

**Galesburg Charleston District Memorial Library Board Minutes**  
**January 20, 2015**

Present: K. Murray, S. Kupiecki, M. Phillips, B. Sinon, K. Walker, H. Hayes

Absent: C. Roe, C. Newton

Meeting called to order at 4:30.

There were no minutes or bills presented for approval.

**Director's Report:**

- Phil Martin, Accountant in Kalamazoo, has been hired as Library's Accountant. He will be responsible for paying bills, taking deposits, etc. and issuing financial reports, pay rate is \$38/hour.
- Benepay, Grand Rapids, was hired to handle Library payroll. Pay rate is \$40/hour.
- QuickBooks purchased to help with accounting and other reports needed for Library Budget management. Director is ultimately responsible for budget tracking.
- A cash register has been purchased to track all incoming cash transactions.
- On Dec. 31, 2015, the PNC balance was \$20,381.38. Helena to check if this is accurate.
- Approximately \$700 in donations received for Memorial Account from M. Maxon's family.
- Several local girls have expressed interest in helping brainstorm activities for Teen's. A Loom Ban program will be held on January 31.
- Kathy Crow will help make Valentine cards on Feb. 14.
- March 13, a book discussion will be held.
- Summer Reading Program is being organized.
- Volunteer Staff Meeting will be held Jan. 22
- Cleaning and Straightening of Library are ongoing projects.
- All contributed books for the summer book sale will be stored at Keith Martin's barn.
- Signage -- Continued study and investigation of options being pursued.
- Friends DVD -- 200 sets made and sales are considered good.
- February 12 -- Helena attending Southwest Michigan Coop meeting.
- Issue with disconnection without notice of Library's long distance phone and fax service by City Clerk being addressed. ATT will be the carrier. Letter being drafted by Kim for approval by Bd and will be sent to Mayor.
- Library Board Meeting dates -- yearly calendar of dates will be issued to all members and posted.
- Required Staffing Levels for State Aid are (1) Director at least Level 3 and (2) one other employee at least Level 4. Helena is Level 1 so OK there, but the other position needs to be addressed to ensure adherence to District Library regulations. **Between July 1, 2015 -- June 30, 2016 the Level 4 requirements MUST be met.**
- Library worker's attitude, job responsibilities and weekly hours needed for coverage are being addressed.

Meeting adjourned at 7:15 pm.

Recorded and submitted by Mary Phillips