

GALESBURG-CHARLESTON MEMORIAL DISTRICT LIBRARY
BOARD MEETING MINUTES
SEPTEMBER 18, 2018

Present: Kay Walker, Linda Behnke, Shirley Kupiecki, Brent Sinon and Helena Hayes, Library Director

Absent: Steve West

- I. The meeting was called to order at 4:33p and was chaired by Kay Walker.
- II. Kay added Upcoming Evaluations to the Agenda.
- III. Brent Sinon moved that we approve the minutes of the September 11 and September 18, 2018 meetings. The motion was seconded and voted upon favorably.
- IV. No public comments.
- V. **Financial Reports** – Motion made by Linda Behnke to approve the financial reports. The motion was seconded and voted upon favorably.
- VI. **Library Director Report:**
 - Helena will not be available to work at the Library on October 6th, and may need help in getting two people to cover the library. Later in October, Sue will be out for cataract surgery; Helena will be attending a Conference; and Linda and Carole will both be on vacation.
 - Helena will be posting the part-time position opening in the Climax Crescent, on the electronic sign in front of the Library, the Library Web Page and Facebook Page, and in the Library Lobby.
 - Helena will check with Sue to see if she will train interested Board members on covering books.
 - September is Library Card sign up month and we will be doing this on September 22nd.
 - When the installation of the e-rate fiber optics are completed, we will need to get hooked up from the street to the building.
 - The six computers/monitors we ordered have arrived, and Josh Carter, our IT technician will be installing them on Monday, September 24. Shirley Kupiecki will check with Galesburg-Augusta schools to see if they have any interest in the old computers for the students to take apart, etc. Brent Sinot will call Goodwill Industries to see they would accept the old computers and monitors. Josh Carter said he would dispose of the computers/monitors if needed. Kay Walker made a motion to give Helena the authorization to dispose of the computers/monitors as she sees fit. The motion was seconded and voted upon favorably.
 - Circulation statistics – Helena will track new patrons to indicate if they are Township or Galesburg patrons.
- VII. **Old Business:**
 - Millage vote breakdown: Charleston Township: 251-Yes; 224-No; Galesburg: 170 Yes; 73-No
 - New Board Member(s). We have received three applications from great candidates for the two empty Charleston Township Board seats: Kristen Flores, Ann Marie Nieuwenhuis, and Karen Wilson. Helena will send the applications to the township supervisor, Jerry VanderRoest with a recommendation from the Board that they appoint Ann Marie Nieuwenhuis and Karen Wilson.

VIII. New Business:

- Plaque installation – no response from Scott yet.
- Programming: Brent suggested we have a monthly calendar outlining the upcoming programs. It was also discussed as to whether we should have injury waivers and permission slips required for some of the programs, i.e., Yoga. Helena will check to see if we have sufficient liability insurance.
- There was discussion on the use of the library facilities. Currently, use of the library is free for non-profits; however, there is nothing stated in the Policy Manual, and this needs to be added to the Policy Manual.
- Removal of the old book return – Nothing has been done on this yet, although there was discussion on placement of Styrofoam blocks to button up opening to block the cold air from coming in the opening in the winter.
- Partition Project for semi-private workspace for Director – Helena was previously given some options on her workspace by Brent and she will revisit those options.
- Upcoming evaluations: Kay reminded us that evaluations were coming up in November, and we need to be reviewing the guidelines. She will be revising the evaluation forms and sending out for our input on their content/format.
- The Ann Carpenter Memorial Bench has been received. Ken Carpenter and Keith Martin will assemble it and it will be temporarily placed in the south end of the garden.

IX. Next Meeting October 16, 2018

- X.** Shirley Kupiecki made a motion that we adjourn. The motion was seconded and voted upon favorably. The meeting adjourned at 6:46p.

Respectfully submitted,

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