

GALESBURG CHARLESTON MEMORIAL DISTRICT LIBRARY

BOARD MEETING MINUTES

October 20, 2015

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

ABSENT: B. Sinon

COMMUNITY MEMBER: J. Lemon

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

Shirley made a motion, seconded by Kay, to approve the September 22, 2015 meeting minutes as presented. Motion carried.

Public Comment(s): Judy Lemon asked if her insurance information from the city was helpful; a brief discussion followed.

LIBRARY DIRECTOR'S REPORT:

Audit: Gabridge and Company, Grand Rapids, in process. Final report will be available November 30, 2015.

Programs/Events: Several ongoing programs, newsletter and fliers throughout town and on Facebook, sponsoring a "Fall Festival" in conjunction with the DDA

Weeding continues; Juvenile fiction and Intermediate collections complete

Helena attended the Advanced Directors Workshop on September 18, 2015 in Lansing; great networking and budget advice!

Helena will be attending the MLA conference in Novi on October 28-29, 2015; received a \$500 grant to help with costs!

Discussed goals needing immediate attention: staff issues, evaluations to be completed by 11/30/15, audit, budget stabilized, FOIA policy, web page

Discussed goals for the next three to six months: State Aid report, Public and Staff, and Solicitation policies, logo/letterhead

Discussed goals for the next six to twelve months: library user survey, procedure manual, internal/external building issues, staffing of library to meet State Aid requirements

Helena shared Circulation statistics.

FINANCIAL REPORTS:

Helena shared the September, 2015 financial reports.

OLD BUSINESS:

City/Library issues: Judy Lemon reported that the city audit is underway.

Nothing to report re: new Charleston Township Board member.

Library sign: Helena updated the board with the latest re: our new library sign. The City Zoning Committee will be communicating with their attorney about the city ordinance, and will report back to her. Helena also shared three designs to consider. More to come at the next meeting.

Eagle Project update: Karson's project has been approved; he is now working on getting funding. We will hear more about this project next month.

Audit: See Director's report.

** Cindy had to leave meeting early; thank you Kay for taking over minutes from this point on.

Insurance: Contents and liability coverage effective 10/19/15, final premium cost to be determined pending information on various clauses and riders, awaiting billing from the city for library's share of the structure coverage (75%).

COMMITTEE REPORTS:

Facilities: See new sign information

Finance: No report

Human Resources: Due to new information, staffing of employees is done at the director's discretion within the framework of the HR policy regarding hours worked/paid vacation. This replaces the hour's motion passed on 10/24/14.

Policy: No report.

CLOSED SESSION: Board went into closed session at 6:45 p.m. Discussion of staffing was held. Returned to open session at 7:15 p.m.

NEW BUSINESS:

Trustee Workshop to be held on 10/24/15 at Comstock Library from 9 a.m. to noon.

Open Meeting Act Policy reviewed. Motion made, and seconded, to approve policy. Motion carried.

Discussion of annual book sale.

11/18/15 to 12/1/15: No MEL requests can be made. Processing will continue. 12/2/15-12/11/15: No MEL requests or processing will be done due to a change over to a new program.

Next meeting date to be announced.

Meeting adjourned at 7:30 p.m.

Respectfully submitted,

Cindy Roe and Kay Walker