maintenance Levy, Ordinance #01-23, Pat seconded, motion passed.

Cheryl moved to approve increasing Hoopla circulation, Alan seconded, motion passed.

Other Business

There was no other business.

Meeting adjourned at 7:37 pm.

Respectfully submitted,
Barbara Caravello
Secretary

Galva Public Library Board of Trustees
August 8, 2023

The August 8, 2023, Board of Trustees meeting was called to order at 7:00 pm with the following members present, Cheryl Anderson, Barb Caravello, Donna Carlson, Pat Emmerson, Alan Gardiner-Atkinson, Linda VanDeVelde, Gloria Wilson, and Library Director Lauren Heck.

The Secretary's report was approved as read.

The Treasurer's report was reviewed. Donna moved that this report and bills in the amount of \$17,133.82 be approved. Pat seconded; motion passed.

Director's Report

Personnel Updates

Lauren took a Blue Cloud Analytics training offered by RSA on August 3rd. This is the data used by RSA in its monthly reporting. Lauren will be on vacation August 9-11.

New Part Time Position – Library Clerk. This position will be classified as permanent part time but with a maximum amount of 12 hours a week and a minimum of 4. It will not be eligible for IMRF, health or dental benefits but will be eligible for 'Illinois Time Off' of 20 hours a year starting Jan 1st, 2024. Lauren would like this position to start at \$15.00 - \$15.50 an hour. The Clerk's schedule would be every Saturday and then afternoons/evenings on Mondays or Tuesdays and with extra hours available each June and as needed for scheduling purposes.

Mike Heck, our IT person, retired after many years of service, effective 08/02/23. At this time, we can save money by utilizing our Library Director as our IT person. If the need arises for IT services in the future, we can revisit then.

Programming

We worked with Great Dane to host another job fair on August 1st.

The Zinnia Craft is still a work in progress. Story Time will resume weekly on Wednesdays starting 09/06/23.

Library Schedule

The September 2023 – May 2024 schedule needs to be agreed upon by the Board and the Director. We are thinking the same schedule as FY 22-23 for 23-24:

Monday & Tuesday – 9am-7pm Wednesday & Thursday – 9am – 5pm

Friday – 1pm – 5pm Saturday – 10am – 1pm

Circulation/Collections/Financials/Grants

Collections – Hoopla - per the Board's resolution last month we upped our Hoopla circulations to 8 per patron starting August 1st. Lauren will conduct a 3-month study (August, September and October) to

see the impact on the monthly budget, the number of patrons using the app, as well as checking to see if the circulations are being used.

Financial – there are *more* documents required to be signed by SBT. Apparently, they need signature cards for the savings account also.

Surety Bond – according to the IPLAR, our Surety Bond of \$175,000 is not in compliance with IL law. Lauren contacted Porter Hay. We received \$439,805.90 in tax funds for FY 22-23. To comply, which is half of the tax monies received annually, we need to bring this amount up to \$250,000. A partial premium of \$23 would be due to bring this to \$250,000.

Non-Resident card fee – this needed to be calculated for the IPLAR. FY 23-24 non-resident card fee is \$421.36.

Action Items

The annual Budget, Ordinance #02-23 was reviewed. Donna moved to adopt the Budget, Cheryl seconded, and the Budget was passed unanimously at 7:15 pm.

Donna moved to approve the selling of non-resident cards, Gloria seconded, and motion approved.

Other Business

There was no other business.

Meeting adjourned at 7:44 pm.

Respectfully submitted,
Barbara Caravello
Secretary

Galva Public Library Board of Trustees
September 12, 2023

The September 12, 2023, Board of Trustees meeting was called to order at 7:00 pm with the following members present, Cheryl Anderson, Barb Caravello, Donna Carlson, Pat Emmerson, Alan Gardiner-Atkinson, Linda VanDeVelde, Gloria Wilson, and Library Director Lauren Heck.

The Secretary's report was approved as read.

The Treasurer's report was reviewed. Donna moved that this report and bills in the amount of \$13,759.88 be approved. Allan seconded; motion passed.

Director's Report

Personnel Updates

Library Clerk – 3 people applied and were interviewed. Lauren hired Terri Nordstrom at \$15.50/hour with a maximum of 12 hours per week. Her first day is Tuesday, Sept. 19th, with training planned over the next 6 weeks.

Programming

We are looking into setting up a gaming computer in the children's room. It would be set up near the desk and have limited/controlled access to the internet. We can access many games from Tumblebooks, PBS Kids and STEAM. We already have a laptop and a monitor. We would most likely need to purchase a dock or multiport adaptor.

Lauren and Hannah are scheduled to present at the Kiwanis Club meeting on Monday, 09/25 at 6:30pm. They will be discussing available Library services and programming.

Story time started back up this month. 'Movie Mondays' will be monthly; we are also looking into some craft programs and Lego-themed events. Lauren also ordered some Halloween trick or treat bags for kids to color.

Circulation/Collections/Financials/Grants

Lauren submitted the IPLAR annual survey to the state on 08/24/23.

Building Maintenance

The drain clogged up again in the upstairs bathroom. Lauren had Dooley Brothers out to clean it.

Lauren called City Hall about the IDOC/Lifeskills members doing some landscaping around the Library on 08/29. Lauren left a message with the Kewanee Lifeskills facility but has yet to receive a call back.

An electrician from Ed's in Kewanee was here on 8/29 to examine the light in the downstairs hallway that has been flickering and burning out bulbs. The electrician put wire nuts where there was electrical tape joining the connectors, and noted the fixture was fine otherwise. We also purchased LED light bulbs.

Action Items

Cheryl moved to adopt Levy Ordinance #03-23, Alan seconded, motion passed.

Alan moved to waive payment of CPPRT funds totaling \$302.15, owed to the Library from the Galva Township for the time period of 2012-2022; Pat seconded, motion passed.

Other Business

There was no other business.

Meeting adjourned at 7:42 pm.

Respectfully submitted,
Barbara Caravello
Secretary

Galva Public Library Board of Trustees
October 10, 2023

The October 10, 2023, Board of Trustees meeting was called to order at 7:00 pm with the following members present, Cheryl Anderson, Barb Caravello, Donna Carlson, Pat Emmerson, Alan Gardiner-Atkinson, Linda VanDeVelde, Gloria Wilson, and Library Director Lauren Heck.

The Secretary's report was approved as read.

The Treasurer's report was reviewed. Donna moved that this report and bills in the amount of \$36,526.31 be approved. Gloria seconded; motion passed.

Director's Report

Personnel Updates

Sexual Harassment Training: IL Law now states that Library Board Trustees must complete an annual sexual harassment training. This was already required for employees and has been completed as of 10/10/23 by all employees.

Programming

Lauren and Hannah presented a comprehensive list of Library services at the Kiwanis Meeting on September 26th.

Pet contest – The Library raised \$160.27 for the Henry County Humane Society. There were also pet-related items donated.

Halloween Activities – The color your own bags counted as two programming activities on the 2nd and 23rd. There is a Halloween party scheduled for Monday, October 30 here at the library. We will have music and library snacks. The library is also open during Trick or Treat on the 31st. We will be handing out candy and other little items.

Circulation/Collections/Financials/Grants

The Library purchased a Galahi yearbook ad again this year. I had the bookkeeper include a check for \$25.00 payable to Galva High School.

Software: RSA is going independent of RAILS. RAILS will still be our inter-library loan delivery system however RSA will now have to 'govern' themselves. More information will be forthcoming.

QC Times: included in the bills is a check to renew the subscription. Lauren also set up online access with a secure login. Patrons can request the login.

Building Maintenance

Lauren spoke with Jeremy Gerard, the local tuck pointer, and requested he do a visual inspection of the masonry before the winter season.

The carpets were cleaned by One Way Carpet Cleaning on 10/09 while the Library was closed.

Orlando Mota, of Mirror Image, cleaned the windows inside and out on 09/28.

The boiler was inspected by Sean Dooley on 10/04. It's ready to go!

We received all required warranty documentation from Bishop Bros Inc. for the lift. The project is now truly complete and there is the final invoice from Bishop Bros included in this month's bills.

Action Items

Alan moved to approve renewal of staff health insurance for 2024, Cheryl seconded, motion approved.

Following review of the revised personnel policy, Donna moved to approve the revised policy, Pat seconded, motion carried.

Other Business

There was no other business.

Meeting adjourned at 7:40 pm.

Respectfully submitted,
Barbara Caravello
Secretary

Galva Public Library Board of Trustees
November 14, 2023

The November 14, 2023, Board of Trustees meeting was called to order at 7:00 pm with the following members present, Cheryl Anderson, Barb Caravello, Donna Carlson, Pat Emmerson, Alan Gardiner-Atkinson, Linda VanDeVelde, Gloria Wilson, and Library Director Lauren Heck.

The Secretary's report was approved as read.

The Treasurer's report was reviewed. Donna moved that this report and bills in the amount of \$16,680.10 be approved. Pat seconded; motion passed.

Director's Report

Personnel Updates

The new part-time clerk, Terri Nordstrom, is doing well and has almost completed training. Lauren will be attending an RSA Independence project meeting in Toulon on the 15th.

Programming

Winter Reading: Lauren and staff have been working on a 'Winter Reading Program' that will encourage reading over the holiday break and incorporate local businesses as prizes. Lauren met with Victoria Cortes from Subway on 10/24 to discuss a program like 'Book It'. Subway is willing to donate the 'Cookie Coupon' milestone prize and offer us a bulk/discount sandwich or personal pizza rate of \$5.00 each. Lauren had the bookkeeper include a \$250.00 check to Subway to purchase 50 6-inch subs and pizzas. We can work with Subway to get more if needed. We also purchased two \$20.00 Casey's gift cards for the 'grand prize' for adults and children from the cash drawer. The grand total spent on the winter reading program as of 11/02/23, is \$290.00.

Halloween – We participated in the Trunk or Treat activity with Galva Ready to Grow on 10/28. Lauren and Hannah handed out over 150 children's books. We weeded these books from the 'Easy' collection, which was overcrowded. The Halloween dance party on 10/30 had 130 people in the door that day. We had 160 in the door on Halloween.

Adult Craft – Christmas ornament crafts. On December 2nd the Library will host an adult craft from 11am-1pm. Lauren will come in to run the craft while regular staff work the library.

Circulation/Collections/Financials/Grants

Internet – The internet bill went up \$100.00 a month before all the taxes and fees. It was up to \$391.66 total. Lauren called Mediacom and was able to negotiate a price of \$338.89, including fees and taxes.

Lauren called Mid Century Fiber on 10/31 and they are able to offer fiber internet at 100 up and 100 down, locked in for 3 years, at \$135.95 per month, and this includes phone service and their equipment. We should be able to keep our current phone number and fax number. The biggest hurdle will be switching the services over and changing the business email. The library will run with 'both' during the transition so that we do not experience any internet downtime or loss of email communication. There are quite a few year-end items associated with the audit and the Per Capita grant that are tied to the

Mediacom email so Lauren will need until the end of the year to get things switched over. The tentative plan is to contact Mid-Century for service starting after the 1st of the year and continue with Mediacom until then so nothing gets missed in the transition.

Building Maintenance

Snow removal – Lauren contacted Terry Summers on 11/07. He agreed to do snow removal again this year but wants \$100 per removal.

Jeremy Gerard looked at the outside masonry and noticed some areas that require attention on the south side of the building. Lauren is waiting for an estimate. This will most likely be a spring project. Lauren called Dirk Swanson, the electrician, on 11/08 and left a voicemail regarding the electrical work we would like done.

Action Items

Cheryl moved to approve holiday closing for 2024. Donna seconded; motion passed.

Other Business

There was no other business.

Meeting adjourned at 7:34 pm.

Respectfully submitted,
Barbara Caravello
Secretary

Galva Public Library Board of Trustees
December 12, 2023

The December 12, 2023, Board of Trustees meeting was called to order at 7:00 pm with the following members present: Cheryl Anderson, Barb Caravello, Donna Carlson, Pat Emmerson, Alan Gardiner-Atkinson, Linda VanDeVelde, Gloria Wilson, and Library Director Lauren Heck.

The Secretary's report was approved as read.

The Treasurer's report was reviewed. Donna moved that this report and bills in the amount of \$17,462.77 be approved. Alan seconded; motion passed.

Director's Report

Personnel Updates

With the time off changes coming up in 2024, and some issues with scheduling and overall performance, Lauren has decided to have a mandatory personnel meeting on January 8th at 6pm. Lauren will close the library early at 6pm that day. Anyone not already scheduled to work will be paid an hour for the mandatory meeting.

An employee mentioned they had represented the library in the 'Trunk or Treat' activity on 10/28/23 and the 'Lighted Christmas Parade' on 11/25/23 and felt that this time needed to be 'comped' or paid to them. Both activities were community related, and this employee volunteered to participate. Both activities were held outside library hours. The Board and the Director now need to determine how to handle this situation and all community service in the future.

Programming

Winter Reading – we have had steady signups in both children and adult programs. Christmas Dance - We had 10 children and 4 adults join us.

Adult Craft – Christmas ornament craft was sparsely attended on 12/02. There were other community activities that day. There is another ornament craft planned for Dec. 16 from 11-1pm.

Circulation/Collections/Financials/Grants

The RSAcat mobile application broke in late November and RSA does not foresee it being available until 2024. Patrons can still access the catalog and place their own holds via the website. Lauren made a handout for patrons needing assistance.

Internet Project – Lauren has created the new gmail account and is working on transitioning from Mediacom to gmail. Lauren is also working on ensuring the website domain will not be affected. This is definitely a work in progress at this point – the old email is listed in numerous places.

Our ADML/Libby fees will be going up. This is an ebook/audiobook collection that all RSA libraries contribute to in relation to being a part of RSA. The cost will be going up to at least \$500 in 2024. Last year we paid \$393. This app is used almost as much as Hoopla and is popular with patrons.

Per Capita Grant – the Library earmarked money from the Grant for FY23-24 to be used toward offsetting the cost of an IT employee, and for promotional materials for the summer reading program. As the IT employee resigned on August 2nd and Lauren assumed the responsibilities of the position, we need to determine a new way to utilize the grant money going forward. Lauren suggested using the Grant for our programming budget for 24-25 and for promotional materials for summer reading.

We received a check from the Galva Township on 12/12 for our CPPRT money in the amount of \$8835.89. Larry Cheline told Lauren to expect the other check in February 2024.

Building Maintenance

Terry Summers signed the snow removal contract for FY 23-24 at \$100 for each snow removal occurrence.

Jason Rice from Torbert Electric came to the library to discuss lighting downstairs in the children's room and hallway and installation of a hand dryer on 12/05.

Lauren has received an estimate from Jeremy Gerard, a local tuck pointer, to be presented to the Board. We were quoted \$5700 to fix some masonry issues on the south and east exterior walls.

Action Items

There were no action items.

Other Business

There was no other business.

Meeting adjourned at 7:36 pm.

Respectfully submitted,
Barbara Caravello
Secretary

Galva Public Library Board of Trustees
January 16, 2024

The January 16, 2024 Board of Trustees meeting was called to order at 5:00 pm with the following members present: Linda VanDeVelde, Alan Gardiner-Atkinson, Donna Carlson, Pat Emmerson, Gloria Wilson and Library Director Lauren Heck. Cheryl Anderson and Barb Caravello were absent.

The Secretary's report was approved as read.

The Treasurer's Report was reviewed. Donna moved that this report and bills in the amount of \$30, 598.46 be approved. Alan seconded, motion carried.

Action Items

The board reviewed Personnel Policy Changes regarding Community Service time and Holidays. The Community Service time will be on a volunteer basis and is unpaid. The Holiday section of the policy eliminated the list of holidays as the Holidays are approved by the board each year.

Alan moved and Pat seconded the motion to approve the Personnel Policy Changes as presented.

There were no other action items.

Director's Report

Personnel Updates

Lauren reported the team meeting held on January 8 went well. Lauren met separately with the custodian and presented a cleaning check list for the custodian to follow. This should address all issues as the check list is developed to address issues related to state regulations due to Covid.

Programming

Summer Reading Plans are underway. Barry Cloyd will be doing a program for all ages about railroads, tentatively on June 4. Shopping has begun for prizes and book bucks store items. Lauren would like to offer a grand prize for the Children's program. Something along the lines of a Nintendo Switch. The board had some discussion about the grand prize and also offered suggestions for other prizes.

Circulation/Collections/Financials/Grants

Lauren and Donna worked together and made a transfer of funds from the Per Capita Grant to our operating funds to cover Summer Reading Costs.

The internet/email address change is still a work in progress.

ADM/Libby fees were voted on by the RSA consortium and were passed. This is an ebook/audiobook collection that all RSA libraries contribute to. The cost will be going to \$500. In 2024. Last year the cost to us was \$393.

The first bill with the per capita rate increase will be sent in July 2024. The bill for those who meet the qualifications for the circulation surcharge will be sent in January 2025. We will have to pay the surcharge as we circulated over 1300 books on this app last year. According to the ADML committee, it will be about \$70. more.

Other Business-

None.

With no other business to discuss, the meeting adjourned at 5:43 p.m.

Respectfully submitted, Donna Carlson for Barb Caravello
Secretary

Galva Public Library Board of Trustees
February 13, 2024

The February 13, 2024 Board of Trustees meeting was called to order at 7:00 pm with the following members present: Cheryl Anderson, Barb Caravello, Pat Emmerson, Alan Gardiner-Atkinson, Linda VanDeVelde, Gloria Wilson, and Library Director Lauren Heck. Donna Carlson was absent.

The Secretary's report was approved as read.

The Treasurer's report was reviewed. Cheryl moved that this report and bills in the amount of \$16,249.10 be approved. Alan seconded; motion passed.

Director's Report

Personnel Updates

Succession Plan – Lauren has been working with the Assistant Director to assess job duties and positions. With upcoming personnel changes on the horizon, this is a good opportunity to reorganize the library staff.

Statement of Economic Interest – we all must do this yearly before May 1st. All Board Members and the Library Director are required to fill this out. This then gets sent to the county clerks.

Programming

The winter reading program was a success! We had 26 children, and 24 adults sign up and participate.

Valentines Dance Party – we are hosting a Valentines dance party on 02/14 from 1-3.

Bilingual Story Time: We are hosting a special bilingual story time on Saturday, Feb 17. The presenter, Leila Interrial, will read a book that is written in English and Spanish and will have a cactus craft as well.

Summer Reading: We have been working with Nahant Marsh in Davenport for some conservation-related programming. Each program costs \$60 for the hour plus the federal mileage rate of .67/mile.

Mileage will be about \$75.00 a program for an estimated total of \$135 per program. We have booked 3 programs – 2 juvenile (Snake Science and Iowa Turtles) and 1 adult (Summer Wild Edibles). These programs will bring our program total for Summer Reading up to 4 at this point.

Circulation/Collections/Financials/Grants

Fiber Internet - we are looking at \$135.95 to \$145.95 a month for fiber internet (depending on if we need a static IP or not) from Mid Century. Lauren is anticipating be able to start this switchover this month as the email is almost taken care of as of 02/06. This saves us about \$200/month over Mediacom.

Building Maintenance

The staff are wondering if we can have an exhaust fan installed in the bathroom along with the electric hand dryer. I texted Jason Rice at Torbert Electric on 02/06 to get the hand dryer project going.

The storage room is organized but filthy. Lauren would like to have the custodian come in on some upcoming Sundays, during the day, to clean all the webs, bugs, dust, surfaces, etc. Lauren is thinking 4 Sundays at 4 hours each should get a hold on the situation. We can re-evaluate then and see what other areas of the basement need deep cleaning.

Action Items

There were no action items.

Other Business

A brief discussion was held regarding the purchase of a book in honor of former board member Jamie Theesfeld.

Meeting adjourned at 7:51 pm.

Respectfully submitted,
Barbara Caravello
Secretary

Galva Public Library Board of Trustees
March 12, 2024

The March 12, 2024 Board of Trustees meeting was called to order at 7:00 pm with the following members present: Cheryl Anderson, Barb Caravello, Alan Gardiner-Atkinson, Linda VanDeVelde, Gloria Wilson, and Library Director Lauren Heck. Donna Carlson and Pat Emmerson were absent.

The Secretary's report was approved as read.

The Treasurer's report was reviewed. Gloria moved that this report and bills in the amount of \$15,278.26 be approved. Cheryl seconded; motion passed.

Director's Report

Personnel Updates

With the current children's librarian accepting the full time position we need to discuss increasing pay. for the new position, which will be effective May 1 st , 2024. Currently the children's librarian is at a pay rate of \$18.75/hour. Lauren suggested increasing the rate by 25 cents, keeping in mind that we will review pay rates and adjust compensation updates for the entire staff in June. The current full-time employee in that position makes \$20.75/hour but has worked up to that over the years.

New Position – two current employees expressed interest in the newly created Librarian I position announced on 02/29. After interviewing both, Lauren has decided to offer the position to the employee that is currently the custodian. This person will transition into the roll April 1st for training and has agreed to stay on as custodian.

IMRF has changed their website– Lauren attended a workshop on 03/06. Lauren also attended a 'book doctor' training in Fondulac on March 7 th.

Programming

We had a Kids Movie Monday on March 11. 5 children attended.

Circulation/Collections/Financials/Grants

Fiber Internet - we are currently in the middle of changing over the internet from Mediacom to Midcentury Fiber. There are 'Julie' markings outside, and the service drop has been determined. The next step is to start running the lines.

Lauren was contacted by a service called 'Kanopy' that offers streaming services to libraries. With the decrease in overall DVD releases this is something that has the potential to be good for our patrons and is another service the library could provide.

Building Maintenance

Lauren spoke with Jeremy Gerard, the tuck pointer, on 02/28 and requested to be put on his Spring schedule. He stated that he will touch base in April. Lauren also verified that the estimate from Dec. 12, 2023 is still valid at \$5700. They require half down at the beginning of the job.

The flower beds and landscaping around the library are looking very rough. Lauren is working with Brian Ince, from Kewanee, to address the situation and to remedy it. Lauren has requested the removal of the

old, weedy mulch, new weed barriers and new mulch. Brian has also indicated that he will include some pressure washing on the north side of the building as well as shore up any landscaping walls/borders. He has some suggestions about the gravel bed on the south side by the emergency exit as well. He provided a quote on 3/11 of \$3500.00 and requires half down up front.

We had an electrical issue on the night of 03/11. No one is sure what happened but when staff arrived in the morning on 03/12 the children's room lights would not come on and the boiler was also not lit up and running. Sean Dooley was able to stop by – apparently the switch on the side of the boiler's breaker had been moved to off – no one can account for this. Lauren will review with staff the importance of making sure that no one flips giant switches, etc. in the utility room and to make sure the door is shut when it isn't super cold out. Lauren has been in touch with 2 electrical companies, one in Elmwood and one in the Quad Cities and left a voicemail with a 3 rd in Peoria. H&H Electric, from Elmwood, came 03/11 and started the process of going back over the Ameren assessment and transitioning fully to LED. Apparently not all our lights are LED.

We had a biohazard event on Saturday, March 9 th. One Way Carpet from Geneseo was able to come out 03/11 and spot clean the area. We also had them clean the cushions on the lounge chairs as no one could remember if they had ever been cleaned and they were looking very dingy. Lauren will review the 'bloodborne pathogen/hazardous waste' policy and go over it with staff. The next time something like this happens we should close the library and ask all patrons to leave. Lauren has completed an incident report.

Other Business

Lauren presented a memorandum she received regarding transition of RSA NFP to an Illinois Intergovernmental Instrumentality (III). A discussion was held regarding the memorandum.

Action Items

Alan moved to approve signing the Intergovernmental Agreement Establishing Resource Sharing Alliance and Authorizing Membership in Resource Sharing Alliance (RSA); raising the pay rate of the current children's librarian to \$19 effective with the new position start date; and establishing a pay rate of \$16.50 for the Librarian 1 position. Gloria seconded; motions passed.

Meeting adjourned at 8:11 pm.

Respectfully submitted,
Barbara Caravello
Secretary

Galva Public Library Board of Trustees
April 9, 2024

The April 9, 2024 Board of Trustees meeting was called to order at 7:00 pm with the following members present: Cheryl Anderson, Barb Caravello, Alan Gardiner-Atkinson, Pat Emmerson, Linda VanDeVelde, Gloria Wilson, and Library Director Lauren Heck. Donna Carlson was absent.

The Secretary's report was approved as read.

The Treasurer's report was reviewed. Cheryl moved that this report and bills in the amount of \$26,265.62 be approved. Gloria seconded; motion passed.

Director's Report

Personnel Updates

Abbey transitioned into the Librarian I role on April 1st. Hannah will transition to Librarian II on May 1st. Due to an abundance of staff this year, Lauren has decided not to schedule the Librarian 1 as a full-time employee during Summer Reading as has been the practice in years past. Next year this may be necessary again, depending on staff availability.

Both applicants on file for the Page position are too young to work here, as they need to be at least 16 years of age. Lauren will work with Amanda Norway at the school to post a flyer in the library and/or see if she has any suggestions.

The Library gifted the 6 staff members book-related socks and a \$10 gift card to the Colony Store in Bishop Hill for National Library Workers Day on April 09th. Total cost was \$17.99 a person.

Programming

Eclipse Party – April 8th – we ordered sugar cookies from Special Kneads Bakery in Galva. We had over 150 people in the door.

Summer Reading: The end party for children's summer reading has been scheduled for July 1st. Lauren has booked M&K Parties out of Princeton and booked Wiley Park from 1-4pm. The end party for adult summer reading has been scheduled for 06/28. This will also be the retirement party for Terri Wigant.

Circulation/Collections/Financials/Grants

Fiber Internet – Midcentury came for the installation on 03/26 and all went very well. We had some issues with the fax machine that have since been resolved.

IMRF – our IMRF Employer rate went up to 15.54% in 2024. Lauren will bring this up with the attorney during budget and levy work to see if we need to increase our tax levy or increase our employer rate to better cover two additional retirements pending in 2024 and, approximately, 2025.

Building Maintenance

Lighting issues – Lauren is working with Mark Rives and John Bloomberg from H&H Lighting to address the lights in the children's room and to potentially add more lighting.

Recent Electrical Issues – The lights were flickering again on 03/25. Lauren had Ameren check the connection at the pole and service to the building on 03/26. Ameren trimmed some branches and

shored up some connections but didn't see any issues outside of the building. Later, AMP Electric out of Galesburg came on 03/26 and looked at the 'flickering lights' issue. The electrician tightened multiple loose connections in the primary panel and cleaned the 'dirty neutrals'. The electrician also replaced the bulbs in the lights in the magazine room that were going off and on and replaced bulbs in the fixture that was burned out in the children's room. The ends and connectors of the burned-out fixture in the children's room were corroded and broken. Lauren purchased a kit from Hathaway's that included all of the needed replacement parts. As of 04/04 the lights seem to be functioning properly.

Landscaping – due to the weather the landscaper is scheduled to start on 04/08.

Tuck Pointing – Gerard Tuck Pointing is set to start their repair work on the exterior walls of the building on 4/10 or so.

Other Business

There was no other business.

Action Items

Alan moved to approve H & H Lighting upgrading the Children's Room lighting and updating the exterior lighting to LED, Gloria seconded, motion carried.

Meeting adjourned at 7:33.

Respectfully submitted,
Barbara Caravello
Secretary

Galva Public Library Board of Trustees
May 14, 2024

The May 14, 2024 Board of Trustees meeting was called to order at 7:00 pm with the following members present: Linda VanDeVelde, Donna Carlson, Cheryl Anderson, Pat Emerson, Alan Gardiner-Atkinson, Gloria Wilson and Library Director Lauren Heck.

The Secretary's report was approved as read.

The Treasurer's report was reviewed. Donna moved that this report and bills in the amount of \$20,495.09 be approved. Gloria seconded; motion passed.

The proposed Library Hours Summer Schedule was reviewed.

Director's Report

Personnel Updates

Personnel transitions are going well.

Page position – Lauren hired Olivia Hartman, a Junior at GHS, for the Page position. She started on 05/13/24. She graduates in 2025. We will hire a new page next spring 2025.

Programming

Summer Reading - The end party for adult summer reading has been rescheduled for 06/27. This will also be the retirement party for Terri Wigant. This will coincide with the book club and the knitter's group so we will have better foot traffic and the library is open more hours that day.

Community Outreach – Hannah and Abbey gave a presentation to the Senior Center on May 10th outlining library services available to the community. Lauren is on the agenda at the next Park Board meeting on 05/15. Lauren is hoping to discuss a potential 'Story Walk' using the mini golf course as well as pool/snack vouchers as summer reading prizes.

Circulation/Collections/Financials/Grants

Digitization Project – there is an overwhelming amount of paperwork in the basement. Lauren has been working with Office Machine Consultants (the same company we rent the Kyocera printer from) to address this and working on a way to digitize the paperwork. They are thinking the cost would be under \$2000 for the machine rental and the digitization software. There will be more to come on this after summer reading.

Website – In April 2024, the U.S. Department of Justice announced new regulations that require state and local governments to comply with Web Content Accessibility Guidelines (Accessibility Rules). According to Ancel Glink, we serve a public body of under 50,000 so we have 3 years to comply. So that we aren't rushed or pressured, Lauren thinks we should shoot for FY 25-26 to transition our website, get a new website, or decide if we want to get rid of the website and just use Facebook. This also gives plenty of time to shop for a vendor and see what other small libraries are implementing. RAILS is also

offering some training that Lauren plans on attending. There will be more to come on this after summer reading. Lauren is monitoring website traffic starting 05/02.

Building Maintenance

Lighting issues – As of 05/03 Lauren is awaiting a start date for the lighting updates and additional lights in the basement from H&H out of Elmwood. H&H stated on 05/03 that they would be able to get this done before June 1st.

Landscaping – the rock bed has yet to be addressed by the landscaper as of 05/01. Lauren spoke with Brian on 05/02 – he ordered the boxwood and will address the rock bed as soon as there are a few days of clear weather. The landscaping is a work in progress as of 05/02.

Tuck Pointing – Gerard Tuck Pointing completed all tuck pointing and replaced the window in the electrical room with a brick and glass block setup that includes a vent for the potential exhaust fan. There is an additional invoice for that in the bills this month.

Hand Dryer & Exhaust Vent – We received a quote from VanOpDorp Electric out of Geneseo for the hand dryer and vent installation.

Pest Control – There is a giant ant hill in the front of the library (the size of a beach towel).

Action Items

Alan moved that the Summer Schedule be approved. Pat seconded; motion carried.

Other Business

Pest control was discussed. Donna suggested that Shawn McGill out of Sheffield be contacted.

Lauren told board members that there will be a drawing for gift cards for the Adult Summer Reading Program. She will purchase eight \$25.00 gift cards for this.

Meeting adjourned at 7:31 pm.

Respectfully submitted,
Cheryl Anderson for Barb Caravello
Secretary

Galva Public Library Board of Trustees
June 11, 2024

The June 11, 2024 Board of Trustees meeting was called to order at 7:00 pm with the following members present: Cheryl Anderson, Barb Caravello, Donna Carlson, Pat Emmerson, Alan Gardiner-Atkinson, Linda VanDeVelde, Gloria Wilson, and Library Director Lauren Heck.

The Secretary's report was approved as read.

The Treasurer's report was reviewed. Donna moved that this report and bills in the amount of \$23,626.57 be approved. Gloria seconded; motion carried.

Director's Report

Personnel Updates

The Board of Trustees from Greig Memorial Library in Oneida came for a visit on June 6th . The Library has been offered free Naxolone training, as well as Naxolone in an inhaler form, from the Robert Young Center. The coordinator will come to GPLD and conduct the training if we choose to participate.

Lauren provided data comparisons for staff salary reviews.

Lauren suggested a \$100 VISA gift card as a retirement gift for Terri Wigant.

Summer Reading – We have far surpassed our anticipated signups for Adult summer reading with almost double our numbers from last year.

Lauren would like to close the library on Monday, July 1 st at 12:00pm so that all staff are available for the end party at Wiley Park from 1-4pm. We had 109 people at a cloud dough craft so we need all available personnel for the party. We would still be open 9-12 that day.

Circulation/Collections/Financials/Grants

The Library has received upwards of \$2000 in memorials in honor of Terry Morthland, Marilyn Jones and Gail Ripka. Books will be purchased in their memories as well as a magazine subscription, 'Birds and Blooms Extra', for Gail's.

We have been awarded the Per Capita Grant from the IL State Library in the amount of \$4950.99. This money has been earmarked for ILA and ALA dues and for next year's Summer Reading Program.

We have a large operating budget. Lauren would like to introduce, in FY 24-25, a patron raffle once a month with gift cards to local businesses as a prize. If we did one \$25 gift card a month to a local business, we would be putting \$300 of our budget back into the local economy. If we did 2 \$25 gift cards that is \$600 a year. Lauren spoke to RSA and they already assist a handful of other libraries with the raffle process.

ADA Website Updates:

Website tracking for May 2024: 484 'hits' from 05/02 to 06/04

Incident Report:

There was an incident involving a minor patron being upset by the presence of a registered sex offender in the library. An incident report has been filled out by Lauren.

Building Maintenance

Lighting issues – H&H started the lighting job on 05/23 and finished on 05/28. The children's room is much brighter now as well as the downstairs hallway and exterior.

Landscaping – We are still waiting for the landscaper to come back and plant the new bush as well as remove the rock bed on the southwest corner of the building. Lauren spoke with him on 05/31 and he said the weather has been holding him back. Lauren will stay on it.

Hand Dryer & Exhaust Vent – Lauren confirmed with VanOpDorp Electric that the bid was approved by the Board – materials were ordered 05/16.

Pest Control – Lauren contacted Shawn McGill Pest Control per Donna Carlson’s recommendation. He came on 05/22 and sprayed the ant nest. He came back at some point within the week to spray around the foundation. Lauren will contact him in the fall for a spider spray.

Action Items

Cheryl moved to adopt the Registered Sex Offender Policy and approve the purchase of a gaming computer; Pat seconded; motions carried.

Other Business

A discussion was held regarding salaries for FY 2025. Donna proposed increasing salaries as follows: Alan seconded; motion passed.

Library Director:	\$53,500 annual salary
Assistant Director:	\$23.25 per hour
Librarian II:.....	\$19.50 per hour
Librarian I:	\$17.00 per hour
Library Clerk:.....	\$16.00 per hour
Page:.....	\$15.00 per hour
Custodian:	\$18.75 per hour

Meeting adjourned at 8:02 pm.

Respectfully submitted,
Barbara Caravello
Secretary