

**Galesburg Charleston Memorial District Library**  
**Minutes**  
**September 11, 2018**

**Present:** Kay Walker, Shirley Kupiecki, Steve West, Linda Behnke, and Helena Hayes, Director

**Absent:** Brent Sinon

Meeting called to order at 4:30p and was chaired by Kay Walker. This meeting was a continuation of the August 21<sup>st</sup> Board meeting to complete the items that we were unable to get to on that Agenda.

Addition to the Agenda: G-A Sports Booster request to place barrel for used athletic shoes in library.

**OLD BUSINESS**

- **Use of YES Checking Account:** The issue brought before the Board at the August 21<sup>st</sup> meeting regarding the possible misuse of YES Committee funds has been investigated. Background: The YES Committee checkbook was given to former Chairman, Kim Murray five years ago after the first millage election, and was in Kim's possession until work began on the millage election of 2018. There were no funds spent from that account over that time. The checkbook was then given to Director, Helena Hayes. Cindy Roe was named Treasurer of the YES Committee, and wrote checks to pay for flyers, yard signs and magnets promoting the recent millage. Kay Walker informed the Board that although the checks were written for valid expenditures, Cindy did not have the authorization to sign, and PNC Bank should not have paid out the monies from the account. The checkbook has been turned over to Carolyn Martin from The Friends of the Library, and she will retain its possession. No further action is required.
- **Policy 19 Contingency Plan:** The Library Policy 19 states that a minimum of two employees/ volunteers be on duty during all hours that the Library is open to the public. The policy was violated by the Director previously and she was given a verbal warning. The policy was violated again on August 3, 2018. The Board agreed to issue a written warning to be placed in the Director's personnel file, stating that any future violation of Policy 19 would result in a two-day suspension without pay.

Steve West made a motion that we amend Policy 19 to include a section that states when it appears that the Library will not be able to have two people on duty, that the Director would attempt to find a someone to come in until a second employee/volunteer arrives to be on hand. If the Director is unable to find someone to come in temporarily, the Library will be closed until the Library can be adequately manned. The motion passed. The Board members advised the Director that they would be willing to come in to fill in as needed, if available.

- Board Officer Elections will be tabled until the October Board Meeting. A suggestion was made that we rotate the chairman position among the Board members in three-month intervals. This will be discussed further.
- Helena will post a part-time position to fill the vacancy left by Jon Jefferson's resignation.

## **NEW BUSINESS**

- Helena received a \$500 grant from United Way to participate in the Imagination Library program through the Dollywood Foundation. In order to do this, she will be using the Friends of the Library's 501c (3) designation. Helena will check into what would be required to have the Library designated as a 501c3 organization in the future.
- We have two vacancies on the Library Board of Trustees due to the resignation of Mary Phillips and Kim Murray moving out of the community. Helena has two possible applicants she is talking to, and Linda mentioned she has contacted someone she thought would be a good fit.
- Gabridge & Company, PLC is scheduled to conduct the Audit October 15-16, 2018. We are at the end of a three-year contract with Gabridge. There was discussion as to whether or not they would allow us to go year-to-year, which we would like to do if it is allowed and cost effective.
- Our 2019 Summer Reading Program theme will be "Space" and Helena and Amanda Dowdy Leach will attend the NASA @ Library KPL program on September 21, 2018 to get ideas and inspiration.
- Helena is attending the Community Engagement Summit (MLA) in Lansing on September 27, 2018 and is registered to attend the MLA Conference October 17-19, 2018 in Novi, MI.
- Helena will check into reducing our internet costs by partnering with the Galesburg-Augusta Community Schools and KRESA (Kalamazoo Regional Education Service Agency). The cost savings would be considerable; however, the cost of laying the fiber-optic cable has yet to be determined.
- Helena presented a proposal to purchase six refurbished DT Elite 8300 16GB computers; six 24" LCD Monitors; and two dongle cables for a total of \$2,688.00. Two of the public computers have recently crashed the remaining working computers are old and need to be replaced. Linda Behnke made a motion that we make the purchase from PCM-G for \$2,688. The motion was voted upon favorably.
- G-A Sports Boosters have requested permission to place a donation barrel in the Library to collect used or gently used shoes. They are partnering with Funds2.org who give them funds based on weight. The money comes back to the athletic program for uniforms, camps, etc.
- A bench in memory of Ann Carpenter has been ordered at the cost of \$1,030.84 and will be paid for by the memorial donations received in Ann's honor. The bench will be placed in the Rose Garden or along the east wall of the Library.

Meeting adjourned at 6:52p.

Sincerely,

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