

**GALESBURG-CHARLESTON MEMORIAL DISTRICT LIBRARY
MEETING MINUTES**

DATE: 2/13/19

1) Pledge of Allegiance

2) Roll Call: (present / absent / excused) Nieuwenhuis called meeting to order 5:01pm

Behnke	__present__	Nieuwenhuis	__present__
Bolhuis	__present__	West	__present__
Kupiecki	__present__	Wilson	__present__
Martinez	__present__	Director	__present__

3) Welcome new Board members:

Wilson welcomed new board members Martinez and Bolhuis.

4) Additions or Corrections to the Agenda:

- a) West joined meeting at 5:06
- b) Wilson gave brief description of meeting materials and goals. Date and time for board training to be determined.
- c) West inquired about pledge of allegiance
 - i) Suggested not to include pledge of allegiance in the interest of time although has no moral objection to it.
- d) Board introductions and review of positions
- e) Martinez suggested library as warming center during cold winter months added to new business
- f) Nieuwenhuis recommended to remove Executive Committee Report replace with "to-do list" IX
- g) Nieuwenhuis added under old business B. board training C. librarian preformance review status D. Background check and drug testing authorization

Approval of changes to agenda:

Motion: Behnke **Second:** Kupiecki **Result:** Carried

5) Public Comments:

- a) Carolyn Martin addressed the board regarding the history of the library and also regarding money raised and keeping funds for future Friends of the Library seed money. Passed Friends history onto Ann. Ann acknowledged Carolyns help and dedication to the library. \$10,400 contributed to account.
- b) sign in sheet for public comments is now made available for future use.

6) Approval of Minutes: January 15th 2019 meeting

Motion: Bolhuis **Second:** Linda **Result:** Carried

7) Financial Reports:

- a) Director explained some of the financial to Martinez regarding budget.
- b) Discussion of quickbooks report
 - i) Remove net income portion of document for clarification
- c) Nieuwenhuis inquired about \$13,388 in "other" from 2017 audit
 - i) Director stated need to review audit
 - ii) Inquire with auditor
- d) Bolhuis inquired about the movement of funds between different programs
- e) West inquired about items on line 955 on budget
- f) Linda made a motion to deposit \$10,000 form the money received from Friends of the Library to be put into a money market fund at Consumers Credit Union. This money is to be designated for structural/infrastructure needs. Also our CD at Consumers Credit Union matures February 22nd 2019 and we can roll it over at 2.5% for 18 months.**

Motion: Behnke **Second:** Kupeiki **Roll Call Vote:**

Roll call vote: Behnke __y__, Bolhuis __y__, Kupiecki y____, Martinez __y__, Nieuwenhuis __y__, West ____y, Wilson __y__

Motion to put financial reports on file:

Motion: Wilson

Second: Neiuwenhuis

Result: Carried

8) Audit: Discussed possibility of getting auditor to March meeting

- a) Auditor has been contacted

9) To-Do List:

- a. Audio recorder arrived and in use to help in taking of meeting minutes.
- b. Bed bug zapper requested by Director
 - (i) To prevent spread of bed bugs due to them being able to travel on/in books
- c. Nieuwenhuis to meet with Pavilion twp supervisor unable to get appointment at this time.
- d. Create strategic planning committee to do list
- e. Removing old drop box
 - Contact Mike Carpenter: Building inspector
- f. Hiring temp assistant for board
- g. Request for 2018 staff hours worked
 - To get a better idea for staffing needs
- h. Wilson made new trustee manuals
- i. Comstock childrens library getting reno and are offering some shelving to GCMDL
 - Hayes and Nieuwenhuis to inspect shelving to see if useful
- j. Updated employee time sheets and employee name tags
- k. Business cards and pamphlet
 - for board and library. Director to investigate for March meeting
- l. Finalizing friends donation
- m. Cleaning list/tasks
- n. Director to obtain board training video
- o. Request to IT for email addresses for staff and board members
- p. Cleaning carpet
- q. New Doors
 - Emergency exits to be fixed
- r. Roof estimate, electrical panel, water heater and air conditioning to see if any major expense is coming up.

10) Library Director's Report:

- a. Tutor.com information from email

- b. New staff: Bonnie started last week, 4 days a week 2-3 hours a day. Internal circulation function.
- c. Staff meeting was on the 28th of January regarding programming and library Suggested to be a couple times a months. For brainstorming new ideas. Minutes for staff meeting
- d. Employee time sheet revised: employee signature added
- e. Need for staff to have name tags.
 - o 1st name only
- f. Possible jury duty for director still upcoming
- g. Leadership assessment proposal has been modified
- h. Evaluation goals assessment submitted
 - o Evaluation not completed. Kupieki only board member to complete.
- i. Computer tracking procedure revised to not keep logs of names of patrons
 - o Patron name blacked out during day, shredded at end of business day
- j. Ongoing story time for kids and teen programming (thank you notes for story time volunteers)
- k. Hoopla still starting up. Problems with verification but moving forward
- l. Rose Frost (with strategic planning) had knee surgery has withdrew from helping with strategic planning.
 - o Veronica recommended for Julie Pioch as replacement.
- m. Food for programs has not been resolved. Where should the money for refreshments for programming be coming from?
- n. Friends of library met and minutes included in packet.
- o. Board appointment and terms and updated paperwork
- p. Incident reports addressed.
 - o Board aware of incident reports
 - Local patron Jack Smothers to be approached by Director if he enters the Library to determine if he is in an incapacitated state due to his repeated visits to the library while intoxicated and causing disturbance.
- q. Insurance agent to be contacted about cyber liability and the library's liability insurance
 - o Let agent know the names of all Board members
- r. Received taxes \$32,579.61 from Charleston twp on Saturday and deposited in saving account. \$72k total expected from Charleston twp.
- s. Meeting scheduled with Janelle Morgan elite funds about erate. special construction matching fund for Erate.
- t. Revised quote from Interstate office interiors.
 - o Cost broken down by phases
- u. Met with reps from carpet cleaning companies and got quotes from carpet cleaning. Service Master, Bailtek and A+ Carpet Cleaning. Director recommends Service Master.

Approval to move forward with carpet cleaning from Service Master for submitted option (a) for \$520

Motion: Bolhuis **Second:** Martinez **Roll Call Vote:**

Behnke _y___, Bolhuis ___y_, Kupiecki __y___, Martinez __y___, Nieuwenhuis __y___, West __y___, Wilson ___y___

- v. Dave's Glass repaired front doors.
- w. Emergency exits need to be addressed. Recommended in the next budget cycle.
 - o Locking mechanisms barely functional and gaps around door
 - o West side emergency exit landing needs to be addressed.
 - Speak with building inspector about fixing landing
- x. Board contact sheet updated.
 - o Needs to be revised. West's number incorrect.
- y. Board emails to be included on library website
 - o Individual, library email accounts to be created for board and staff.
- z. Business cards for board members

Purchase request: Laptop and case for director, Electronic 3-holed punch machine, Zap Bug, and PA system.

Motion: Behnke **Second:** Nieuwenhuis **Roll Call Vote:**

Behnke y___, Bolhuis ___y_, Kupiecki __y___, Martinez __y___, Nieuwenhuis _y___, West _y___, Wilson ___y___

11) Old Business:

1. Consent Agenda

Discussion of pros of consent agenda. Discussion about adopting consent agenda for stream lining meetings and agendas.

Members to discuss what should be included in consent agenda : West, Linda, Ann

Motion to accept consent agenda component for it meetings

Motion: West **Second:** Behnke **result:** Carried

Motion to take 5 minute break @ 717pm

Motion: Nieuwenhuis **Second:** Martinez **Result:** Carried

Meeting resumes 722pm

- Board training: date
- Attorney suggests background check, drug testing procedure.
 - Retroactive for background check for current staff
 - Drug testing and background check for all new employees/volunteers

12) New Business:

- Retroactive exit interviews:
 - **Motion to table until next meeting made**
 - **Motion:** West **Second:** Bolhuis **Motion:** Carried
- FOIA update: email from attorney regarding updating FIOA policy
Policies need to be updated required by law. Buying Policy will be \$250 moving forward if we make changes it would be easier to purchase policies rather than rewritten by lawyer

Motion to purchase policies and update forms as needed

Motion: Bolhuis **Second:** Kupiecki **Roll Call Vote:**

Behnke __y__, Bolhuis _y__, Kupiecki ___y_, Martinez ___y_, Nieuwenhuis __y__, West __y__, Wilson ___y_

- Bylaws: Veronica moves to table bylaws west 2nd motion carries
 - **Motion to table Bylaws until next meeting**
 - **Motion:** Bolhuis **Second:** West **Result :** Carried

Polices: each at least \$200 per policy from an attorney. Total of \$2,500-4000

- Hire Temporary board assistant: Linda Castle 10-12 hrs per week for 6 weeks up to \$1000

Approval to hire Linda Castle for assistant to board

Motion: West **Second:** Behnke **Roll Call Vote:**

Behnke __y__, Bolhuis _y__, Kupiecki ___y_, Martinez y____, Nieuwenhuis __y__, West __y__, Wilson ___y_

- **Salary Comparisons:** To be tabled until next meeting 3/19
- **Trustee Training:** March 12th 530pm-7pm
- Becoming the heart of the community, not a community center.
 - Susan to work with the library on policies and direction of the the library.
 - March 13th for training session

Next meeting: March 19 2019 at 5pm

Adjournment: 8:06pm

Motion: Behnke **Second:** West **Result:** Carried