

Galesburg Charleston Memorial District Library
Minutes
August 21, 2018

Members Present: Sinon, Kupiecki, Walker, Phillips, Behnke

Member Absent: West

- I. Meeting called to order at 4:30 and chaired by Walker
- II. Additions made to Agenda by Walker – (1) YES Committee checking account of 5 years ago, (2) Library Policy 19 and election of officers.
- III. Kupiecki made motion to approve minutes of July 17 meeting. Seconded by Behnke. Motion carried unanimously.
- IV. No Public Comments
- V. It has been brought to the attention of several board members that there has been unauthorized use of the YES committee checking account (from election 4 years ago). The details are unclear at this time, but this is concerning enough that Board will investigate.

Motion was made by Phillips: Motion is made for the Board to investigate the stated complaint, and request Director provide to the Board all correspondence, financial documents and invoice pertaining to the YES Committee of 4 years ago—checking account. All signatures on the checks are to be included in this request. This request is for the last 2 years being 2017 and 2018. These documents will be picked up by Board member on September 5, 2018. Motion seconded by Behnke and carried unanimously.

Library Policy 19 – Walker reviewed the two times this policy has been violated by the Director. The policy states there must be 2 employees when library is open. The Board agreed that any violation of Policy 19 in the future will result in a 2 day suspension with loss of equivalent pay. Effort will be made to cover emergency situations and will be finalized by the next Board meeting.

Board Officer Election – will be delayed until September meeting. The positions of Chairman, Treasurer, Deputy Treasurer and Secretary need to be determined.

A motion was made by Behnke and seconded by Sinon to appoint Kupiecki as Deputy Treasurer. Motion carried unanimously.

- VI. Financial Reports – reports were discussed and several questions were responded to.
- VII. Library Board Members:
 - (1) Chairman Murray has moved out of the community, she is no longer eligible to serve on Board.
 - (2) Phillips submitted her resignation from the Board effective August 31, 2018.
- VIII.

Library Staff Resignation: J. Jefferson submitted his resignation effective August 25, 2018. There will be no additions to the staff for at least a month.
- IX. Scheduling of additional Board Meeting. As Walker had to leave, there will be a meeting on Sept. 11, 2018 to finish agenda items. This meeting is to be posted.
- X. Brent made motion to adjourn meeting seconded by Behnke. Carried unanimously.

Recorded by Mary Phillips