

Galesburg Charleston Memorial District Library

Board Meeting Minutes May 15, 2018

- I. Meeting called to order at 4:46pm.
- II. Members present: K. Murray, L. Behnke, S. Kuupiecki, K. Walker, M. Phillips. Director H. Hayes also present.
- III. No additions or corrections to the agenda.
- IV. Motion to approve minutes from April 24, 2018 meeting made by S. Kupiecki and seconded by M. Phillips. Motion passed.
- V. No public comments.
- VI. Financial Reports:
 - A. Discussion of ways to present Budget vs. Actual YTD reporting
 - B. There is a book keeper error in reporting pay roll and pay roll taxes. This is in the process of correction.
 - C. Book keeper did not send out forms 1099 for previous fiscal year.
- VII. Directors's Report:
 - A. \$5,000 yearly deposit for major capital projects has been deposited into a newly opened account at CCU that draws 2% interest. Monies were drawn from the library's general fund.
 - B. Discussion of book keeping services. Will review again next month, with report back from K. Murray of area book keeping services with library experience.
 - C. Discussion of need to update policy manual. These can be prepared by an attorney and purchased by libraries.
No action at this time.
 - D. H. Hayes working on a Community Calendar web site.

E. H. Hayes working on Wandoo Reader.

VIII. Old Business:

A. Millage;

- 1) New ballot language approved.
- 2) Kevin Nigg is chair of "YES Committee".
- 3) "YES Committee" representatives to attend next Monday's school board meeting to make a presentation.

B. Fiscal year - July 2018-June2019 budget hearing scheduled for June 19, 2018.

- 1) Further discussion of budget as presented.

IX. New Business:

A. Decision to keep library open on Greater Galesburg Day, to be staffed with one employee and a volunteer.

B. Reciprocal agreements with Kalamazoo Public and Portage District Libraries - needed because they do not use MI Card.

- 1) Kalamazoo - needs update and board president signature.
- 2) Portage - would be done for Galesburg and Charleston patrons only, (it would not apply to Pavillion Township patrons).

X. Next meeting June 19, 2018, with budget public hearing.

Recorded by,

Kay Walker