

**GALESBURG-CHARLESTON MEMORIAL DISTRICT LIBRARY  
BOARD MEETING MINUTES  
DECEMBER 18, 2018**

**Present:** Shirley Kupiecki, Chairman Pro-tem; Linda Behnke, Ann Nieuwenhuis, Steve West, Karen Wilson and Helena Hayes, Library Director

- I. The meeting was called to order at 5:07p and was chaired by Shirley Kupiecki.
- II. There were no additions to the agenda.
- III. There were no public comments.
- IV. Karen moved to approve the Minutes of November 20, 2018. The motion was seconded by Steve and voted upon favorably.
- V. **Financial Reports:**
  - A motion made by Ann to approve the financial reports. The motion was seconded by Shirley and voted upon favorably.
- VI. **Library Director's Report:**
  - Helena reported that Linda Dunithan and Jeremy Allison have accepted part time positions with the Library, and are both great additions to our "Library family."
  - Evaluations for current staff will be completed this week.
  - Helena will go over the staff's timecards for 2018 to see who was required to be at the Library 15 minutes early to prepare to open, and will have payroll issue checks to make sure they are compensated for their time accordingly. Going forward, the staff will put this time on their timecards. Ann moved, and Steve seconded that we have Helena have checks issued to employees to reflect actual time worked, retroactively to the beginning of the year. The motion carried.
- VII. **Old Business:**
  - **Friends of the Library** - Carolyn Martin has advised the Board that she and Keith Martin wish to relinquish responsibility for the activities of Friends of the Library, and want to be removed from the bank account. Karen reported that Robin Mosher has expressed an interest, and may agree to act as President. Shirley will be getting in touch with Carolyn to discuss the transition of officers so our community can retain the Friends of the Library and their 501(c)(3) status, which has had, and continues to have, an important impact on the Library. The Friends of the Library will need to conduct a meeting to elect new officers, and have written minutes of the meeting to take to the bank to reflect the changes on the bank account.
  - The Library Director was given her performance evaluation for 2018. Ann and Steve will work on a compensation package to be presented to the Board for approval at the January meeting.
  - The Board would like to ask the Friends of the Library to provide holiday bonuses to the Library staff, and Helena will speak with Carolyn Martin to see if the Friends of the Library would purchase gift cards to Meijer for the staff.
  - **Open Board Positions** - Two applications for Library Board Trustee representing Charleston Township were forwarded to Supervisor, Jerry VanderRoest at Charleston Township. The Township was conducting their monthly meeting on December 18<sup>th</sup> so hopefully we will have the Township Trustee position filled for the January meeting. An application was submitted to the City of Galesburg; however, the appointment was not acted upon at their December meeting, so their appointment cannot be made until January, 2019.

- **Board Training** - Helena will contact at the Clare Membiela, State Library, to schedule a Board Training session for January 12, 2019 from 10a – 2p at the Library.
- **Strategic Planning** – we need to work on a 5-10 Year Strategic Plan, and we will plan on scheduling time in March after time in March after we have Board Training.
- **Leadership Assessment Program** – Ann discussed the possibility of conducting a Leadership Assessment (DISC Assessment) for Library staff and the Board. The cost of the assessment would be \$1,000 for a ½ day workshop, plus \$75 per person (Helen, Sue Jefferson, Linda Castle, Linda Dunithan, Jeremy Allision and volunteer, Carol Nicolow). Due to the cost, Shirley suggested that only the Board President and Treasurer participate in the Assessment, which would bring the cost to \$1,600. We will address this issue at a future meeting.
- The initial cost of the Library becoming a 501(c)(3) nonprofit [between \$4,000 - \$7,000] was felt to be cost prohibitive, and reinforced the importance of keeping the Friends of the Library active.

**VIII. New Business:**

- **Interstate Office Interiors** proposal to reconfigure the office area at a cost of \$13,456.18 was reviewed. We are looking at making the improvements in small steps to make them more affordable.
- Helena found a document regarding the Green cabinets in the History Room and the contents therein. The document dated April 9, 1968 states that in the event the Library does not wish to keep the cabinets containing the Galesburg Historical Collection – the cabinet and contents shall be donated to Western Michigan University for the use of Archive and Regional Historical Collections.
- Helena presented a proposed Board Meeting schedule and Library closing dates for 2019. Shirley moved, and Steve seconded, that we accept the Board schedule and closing dates. The motion was voted upon favorably.
- Karen Wilson brought up the need for the carpeting to be cleaned. Helena will check to see if any vendors would be willing to try to clean the carpets - due to their age and condition.

**IX.** Next Regular Board Meeting January 15, 2019 at 5:00p.

**X.** Karen Wilson made a motion to adjourn the meeting, seconded by Ann Nieuwenhuis. The motion carried and the meeting adjourned at 7:00p.

Respectfully submitted,

Linda Behnke, Secretary Pro-tem  
Galesburg-Charleston Memorial District Library

**Ongoing Projects/Wish List:**

• Election of officers	• Shelving
• E-Rate / Fiber Build	• Carpeting
• Partitioning Director’s Area	• Roof
• Enclosing Book Return Opening	
• Leadership Assessment Proposal	