

**GALESBURG-CHARLESTON MEMORIAL DISTRICT LIBRARY  
MEETING MINUTES – June 18, 2019**

**Roll Call:** (present)

<b>Trustee</b>	<b>Present</b>	<b>Trustee</b>	<b>Present</b>
<b>Behnke</b>	<b>Yes</b>	<b>Nieuwenhuis</b>	<b>Yes</b>
<b>Boluis</b>	<b>No</b>	<b>West</b>	<b>Yes – arrived 5:12</b>
<b>Kupiecki</b>	<b>Yes</b>	<b>Wilson</b>	<b>Yes</b>
<b>Martinez</b>	<b>Yes – arrived 5:05</b>	<b>Director: Yes</b>	

**I. Pledge of Allegiance**

**II. Call to Order** – The meeting was called to order at 5:01 p.m. by Board President Ann Nieuwenhuis.

**III. Additions/Corrections of Agenda:**

**Motion was made to approve the Agenda by Trustee Behnke / 2<sup>nd</sup> by Trustee Kupecki. All in favor: Aye – Motion Carries.**

**IV. Public Comments: NONE**

**V. Approval of Consent Agenda:**

1. Approval of May 21, 2019 Minutes
2. May 2019 Financial Reports
3. Library Director’s Report

**Motion was made by President Nieuwenhuis to accept the items under the Consent Agenda. All in Favor: Aye / motion carries.**

## **VI. Public Hearing for FY 2019/20 Budget**

No public comment on the proposed budget.

### **Trustee Behnke, supported by Nieuwenhuis, presented the following resolution approving the budget and certifying tax levy:**

WHEREAS, in accordance with the Truth in Budgeting Act, there has been presented to the Board of Trustees of the Galesburg/Charleston Memorial District Library (the "District Library") the proposed budget for fiscal year 2020; and

WHEREAS, a public hearing on the budget has been held at the regular June 18, 2019 meeting of the Board of Trustees, in accordance with the provisions of Act 43 of 1963, as amended, after notice of the hearing was duly given; and

WHEREAS, in accordance with its budget for fiscal year 2020, the District Library determines that it is necessary for the Galesburg/Charleston Memorial District Library to levy a tax of **1.3** mils in fiscal year 2020 for library purposes; and

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The District Library hereby approves and adopts the proposed budget for fiscal year 2020 on file at the District Library and hereby determines that **1.3** mils shall be levied in the Galesburg/Charleston Memorial District Library District for fiscal year 2020 for the purpose of providing funds for the operation of the District Library.

2. The Director of the District Library is authorized and directed to submit this Resolution and a Tax Rate Request form (L-4029) to the clerks of the City of Galesburg and the Township of Charleston, and to the County Equalization Department of Kalamazoo County.

3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded.

**Roll Call: Behnke Yes; Nieuwenhuis Yes; Martinez Yes; Kupiecki Yes; Wilson Yes; (Bolhuis and West were both absent at the time of the vote.)**

President Nieuwenhuis requested that we have last year's budget and this year's budget together so we would know where things are up and down. Director Hayes states, yes.

**VII. David Medema**

David Medema from Medema Consulting Associates LLC presented two proposals for recommendation for Strategic Planning: Proposal for Strategic Planning and a Proposal for Performance Metrics Development. The cost for strategic planning is \$15,000.00 and could start in August/September. The cost for performance metrics is \$2,000 and could begin following a portion of strategic planning.

**VIII. Unfinished Business**

- a. **Director's Evaluation Next Steps** – Director Hayes has met with all Board Members except with Trustee Bolhuis. The Action Plan is not completed as Director Hayes has been incredibly busy with Greater Galesburg Days and the start of the Summer Reading program. **A Special Meeting will be held Monday, June 24<sup>th</sup> at 5:30 p.m. to discuss Director Hayes' evaluation/directives.**
- b. **Bylaws** – The Board reviewed and addressed the Director's recommended changes (see Board Packet for changes in red).

**A Motion was made by Trustee Behnke (2<sup>nd</sup> by Trustee Wilson) to Adopt the Galesburg/Charleston Memorial District Library Bylaws with the changes by the Board presented at the June 18, 2019 meeting.**

**Roll Call: Behnke Yes; West Abstained; Kupiecki Yes; Martinez Yes; Nieuwenhuis Yes; Wilson Yes; Motion Carries**

c. **Board Committee Updates: (Note: Director Hayes is on all Committees)**

1. **Personnel** – (Trustees: Kupiecki/Martinez/Bolhuis)  
Background Checks: Still working on it – having problems with the wording for the drug testing portion. President Nieuwenhuis will ask our Attorney how much it would cost to have the Attorney write an employment policy (this will also be discussed at the Special Meeting on June 24, 2019).
2. **Facility** – (Trustees: Wilson/West/Nieuwenhuis) – Trustee Wilson explained the Facilities/Maintenance Committee / Meeting Minutes of 6/10/2019 are in Board Packet.  
**Power Washing the Library:** The Board reviewed a couple of proposals and has selected Simonds Softwash LLC to power wash the Library (Brick and Vinyl) at a cost of \$300.00  
**A motion was made by Trustee Martinez (2<sup>nd</sup> by Trustee Behnke) to approve Simonds Softwash LLC of the power washing of the building.**  
**Roll Call: Nieuwenhuis Yes; West Yes; Kupiecki Yes; Martinez Yes; Behnke Yes; Wilson Yes; Motion Carries.**
3. **Finance** – (Trustees Behnke/Kupiecki) have not met.

**IX. New Business**

1. **Strategic Plan and evaluation – Next Steps** - President Nieuwenhuis will contact Pyramid Consulting International for another proposal. Director Hayes will contact Rose Frost for a proposal.
2. **Action Items from Director's Report** -  
Team Building Proposal – Escape Room. Helena would like to take her staff on a Team Building trip to the Escape Room at a cost of up to \$300.00.

**A Motion was made by President Nieuwenhuis (2<sup>nd</sup> by Trustee Behnke) to approve the recommendation from the Director for the team building proposal to attend the Escape Room at a cost of up to \$300.00**

**Roll Call: Martinez Yes; Kupiecki Yes; West Yes; Behnke Yes; Wilson Yes; Nieuwenhuis Yes – Motion Carries.**

3. **Incident Reports** – We need a policy on Incident/Internet. President Nieuwenhuis will get a cost/amount to have the Attorney write this policy.

**X.** Next Meeting – June 24, 2019 (Special Meeting)

**XI.** Adjournment – 7:00 p.m.