

GALESBURG-CHARLESTON MEMORIAL DISTRICT LIBRARY

MEETING MINUTES – June 24, 2019

Roll Call: (present/absent)

Present: Behnke, Kupiecki, Nieuwenhuis, Wilson

Absent: Bolhuis, Martinez, West, Director Hayes

I. Pledge of Allegiance

II. Call to Order – The meeting was called to order at 5:33 p.m. by President Nieuwenhuis.

III. Additions/Corrections of Agenda: None

IV. Public Comments: None

V. Select and Approve Purchase of Policies:

Per our meeting of June 18, 2019, President Nieuwenhuis obtained a quote as to how much it would cost for our Attorney to create a few policies that are needed in the Library. The Quote was \$200.00 for each policy. President Nieuwenhuis has not heard back from the Employment Attorney.

A Motion was made by Trustee Behnke – 2nd by Trustee Kupiecki - to purchase, from our Attorney, the following Policies: Electronic Transaction Policy; Internet Use Policy; Patron Policy at a cost of \$200.00 for each policy (total \$600.00).

Roll Call: Behnke Yes; Kupiecki Yes; Nieuwenhuis Yes; Wilson Yes; Motion Carries

VI. By-Laws – Recorded Tapes for Board Meeting Minutes:

President Nieuwenhuis discussed with our Attorney how long we should keep the recorded tapes of our Board Meeting Minutes. The Attorney states that once the meeting minutes are approved, the recorded tapes should be erased.

The Board Bylaws will need to be updated/presented at the next Board Meeting. President Nieuwenhuis will work with Director Hayes to update the Bylaws before the next meeting.

A Motion was made by Trustee Behnke – 2nd by Trustee Kupiecki to erase the recorded tapes from our Board Meeting once the typed Draft copy of the Board Minutes have been approved.

All in favor: Aye/Motion Carries

VII. Director's Evaluation/Directives:

Each of the 25 Board Directives from 2017 for Director Hayes were reviewed. The Board finds all Directives were successfully completed, but have the following exceptions:

1. *Listed as #11: Must gain Board approval for any expenditure over \$100 (except for books).* It was determined that this amount is not feasible and should be increased. The Finance Committee: Trustees Behnke/Kupiecki will discuss with Director Hayes a reasonable amount to be increased to.
2. *Listed as #12: Establish a book, which houses detail information about programs offered at the library so staff can reference.* This is moved to a goal for the Director as a Training Manual needs to be established in the Library for staff. This Training Manual will be a detailed description of processes the staff will need to perform their jobs. This is a goal that Director Hayes and her staff could complete together.

A Motion was made by Trustee Wilson – 2nd by President Nieuwenhuis to move all the 2017 Directives for Director Hayes as **completed with the exception of #11 which will be increased at a meeting with the Finance Committee, and #12 which will be moved to a goal for the Director for 2019. A Formal letter will be placed in Director Hayes' personnel file.**

All in favor: Aye/Motion Carries

VIII. Facilities Committee (Trustee West Resignation):

On June 19, 2019, the Board received an email from Trustee West stating he was stepping down from his assigned position on the Facilities Committee, effective immediately.

A Motion was made by President Nieuwenhuis – 2nd by Trustee Behnke to accept Trustee West’s resignation from the Facilities Committee.

All in favor: Aye/Motion Carries

IX. Next Meeting - July 23, 2019

X. Adjournment - 6:06 p.m.