

GALESBURG-CHARLESTON MEMORIAL DISTRICT LIBRARY
BOARD MEETING MINUTES
November 24, 2015

PRESENT: K. Murray, K. Walker, S. Kupiecki, B. Sinon, M. Phillips, C. Roe, L. Behnke, H. Hayes,
Director

ABSENT: None

COMMUNITY MEMBER(S): Judy Lemon, Karson Linders, Kevin Linders, Ralph Guitar

Meeting was called to order at 4:30 p.m.

Welcome to our new Charleston Board member, Linda Behnke!

No additions or corrections to the agenda.

A motion was made by Shirley, seconded by Mary, to accept the October minutes as presented; motion carried.

No public comments.

Library Director's report:

Audit field work was completed November 2nd. Waiting for completed report, end of November. Helena will make a presentation to the board.

Programs/Events: 75 attendees at fall festival! Holiday program will be held December 12th.

Looking for a storage facility for book sale books. See Helena if you have any ideas.

Helena reported on the MLA conference she attended in Novi on October 28th and 29th. Very worthwhile; she met the MLA president, received free books, and got great ideas for future programs. Thank you, Helena, for your wonderful Summary Report of the conference!

Financial reports: Helena shared the October, 2015 financial report, and also the July-October budget vs. actual year-to-date report.

Old Business:

Karson Linders updated the board on his Eagle Scout Project. His next step is to begin fundraising; plans to begin work on the project this spring.

Library sign update: 2 companies are being considered: Burkette Signs, and RWL Sign Co. Handouts with sample signs were shared. Working on getting a variance; committee next meets in January. A mock-up is being requested by Variance Committee and local police. Next step: Helena will talk with both companies re: mock-ups, and clarify questions regarding cost and budget.

City/Library issues: A FOIA response was received from the city, with an extension requested for

budget information. The extension date is 12/15/15.

Board moved into closed session to discuss employee evaluations (see separate minutes).

Board returned to public meeting.

Committee Reports:

Facilities: See sign update above.

Finance: None

Human Resources: None

Policy: Helena shared a FOIA policy for our approval, and a brief discussion was held. Cindy made a motion to adopt this FOIA policy as ours, and Shirley seconded. Motion carried.

New Business:

FOIA Policy: See above

Holiday Hours/Closings:

A motion was made by Brent, and seconded by Shirley, to approve the following holiday hours and closings. Motion carried.

Thanksgiving Day: Closed

Christmas: Thursday, December 24th, library will be open from 10:30-2:30

Friday, December 25th and Saturday, December 26th: library will be closed.

New Year's: December 31st, library will be open, regular hours.

January 1st, 2016, and January 2nd, 2016, library will be closed.

Next meeting: December 15, 2015.

Meeting adjourned at 6:50 p.m.

Respectfully submitted,

Cindy Roe, Secretary
Galesburg-Charleston Memorial District Library