



**GALESBURG-CHARLESTON MEMORIAL DISTRICT LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES**

**September 17, 2019**

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Board members present: Linda Behnke, Veronica Bolhuis, Shirley Kupiecki, Karen Wilson

Board members absent: Marcus Martinez, Ann Nieuwenhuis, Steve West

Staff and guests present: Helena Hayes, Library Director

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**I. CALL TO ORDER**

Meeting called to order at 4:55 p.m. by Treasurer Behnke

**II. PLEDGE OF ALLEGIANCE**

**III. ADDITIONS OR CORRECTIONS TO AGENDA**

a. Ms. Nieuwenhuis (per Ms. Behnke) – Internet parental permission form; perhaps Ms. Wilson can get examples from Comstock

b. Ms. Nieuwenhuis (per Ms. Behnke) – Background Check Policy

**Motion: Ms. Behnke called for discussion and a vote to approve the Agenda**

**Support: (unclear from recording)**

**Result: Motion carried**

**IV. PUBLIC COMMENTS / CORRESPONDENCE – None**

**V. CONSENT AGENDA**

a. Approval of Minutes – August 20, 2019

b. August 2019 Financial Report

c. Library Director's Report

**Motion: Ms. Bolhuis moved to approve the consent agenda as presented**

**Support: Supported by Ms. Kupiecki**

**Result: Motion carried**

## VI. UNFINISHED BUSINESS

### a. Policies – Internet Use (content filtering), Patron Behavior, Electronic Payments

Discussion: Ms. Kupiecki voiced concern about the food & beverage policy at the public computer stations. She feels strongly that no food or beverages should be allowed at all; patrons should move away from the computers to eat or drink – even bottles or covered beverage containers. Ms. Wilson shares Ms. Kupiecki’s concerns. Both the Internet Use and Patron Behavior policies should reflect this condition. “Food and beverages allowed in designated areas only. All beverages must be in covered containers. No food or drink is allowed at computer stations.” Ms. Wilson wants to ensure that parental permission will be able to be added to the policy eventually. Per Ms. Nieuwenhuis’ instructions (through Ms. Behnke), Ms. Wilson will contact the Comstock Library for their form.

Ms. Wilson wonders if wine could be allowed at library programs – author reception, wine & canvas, wine tasting, etc. The Board instructed the Director to contact Mayor West and our insurance carrier to discover if it would be allowed and how we would be covered if it is.

Ms. Wilson recommends that the phone use policy state that cell phone calls must be conducted in the “vestibule,” and not in the library. After discussion, it was decided to leave the language as it currently is.

**Motion: Ms. Behnke moved to adopt the resolution from attorney Anne Seuryneck approving the Patron Behavior and Computer & Internet Use Policies, with discussed changes**

**Support: Supported by Ms. Bolhuis**

**Roll Call Vote:**

**Ms. Wilson – yes      Ms. Kupiecki – yes      Ms. Bolhuis – yes      Ms. Behnke - yes**

**Result: Motion carried.**

**Motion: Ms. Kupiecki moved to adopt the resolution from attorney Anne Seuryneck approving the Financial Transaction Device Policy**

**Support: Supported by Ms. Bolhuis**

**Roll Call Vote:**

**Ms. Behnke – yes      Ms. Bolhuis – yes      Ms. Kupiecki – yes      Ms. Wilson – yes**

**Result: Motion carried.**

**VII. NEW BUSINESS**

**a. Action Items**

- i. Square** – Director Hayes decided that we do not need to use the Square Register; instead the Square Terminal will be sufficient for our purposes. Since the total purchase is under Director’s discretionary purchase threshold (\$359), and the Board approved the Financial Transaction Device policy, Board permission is not required for this purchase.
- ii. Fortres (Time Limit Manager / Clean Slate)** – Director Hayes requests the Board vote to approve the implementation of this software, even though the purchase price is under the Director’s discretionary purchase threshold.

**Motion: Ms. Bolhuis moves to allow Director to purchase Time Limit Manager and Clean Slate for use on public internet stations.**

**Support: Supported by Ms. Kupiecki**

**Roll Call Vote:**

**Ms. Behnke – yes    Ms. Bolhuis – yes    Ms. Kupiecki – yes    Ms. Wilson – yes**

**Result: Motion carried**

**VIII. BOARD MEMBER COMMENTS**

Ms. Bolhuis has a family conflict on Tuesdays, so needs to leave by 6:15 pm, so wonders if Board meetings can start at 4:30 instead of 5:00. Director will email Board about October meeting; permanent change will need to be voted.

**Quorum lost when Ms. Bolhuis left at 5:40 pm.**

Furniture – Per Ms. Behnke, President Nieuwenhuis expressed concern about disposing of anything without Board approval – a “paper trail” of permission from Board to sell items. Ms. Kupiecki suggests that we may want to keep current tables instead of disposing of them, since they can fit a larger group. Director reminds Board that we have several collapsible 6-8 foot tables that can be brought out for larger groups. Director plans to post them on Marketplace to sell.

Got through everything except Strategic Planning proposal and employment policy information from Karl Butterer. Ms. Kupiecki suggests scheduling a meeting the first week of October to discuss those items. Director will email Board for availability.

**IX. NEXT MEETING**

**X. ADJOURNMENT**