

Galesburg Charleston Memorial District Library Board Minutes December 19, 2017

Present: Brent Sinon, Mary Phillips, Kim Murray, Kay Walker, and library director Helena H

Absent: Shirley Kupiecki

Helena gave her response to her yearly evaluation, and stated that she will be holding a staff meeting in the near future to discuss vision for the library and goals.

Financial Reports: Questions from last month were answered.

In addition to the usual financial statements, board also received a check detail statement from the bank. – Thank you Helena!

We received a Monetary Determination from the State of Michigan stating that former employee Darcy Tuinstra has applied for unemployment benefits from her most recent employer; and that our UIA account will not be charged.

Director's Report: Credit card use for patron's use in renting media and paying fines is an ongoing discussion. Square – Reader is free: Chip reader is \$49 with 2.75%/\$100 volume of use. Discussion of a fee for use. Square has a web site – we will all take a look at that.

The Library patron visits are down this month – as well as the use of books, etc.

Millage: We have received sample budgets of 1.25 /1.3 / and 1.5 mils. An informal poll was taken with 3 in favor of a renewal of the 1 mil In perpetuity. We will vote at January's board meeting.

We discussed the need for IT support and adding an amount to the budget to cover it. Helena will make a list of our IT support needs and then we can get bids and make a decision as to how much is needed to cover it in the budget.

Old Business: In preparation for a millage renewal or request for increased millage, we need to determine our strategic plans and goals for at least the length of the millage that we request.

New Business: Budget adjustments were presented. Linda made the motion to accept them. Brent seconded the motion. The motion was passed.

At 6:15 K. Walker completed the above portion of the minutes and Mary Phillips continued with the minute recording of the rest of the meeting.

New Attorney/Law Firm – Linda Behnke made a motion to enter into an agreement with Foster Swift Collins & Smith PC – Anne M Seurnyck – to provide legal services to GCMDL. Motion seconded by Brent Sinon. Motion carried unanimously.

- Water Heater – there is a possibility that the heater may soon need to be replaced. The Board gave Helena the authority to replace when current water heater no longer works.

Snow shoveling – there was concern by a Board member that Helena was shoveling the sidewalks around the Library, Helena indicated she was fine with performing this function and given the OK to hire her son(Zach) to help, should that be the case.

Board Member Replacement: Cindy Roe resigned her position effective November, 2017. Linda Behnke will move from the alternate position into Cindy's remaining term which will expire December 31, 2018. This leaves the alternate position open which will be filled by a Galesburg City resident. This alternate position is a 4 year term starting on January 1, 2018 and expires on December 31, 2021. The Board will work with the City to find a candidate to fill this position.

Meeting adjourned at 6:50 PM

Recorded by Kay Walker and Mary Philips