

**GALESBURG-CHARLESTON MEMORIAL DISTRICT LIBRARY**  
**BOARD MEETING MINUTES**  
**December 15, 2015**

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

**ABSENT:** None

**COMMUNITY MEMBERS:** Judy Lemon

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

No additions or corrections to the agenda.

A motion was made by Kay, and seconded by Shirley, to accept the November minutes as presented; motion carried.

No public comments.

**Library Director's Report:**

Helena will be on vacation from January 5-7, 2016.

Programs/Events: Helena reported on the stamped Christmas cards and Punch/stitch Christmas card programs, gaming night continues. Holiday Program was held on December 12<sup>th</sup>: crafts, cookie decorating, story time, Santa and Mrs. Claus, approximately 85 in attendance! Thanks to Ed Manning for the donated cookies and soda refreshments.

Building items: Brent installed sign "mock up" for front yard, neon "OPEN" sign on loan from museum, fire extinguishers inspected, Consumers Energy will change our meter to a "smart meter."

Linda Carlton (DDA President) will give thought to a storage spot for our book sale books.

Staffing: Evaluations completed for all employees.

Fundraisers: "Book Lover's Calendar", Keith Martin DVDs, Cookbooks. See Helena for details.

Donations: Ken and Esther Thoroughman donated \$100.00, thank you! Becky Ryder donated five pair of handmade mittens for story hour.

Helena shared circulation statistics through November, 2015.

**Financial Report:**

Helena shared the November, 2015 financial report, as well as the July through November budget vs. actual year-to-date report.

## **Old Business:**

Library sign update: Brent shared facility committee's "mock up" and explained sizes. This was shared with both sign companies. We have two quotes, and each design was discussed. Next step: Get "mock ups" from both companies, and prepare for Planning/Zoning/Variance meeting in January (3<sup>rd</sup> Monday in January). Helena will contact Burkette Signs to see if they can match the RWL design.

City/Library issues: FOIA request has not been received; Helena will call the city and check.

Staff/Volunteer holiday party, December 17<sup>th</sup> at 5:30 p.m. at the library. Please bring a dish to pass and (optional) a \$5.00 unisex gift for gift exchange.

## **Committee Reports:**

Facilities: See sign update above

Finance: None

Human Resources: None

Policy: Mary will email the board a draft of the library policy being worked on by herself, Kay and Helena. Please read over, make recommendations, and be prepared to approve at a future board meeting.

## **New Business:**

2016 meeting dates were discussed; we will continue to meet on the 3<sup>rd</sup> Tuesday of each month.

2016 library closing dates:

New Year, January 1 & 2, 2016 (Friday/Saturday)

Labor Day, September 3, 2016 (Saturday)

Thanksgiving, November 24, 2016 (Thursday)

Christmas, December 24, 2016 (Saturday)

New Year's Eve, no closing (December 31<sup>st</sup> is a Saturday, open normal hours 10-2)

A brief discussion was held regarding sending a copy of our minutes to both Charleston Township and the city. Cindy will check with Fran Bell, Township Supervisor.

Cindy shared news from the G-A Superintendent, Dania Bazzi. Dania has received a grant for a mobile school bus library! It will be called the "Ram Reading Bus." The plan is to travel throughout the Galesburg and Augusta communities, and allow students to borrow books.

Linda Behnke has agreed to join the Facilities Committee. Thanks, Linda!

Next meeting: January 19, 2016

Respectfully submitted,

Cindy Roe, Secretary  
Galesburg-Charleston Memorial District Library