

**GALESBURG-CHARLESTON MEMORIAL DISTRICT LIBRARY**  
**BOARD MEETING MINUTES**  
**OCTOBER 16, 2018**

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

**Absent:** Kay Walker

- I. The meeting was called to order at 4:35p and was chaired by Brent Sinon.
- II. Brent welcomed our newest board members: Ann Nieuwenhuis and Karen Wilson.
- III. There were no additions or corrections to the Agenda.
- IV. Shirley moved that we approve the minutes of the September 18, 2018 meeting. The motion was seconded by Steve and voted upon favorably.
- V. There were no public comments.
- VI. **Financial Reports** – Motion made by Linda to approve the financial reports. The motion was seconded by Shirley and voted upon favorably.
- VII. **Library Director's Report:**
  - Internal Audit will be conducted by Kirk Thivierge, from Gabridge. The cost of the audit is estimated to be \$3,000, an increase of \$250 over the amount budgeted. Ann moved, and Shirley seconded that we increase the amount of the Audit Services to \$3,000. The motion carried.
  - Help Wanted ads have been posted and we have received five local applications and twenty Facebook applications for the library assistant position. Helena will begin the interview process and would appreciate assistance from the Board.
  - Helena will be attending the MLA Conference October 17-19, and Linda Behnke and Shirley Kupiecki will assist Linda Castle at the Library to cover the morning and afternoon shifts.
- VIII. **Old Business:**
  - Helena advised that the District Library plaque has been installed.
  - The old book return door has been locked and insulation will be added to block the cold air from coming in until we can install brick in the opening.
  - We need ideas and input for an office cubicle area for Helena, and ideas on designing the circulation desk area. Ann will check on area companies that may have partitions that would be available at no cost. and the that entry be moved from the furniture & shelving line item
- IX. **New Business:**
  - Donations from the AmazonSmile program are currently going through the Friends of the Library 501(c) 3 account. We will explore the possibility of the Library getting our own 501(c) 3 account.
  - Steve moved and Karen seconded that the cost of the Ann Carpenter Memorial Bench be paid from the memorial account and the that entry be moved from the furniture & shelving line item (955.1) with the cost of the bench and plaque totaling no more than \$1,200. The motion was carried.

- Dolly Parton Imagination Library “coverage area” – Shirley made a motion that we offer the DPIL services to our millage area of City of Galesburg and Charleston Township. Ann seconded, and the motion was carried. The cost of the program is approximately \$25 per child. Helena will keep a list of the participants who sign up, and we will look at this in six months.
- Three incident reports were made on Damien and Nicholas, who are residents at Stagecoach Center assisted living facility on Miller Drive. Both residents have become unruly and belligerent with library staff and disturbing patrons several times in September and October. Contact will be made with Stagecoach Center to request that the residents be accompanied by staff from Stagecoach Center in order to visit to the library.
- An incident report was also made on James “Randy” Phillips, September 29, 2018 who came into the library while intoxicated. He was told that he could not come into the library when he has been drinking, and he left without incident.
- E-rate / Fiber Build. KRESA is waiting on our decision to move forward. The options for installing fiber optics/Cat6 cabling are confusing and technical, and navigating the requirements of “do’s and don’ts” and internet policy for the Library are cumbersome. Therefore, Steve moved and Shirley seconded that the Board contract with Janielle Morgan of Elite Fund, Inc., as a consultant, to begin the process of assessing the project. If she agrees, we would pay her one half (\$625) of the \$1,250 consultant fee upfront, and if the project is viable, we would pay her the remaining \$625 to complete the project. The motion carried.

Shirley made a motion that we move into an Executive Session. Linda seconded and the motion was carried.

The Board meeting reconvened and Steve moved, and Linda seconded that we schedule an executive session for October 29<sup>th</sup> at 5p at the Library. The motion carried.

**X.** Next Regular Board Meeting November 20, 2018.

**XI.** Shirley Kupiecki made a motion that we adjourn. The motion was seconded and voted upon favorably. The meeting adjourned at 7:39p.

Respectfully submitted,

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

**Ongoing Projects/Wish List:**

• 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	•