

GALESBURG CHARLESTON MEMORIAL

DISTRICT LIBRARY BOARD MEETING

FEBRUARY 20, 2018

- Members present; L. Behnke, M. Phillips, B. Sinon, K. Murray, K. Walker, and library director, Helena Hayes.
- Members absent: Shirley Kuriiecki.
- Meeting called to order at 4:30p.m.
- Walker requested addition of executive session to the agenda.
- Motion made by Behnke and seconded by Sinon to approve and accept minutes of January 16, 2018
- Financial Reports:
 - Review of financial reports
 - Payroll taxes were omitted from YTD actual report
 - The monthly transfer to checking account for bills is \$12,000.00
 - Motion made by Phillips and seconded by Behnke, to designate our money market account, the account to receive \$5,000.00 per year from our savings account to cover contingency maintenance needs.
 - Motion approved. This transfer is to take place yearly in May.
 - 3rd quarter budget adjustments as follows:
 - * 701.001-employee benefits decrease from \$500.00 to \$100.00
 - * 710.000-conference & training increase from \$500.00 to \$1,000.00 (Pryor + seminars)
 - * 715.000-mileage, food, hotel increase from \$500.00 to \$750.00
 - * 810.002-cont. services, (IT) increase from \$750.00 to \$2,750.00
 - Current webpage and e-mail through Piper Webs= \$600.00/year
 - new web page through Library of Michigan, (PLOUD)-\$200.00
 - IT support contract with JP Gillen--four payments--(March-June) of \$268.00=\$1,072.00
 - * 811.002-services (computer support) decrease from \$2,000.00 to \$0.00
 - move all funds into 810.002 "Contracted Services (IT)"
 - * 812.000-services (audit)-increase to \$2,525.00

* 956.001-programs (adult)-increas from \$500.00 to \$1,300.00 to account for payments to yoga instructor

- \$330.00/session (\$55.00/class)

- participants are paying \$25.00/session

- payments are go into 674.00-miscellaneous income per Lauren, (auditor)

- Motion made by Behnke and seconded by Sinon to approve these budget adjustments.

- Motion approved by roll call vote.

- Directors Report:

- A one year contract has been signed by H. Hayes with J.P. Gillen and Associates for IT support, at a cost of \$3,976.00. They will support our library computers. They will set up our website and monitor it. We will put in the content.

- Old Business:

- Open House-finalized plans for refreshments, Kim will do presentation of the plaque of dedication for the Galesburg Charleston Memorial District Library.

- Board vacancy-no applicants as yet

- Millage-lawyer is working on the ballot language. H. Hayes is working on a brochure for public information.

- New Business:

- A patron request to solicit donations, at the library, for the YWCA women's shelter. Our policy does not allow for this, and we will abide by our current policy.

- Ann Carpenter Memorials:

* Per Carolyn and Keith Martin, (he is treasurer of the Friends of the Library), all memorials to the "Friends" will be given to the library, to go into the memorial account.

- A patron has made a verbal request to have Good Pictures, Bad Pictures removed from the children's section. Our policy states that patrons are to put their concerns in writing. H. Hayes presented a form used by the K.D.L., (form has been vetted),. Board concurred with its use, and It will be made available to patrons who voice concerns.

- Sales quote for the dropbox:

* Total of \$1,123.57 (tax will be removed) to come out of 930.00-building repair and maintenance. Motion made by Phillips and seconded by Behnke to approve this purchase.

Motion approved. The old wall dropbox will need to be closed up. Plan to see if Rob Wilson can do it.

- At 6 P.M., motion made by Phillips and seconded by Sinon to move into executive session to discuss ongoing staff concerns.
- Meeting was adjourned at 7:45p.m.

Recorded by;

Kay S. Walker