

GALESBURG CHARLESTON MEMORIAL DISTRICT LIBRARY
Meeting Minutes
Tuesday, February 17, 2015

Present: K. Walker, C. Newton, B. Sinon, K. Murray, S. Kupiecki, C. Roe, M. Phillips
Director H. Hayes was present, also.

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

A motion was made by Shirley, seconded by Brent, to accept the January minutes as presented. Motion carried.

COMMUNICATION/PUBLIC COMMENT:

Helena shared the Friends of the Library agenda (upcoming meeting on Thursday, February 19th). Cindy will attend this meeting to share with the Friends a District Library update. Also, Cindy will approach the Friends about the possibility of the group purchasing an outdoor sign (to be used to advertise upcoming/daily library events).

LIBRARY DIRECTOR'S REPORT:

We briefly looked over the financial reports that Helena prepared. Kim and Helena will meet and decide which would be the best way to share financial information with the Board.

Helena also reported the following:

- * Staff room/kitchen cleaned (thank your Mary P. and Sandy C.)! Community service volunteer is dusting shelves, paperbacks being weeded/catalogued
- * Many great programs in place for children/youth! Helena will use the Climax Crescent to promote future events
- * Helena is recommending that Phil (accountant) work twice/monthly. Both accounting and Benepay (payroll service) going well.
- *Federal and state tax forms have arrived. Instruction booklets are on-line.
- * 100th "Like" on Facebook; Web page needs complete overhaul.
- * Helena is working on the 2015-2016 budget, and should have preliminary numbers in March.

OLD BUSINESS:

Discussed the meeting between the City Council and Library Board of February 10, 2015. Discussed monetary issues: Expenditures, penal fines, Memorial Fund. Helena, Kim and Cindy will meet on Saturday, February 21st, to continue this conversation.

Brent reported on the books in our Historical Room. He has contacted a couple of different bookstore owners to see if there is an interest in looking at our collection. He will report back next month.

NEW BUSINESS:

Policies: The following policy changes were made:

- * A motion was made by Kim, seconded by Cindy, to allow VHS/DVD rentals to be checked out for 7 days (from 3 days). Cost: \$1.00 per item. Overdue fines: \$.25 per item/day. Motion carried.
- * A motion was made by Craig, seconded by Brent, to reflect the following change to the fax policy:
Cover page: Free. First page: \$1.00, each additional page: \$.50. Motion carried.

Mary proposed that we form sub-committees to tackle the different areas needing our immediate attention.

The following four sub-committees and board members are in place:

* Finance: Kim, Kay and Cindy

* Policy: Kay and Mary

* Human Resources: Mary, Kim and Cindy

* Facilities: Shirley, Brent and Craig

Helena will be involved as needed. Each committee is responsible for meeting at their convenience and reporting back to the entire board monthly. Mary will send out an email with suggested responsibilities for each committee.

Meeting adjourned.

Respectfully submitted,

Cindy Roe, Secretary
Galesburg Charleston Memorial District Library