

**GALESBURG CHARLESTON MEMORIAL DISTRICT LIBRARY**

**BOARD MEETING MINUTES**

APRIL 21, 2015

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

**ABSENT:** C. Newton

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

Motion made by Shirley, seconded by Kay to approve agenda for tonight's meeting. Motion carried.

Motion made by Mary, seconded by Shirley to approve the minutes as presented from the March 17, 2015 board meeting. Motion carried.

**COMMUNICATION AND PUBLIC COMMENT:**

Helena will devise a check-list for Beverly Henderson (cleaning service).

Thanks to Helena for the wonderful treats and goodies in recognition of Volunteer Week!

**LIBRARY DIRECTOR'S REPORT:**

Helena shared the new time sheet for staff and volunteers. Also shared was a "tracking sheet" that will assist in planning and time management.

Many wonderful programs for children, youth and adults! Upcoming events: Mother's Day cards (April 25), Literacy Night at G-A Primary (May 5<sup>th</sup>), Summer Reading Program (June 16-August 8). Michigan Science Center, Wildlife Safari and Critchlow Alligator Sanctuary are three special programs set for the summer. Helena shared some craft projects, also. Cindy and Helena are in the process of contacting businesses in the community for donations to be used as incentives/rewards.

New library domain address: [galesburcharlestonlibrary.org](http://galesburcharlestonlibrary.org)

A new server will be purchased; motion made by Cindy, and seconded by Shirley. Motion carried.

We have a new IT person: Mr. Shawn Krupianik. He will be starting with clean-up, security issues and software of our public computers. When our new server arrives, Shawn will install.

Thanks to Keith Martin and Zach Hayes for their continued work in the History Room!

Helena shared a very impressive list of short and long term goals, including goals for collections, programs, staff/volunteers, equipment and facilities. Please take time before the next meeting to peruse this list for discussion.

**FINANCIAL REPORT:**

Helena shared the Profit/Loss, Income/Expense, and bank summary reports.

**OLD BUSINESS:**

Brief discussion/update on financial issues with the city. Kim will be meeting with Carl again soon.

Holiday closing dates: A motion was made by Kay, seconded by Brent, to be closed the Saturday before Memorial Day. Also, a motion was made by Mary, seconded by Cindy, to be closed Friday, July 3<sup>rd</sup> (government observance). No holiday pay will be granted on Friday.

Library signage: Mike Carpenter will be assisting the library with the city ordinance regarding signs. Helena will report back at the next meeting.

**COMMITTEE REPORTS:**

Facilities: Brent is spearheading a short/long term document of needs. Cindy will contact Juan Garcia about putting a deadbolt lock on the second fire door. We will discuss insurance issues at the next meeting.

Finance: Cindy and Kim have opened a "General Fund" savings account at PNC.

Human Resources: No report

Policy: No report

**NEW BUSINESS:**

Budget: Helena shared preliminary numbers. A special board meeting will be held Monday, May 11<sup>th</sup> at 5:00 to work on the budget.

Meeting adjourned at 6:45 p.m.

Respectfully submitted,

Cindy Roe, Secretary  
Galesburg Charleston Memorial District Library