

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

MARCH 19TH 2019

Roll Call: (present / absent / excused)

Behnke	_____X_____	Nieuwenhuis	__X_____
Bolhuis	_____x_____	West	_____x_____
Kupiecki	_____x_____	Wilson	_____x_____
Martinez	_____x_____	Director	_____x_____

Meeting called to order at 5pm by Nieuwenhuis

I. Pledge of Allegiance

II. Call to Order - Meeting called to order at 5pm by Nieuwenhuis

III. Additions/corrections to Agenda

- a. West motioned to add discussion of 1) the unilateral decision made by my president regarding the suspension of director and 2) unauthorized spending of library budget dollars to the agenda under New Business.
- b. Nieuwenhuis asked for public comment be suspended until the board is able to get through the New Business issues on the agenda.
Motion to amend agenda passes.

IV. Audit – Joe Verlin, Gabridge & Associates - Cancelled

V. Facilities Update:

- a. Lucas – Lyster roofing
 - 1) Addressed the board regarding gutter/roof situation through the library. Gutters pitched incorrectly. Proposal to upgrade gutters. Some damaged shingles and roof will need maintenance.

Benke made a motion to get a second bid for new gutters and allow the Executive Committee decide which vendor to award the contract. Martinez Seconded the motion.

Vote:

**Behnke __y__, Bolhuis __y__, Kupiecki __y__, Martinez __y__,
Nieuwenhuis __y__, West __y__, Wilson __y__**

VI. Approval of Minutes

- a. West requested minutes be reviewed based on the motion regarding hiring of Linda Castle that was made at the last board meeting.

Kupiecki moved to table the approval of the February 13th, 2019 meeting minutes until our next meeting April 16, 2019.

VII. New Business

- a. Background checks – Bolhuis addressed board concerning background checks

Bolhuis made a motion to do a State Police background check on current and new employees for the safety of the youth and public. Seconded by West.

- b. Retroactive vacation pay request – Policies were written and put into place in 2015-16 for vacation and sick time but not adhered to. Due to an oversight by the director, vacation and sick time were not paid to former employee John Jefferson. For a total of 32 hours at his past salary. Sue Jefferson also to be paid for 2 hours retroactively.

Behnke made a motion to pay 32 hrs to John Jefferson and 2 hrs to Sue Jefferson to pay for time worked but not paid. Seconded by Wilson. Motion carries.

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

- c. 2019 Vacation/Sick time for Director – Attempt to make Director whole for unused vacation/sick time. Noted that Director is owed 2 weeks of vacation time and 5 days of sick time for 2019.

West motions to table 2019 vac/sick time for director until April board meeting. Wilson seconds. Motion carries

- d. Payroll discrepancy in Director’s salary – unable to verify whether or not there were 2 salary increases for the director as they were not included in board meeting minutes. Deficiency in board meeting minutes and only director has access to payroll. Investigation underway.
 - i. West addressed Helena Hayes (director) as to whether or not she would like a closed meeting to discuss details and she declined.
- e. Building insurance bills from City for past 2 years and current year - Library responsible for maintenance and 75% the cost of the insurance. Bill had not been received 2016- present for insurance.

Kupiecki made a motion that we pay the City of Galesburg for building insurance for 2016-2017 (\$668.25) 2017-2018 (\$741.75) and 2018-2019 (\$701.25) which had been paid by the city but not billed to GCMDL. Seconded by Wilson. Motion carried.

- f. **Compliance with fire code and emergency door:** building inspector inspected the library. Minor issues in the parking lot. Minor issue ada compliant in bathroom. Fire hazards addressed. Additional fire extinguishers installed. Received smoke detectors from fire department. Obtained carbon monoxide detectors. Emergency exit door in need of repair.

Nieuwenhuis notes dangerous to continue to be in violation of fire code in regarding the emergency exits.

Wilson motioned to get 2 bids for replacing emergency doors in the library. Kupiecki and Wilson to get bids and replace door. Seconded by West.

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

- g. By-laws, request for attorney approval –

Behnke made a motion to send By-laws for attorney review. Wilson seconded. Motion carried.

**Behnke _y___, Bolhuis _y___, Kupiecki __y___, Martinez __y___,
Nieuwenhuis ___y_, West __n___, Wilson __y___**

- h. **Suspension of Director:** Attorney suggests director stays on leave until we have had an opportunity to present her with her performance evaluation. Kupiecki and Wilson working with board to complete performance evaluation. Once financial investigation

and performance evaluation are complete then a meeting will be scheduled to decide if there are any further provisions to be put in place regarding the return of the director.

- i. **Staffing issues** - 2 staff required in building to keep the library open.

Kupecki moved that we hire Linda Castle to return to the library as a staff member and if needed, we bring Donna Kovalski back as temporary Library Director. Seconded by Wilson.

*Behnke _y___, Bolhuis _y___, Kupiecki ___y___, Martinez ___y___,
Nieuwenhuis ___y___, West __n___, Wilson ___y___*

- j. **Decision made by my President regarding the suspension of Director.**

- i. Nieuwenhuis made decision to suspend director based on advice from attorney. Attorney notified Board via email the next morning.

- 1. West did not receive emails.

- k. **Unauthorized spending of library dollars** – Regarding Board member training with Susan Radwin. Though the training was discussed and scheduled at the February Board meeting, there was never a motion or a vote.

VIII. Public Comments:

Wrifton Graham: to speak on feeling slighted by board. Concerned about suspension occurring without board knowledge and nature of how situation was handled.

Public Inquiry: Expresses confusion about on going investigation with director.

Public comment: Someone speaks about how much Helena does for the library.

Public Inquiry: Questioned why president is able to spend \$675 for training but other financial discrepancies are overlooked.

Kathy Crow: questions why Helena is still off work.

Behnke stated that the financial investigation is complete and there is no wrong doing. Director has been underpaid and needs to be made whole. Returning to work pending performance evaluation per attorney request.

Nieuwenhuis motioned Treasurer and Director on payroll and Treasurer only salary increases or decreases. West 2nd motion carries.

IX. Unfinished business

- a. Payment for 3/13 Board training (Susan Radwin)

Nieuwenhuis motioned to pay Board training invoice from Susan Radwin \$675. Second by Behnke.

Behnke _y_, Bolhuis _y_, Kupiecki __y_, Martinez __y_, Nieuwenhuis __y_, West __n_, Wilson __y_

- b. Consent agenda

West motion to table consent agenda. Bolhuis second. Motion carried.

Adjournment: 6:40pm