

GALESBURG-CHARLESTON MEMORIAL DISTRICT LIBRARY
BOARD MEETING MINUTES
NOVEMBER 20, 2018

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

Absent: Ann Nieuwenhuis, Brent Sinon and Kay Walker

- I. The meeting was called to order at 5:02p and was chaired by Shirley Kupiecki.
- II. Addition to the Agenda – Attorney Client Privileged Correspondence. Steve West made a motion, seconded by Karen Wilson, that the Board go into a closed session. A rollcall vote was taken and passed unanimously to go into a closed session at 5:10p.

The Board returned to an open session at 5:19p.

- III. Shirley Kupiecki moved that we approve the minutes of the October 16, 2018 meeting. The motion was seconded by Karen Wilson, and voted upon favorably.

- IV. There were no public comments.

V. Financial Reports:

- A motion made by Linda Behnke to approve the financial reports. The motion was seconded by Steve West and voted upon favorably.

VI. Library Director's Report:

- Helena reported that we have 15-16 children registered for the Imagination Library.

VII. Old Business:

- Helena advised that there have been no new incidents involving residents of the Stagecoach/ Beacon Adult Foster Care home. Helena had scheduled a meeting with personnel from the adult foster care home; however, no one showed up at the Library at the agreed upon time.
- Library Assistant. The committee interviewing applicants for the Library Assistant position have identified two that they feel would make a good fit for the Library staff. After discussing the current and future staffing needs of the Library, Linda Behnke made a motion, which Steve West seconded, that we give Helena the authority to hire two additional Library Assistants, which will allow for a more flexible work schedule. The motion carried. Helena will contact the two applicants.

VIII. New Business:

- Letters of Resignation from Brent Sinon and Kay Walker were read, and the Board thanks them for their years of service to the Library.

- Steve West made a motion that we table the election of officers until the two empty board positions have been filled. Shirley Kupiecki seconded the motion and it was voted upon favorably.
- It was suggested that we get a Library employee to take the Board Minutes in the future, and Helena will check to see who would be able to take the minutes.
- Request for Reconsideration – A few Saga Series Graphic Novels that do not belong in our collection have been withdrawn. For future reference, Helena distributed *Procedures for Requests For Reconsideration of Library Materials*.
- Investments - Shirley Kupiecki moved that we move \$50,000 from PNC Bank to Consumers Credit Union into a higher interest bearing account. Karen Wilson seconded. A rollcall vote was taken, and the motion passed unanimously.
- Leadership Assessment Proposal and Strategic Planning Schedule will be will be tabled until after the Board Training is conducted.
- Board Training – Helena will contact Clare Membiela, a state law librarian, to get dates in January when she could come in to administer board training.
- Helena will conduct employee evaluations for the Library Assistants. Linda will collect Helena’s evaluations from the Board and consolidate their input data for her evaluation.
- Board Meeting Start Time – The Board agreed to move the December 18, 2018 meeting start time to 5:00p.

IX. Next Regular Board Meeting December 18, 2018 at 5:00p.

X. Karen Wilson made a motion to adjourn the meeting, seconded by Steve West. The motion carried and the meeting adjourned at 6:34p.

Respectfully submitted,

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

Ongoing Projects/Wish List:

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|---------------------------------|-----------------------|
| • Upcoming Evaluations | • Shelving |
| • Election of officers | • Carpeting |
| • E-Rate / Fiber Build | • Becoming a 501.3(c) |
| • Partitioning Director’s Area | • Roof |
| • Enclosing Book Return Opening | • |