

Galesburg-Charleston Memorial District Library
Meeting Minutes
November 21, 2017

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

Absent: None

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

No additions/corrections to the agenda

Shirley made a motion, seconded by Brent to approve and accept the minutes from the October 17, 2017 meeting.

Public Comment(s)/Correspondence:

Received thank you notes from the DDA and Gilmore Car Museum. Helena shared email from Biblionex regarding emergency/contingency plans.

Financial Reports: Helena shared the following financial reports: Budget vs. Actual YTD, Balance Sheet as of 10/31/17, and October 2017 Income/Expense

Director's Report: See attached

Old Business:

- Much discussion held regarding upcoming 2018 millage request. The board will continue to give serious thought about renewal vs. increase, and continue discussion at the December meeting. Kim has offered to put together some sample budgets to assist in our decision.
- Brief discussion regarding proposed library's hours of operation: Tabled
- District Library plaque: Mary will connect with Jerry VanderRoest about hanging the plaque soon; a ceremony will be planned for February, 2018. (Possibly the 15th)
- Revisited policy of two staff members in library when open. Helena will address this in her future scheduling.

New Business:

- Briefly discussed the benefits of purchasing a generator.
- Shirley offered to donate an artificial tree for the library.
- Discussed having a food drive, but not hooked to library fines.
- Cindy shared that she will be resigning her position on the library board effective immediately. Kay offered to take over the role of secretary. We discussed our bank and credit union accounts, as Cindy's name will come off. The following was decided: Kim Murray will remain on the PNC accounts, and will be added to the Consumers Credit Union accounts (Savings, Money Market and CD). Also, Linda Behnke will be

added to both the PNC accounts and the same Consumers Credit Union accounts listed above. Both Kim and Linda are approved to sign library checks.

Also discussed was Cindy's replacement; will it be someone from the township or the city?

- Board met to review Director's annual evaluation.

On-Going:

- Plaque dedication ceremony
- "Square" credit card payment system
- Book Drop box
- Marketing/Publicity
- Building Use policy

Meeting adjourned at 8:30 p.m.

Respectfully submitted,

Cindy Roe, Secretary
Galesburg-Charleston Memorial District Library