

# GALESBURG CHARLESTON MEMORIAL DISTRICT LIBRARY

## Board Meeting Minutes

March 17, 2015

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

Absent: C. Newton

Meeting called to order at 4:30.

Agenda approved.

Mary made a motion, seconded by Shirley, to accept the April meeting minutes as presented. Motion carried.

### **COMMUNICATIONS/PUBLIC COMMENT:**

Helena shared a letter from our cleaning service, Beverly Hendershot. Beverly is asking for a weekly increase of \$25.00 for her services. The board discussed implementing a checklist of duties to be performed. Helena will continue this discussion with Beverly, and report back at the next board meeting.

### **LIBRARY DIRECTOR'S REPORT:**

\* Cleaning continues; thanks you Arlene Chapman, for your help in cleaning the maintenance closet and storage room!

\* Helena reported on several youth programs: "Pi Day" (3/14/15) was extremely successful! Upcoming: "Holes" book discussion/movie (3/20), headband craft with Kathy Crow (3/28)

\* Summer Reading Program is being planned and events scheduled. Wildlife Safari and Critchlow Alligator Sanctuary are in place. Julie Ford is planning "tweens" programs. Cindy will help Helena in soliciting donations to be used for reading incentives/rewards.

\* Our accountant is now working bi-weekly.

\* Kazoo Books (Gloria/Jim Tiller) paid \$50.00 for several sets of books, and were helpful with ideas for remaining items. Mattawan's Middle School Art teacher is interested in all of the National Geographic magazines, and will arrange a date/time to pick up.

\* Thanks to Keith Martin for storing our book sale books in his barn. Keith is also going to paint the library entryway.

**FINANCIAL REPORTS:**

Helena shared the latest financial information: Income/Expense, Transaction List by Vendor, Profit/Loss sheet for the month of February. This seems to be a straight-forward and clear way to communicate our financial information to the board!

**OLD BUSINESS:**

Briefly discussed/updated where we are concerning the financial issues with the city. Attorney Nettleton will be assisting us with these issues.

**COMMITTEE REPORTS:**

\* Facilities: None

\* Finance: Cindy and Kim will be opening two savings accounts at PNC. One will be for our Memorial Account; the other, a capital fund account.

\* Human Resources: Mary, Kim and Cindy have met and put together a policy that includes vacation, sick time/pay, etc. This document will be discussed at a special board meeting on March 31, 2015.

\* Policy: On-going meetings are being held to update the policy/procedures manual.

**NEW BUSINESS:**

Holiday closing dates: A motion was made by Mary, seconded by Cindy, to close the library on Good Friday (4/3/15). The library will be open on Saturday, the 4<sup>th</sup>. Motion carried. We will continue this discussion (regarding Memorial Day and Independence Day) at our next meeting.

Helena shared three options for outdoor signs (from "The Sign Center"). The facilities sub-committee will meet to make a decision.

Brent shared a very neat craft idea that can be done with old books! (See display at front desk) Briefly discussed holding a craft day.

The large planter has been on Craig's List for some time now. We've had just one person interested. Asking price: \$150.00

Meeting adjourned at 6:30 p.m.

Respectfully submitted,

Cindy Roe, Secretary

Galesburg Charleston Memorial District Library