**GALESBURG-CHARLESTON MEMORIAL DISTRICT LIBRARY**

**MEETING MINUTES – August 6, 2019 (Rescheduled from July 23, 2019)**

**Roll Call**: (present/absent)

**Present: Trustee Kupiecki/Martinez/Nieuwenhuis/West/Wilson**

**Absent: Trustee Bolhuis/Behnke**

**Director Hayes: Present**

1. **Pledge of Allegiance**
2. **Call to Order** – The meeting was called to order at 5:15 p.m. by Board President Ann Nieuwenhuis.
3. **Additions/Corrections of Agenda:** 
   1. **Trustee Wilson requested to add under “Unfinished Business” c. Pay Raises for Staff.**
   2. **Trustee Kupiecki requested to add under “Unfinished Business: d. Recommendations for Director Discrepancy Purchases.**

**All in favor: Aye – Motion Carries.**

1. **Public Comments: NONE**
2. **Approval of Consent Agenda:**
   * + 1. Approval of June 18, 2019 Regular Minutes
       2. Approval of June 24, 2019 Special Meeting Minutes
       3. June 2019 Financial Reports
       4. Library Director’s Report

**Motion was made by Trustee Martinez (2nd by Trustee West) to accept the items under the Consent Agenda. All in Favor: Aye / motion carries.**

1. **Unfinished Business**
   1. Policies created by Attorney Anne Seurynck were reviewed and updates made where necessary. Director Hayes will make the necessary updates, and present at the next Board Meeting on August 20, 2019:
      * 1. Computer and Internet Use Policy (Note: needs a public hearing before being approved).
        2. Patron Behavior Policy
        3. Payment by Financial Transaction Device Policy
   2. **List of Employment Policies by Attorney, Karl Butterer.**

President Nieuwenhuis presented an email from Attorney Karl Butterer with a sample of an Employment Policies Table of Contents from a typical library handbook. Attorney Butterer could create a handbook at the cost of $3,500.00 for 81 policies.

**A Motion was made by Trustee Kupiecki (2nd by Trustee Wilson) to have Attorney Karl Butterer create an Employee Policy Handbook according to the Table of Contents presented to us at the cost of up to $3,500.00.**

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

* 1. **Pay Raises for Staff**

This was previously discussed at the Board Meeting in May, 2019 where Trustee Behnke and Director Hayes proposed that “employee’s Linda Dunithan and Jeremy Allison’s positions go up to $12.00 an hour; the cataloging position to go up to a base rate of $13.00 an hour and the Clerk position to stay at $10.00. They are currently all at $10.00 – except for Sue who is at $11.50 so her salary would actually be $13.50.”

**A Motion was made by President Nieuwenhuis (2nd by Trustee Martinez) to give a pay increase to Linda Dunithan (Library Assistant and Jeremy Allison (Library Assistant) will go up to $12.00 an hour; Sue Jefferson (cataloging) to go up to the base rate of $13.50; the new Clerk position would stay at $10.00 an hour. The salary increases would be retroactive from July 1, 2019.**

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

* 1. **Director Discrepancy Purchases**

After calling around to different local libraries, Trustee Kupiecki recommends a Director discrepancy fund purchases the Director be raised from $100.00 to $500.00. Trustee West recommends the Treasurer and/or President can add an additional $500.00.

**A Motion was made by Trustee Kupiecki (2nd by Trustee West) that the discrepancy fund for the Director goes up to $500.00 with the possibility of an additional $500.00 with the okay from the President and/or Treasurer for unexpected expenses.**

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

1. **New Business**
   1. **4th Quarter Budget Adjustments**

**A Motion was made by Trustee Kupiecki (2nd by Trustee Wilson) to accept the 4th Quarter Budget Adjustments as presented at this meeting.**

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

* 1. **Action Items:**
     + 1. **State Aid status:** Our request for a waiver was denied.We will be down $3,500.00 in the budget. We will need to reapply next year once Linda Dunithan gains the required number of hours worked to qualify for thecertification for the State Aid.
       2. **Leadership Academy for Director.** Director Hayes presented to the Board a memo dated 7/15/2019 requesting to participate in the Small and Rural Libraries Leadership Academy. Director Hayes is in the process of applying with Board encouragement. The Board thinks this is a great opportunity for Director Hayes.

**A Motion was made by President Nieuwenhuis (2nd by Trustee Wilson) to approve Director Hayes to participate in the Small and Rural Libraries Leadership Academy at no cost.**

**Roll Call: All in Favor: Aye (Motion Carries)**

* + - 1. **Team Development Proposal for Board –**

President Nieuwenhuis received a memo on 7/16/2019 from Dave Medema regarding a “Trust Development” workshop for Board and Staff. He suggests we conduct a two 2-hour sessions at a cost of $2,300.00.Trustee Martinez suggests asking Mr. Medema about a possible discount on cost of strategic planning if we go ahead with this workshop.This is tabled for the August 20, 2019 Board Meeting. Director Hayes will contact Dave Medema to let me him know we are in discussions regarding this.

1. **Next Meeting – August 20, 2019**
2. **Adjournment – 6:37 p.m.**