



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

October 15, 2019

Board members present: Linda Behnke, Veronica Bolhuis, Shirley Kupiecki, Marcus Martinez (arrived at 5:00; departed at 5:30 following discussion of Substance Abuse Policy), Ann Nieuwenhuis, Karen Wilson

Board members absent: Steve West (submitted resignation letter on 10/15/2019)

Staff and guests present: Helena Hayes, Library Director

I. CALL TO ORDER

Meeting called to order at 4:30 p.m. by President Behnke

II. PLEDGE OF ALLEGIANCE

III. PUBLIC COMMENTS / CORRESPONDENCE – None

IV. ADDITIONS OR CORRECTIONS TO AGENDA

- a. Ms. Nieuwenhuis – Resignation of Steve West
- b. Ms. Nieuwenhuis – Hat/glove donations
- c. Director Hayes noted the removal of Financial Reports from Consent Agenda – Board vote needed

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

Support: Supported by ?

Result: Motion carried

V. CONSENT AGENDA

- a. Approval of Minutes – September 17, 2019
- b. Library Director's Report

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

Support: Supported by ?

Result: Motion carried

VI. FINANCIAL REPORTS

- a. Treasurer Behnke reports that Audit work has started; Director Hayes updates that field work was finished this afternoon.

VII. UNFINISHED BUSINESS

a. Disposal of furniture

Discussion: Mike and Shirley Kupiecki transported the furniture (tables and chairs) from the Bridgman Library. The Board agrees that it looks great in our library.

Ms. Kupiecki expressed concern about leaving at least one large table in the public space. Director Hayes assured her this will be the case, in fact she will be refinishing the table in the Young Adult area with magnetic primer and chalkboard paint.

Motion: Ms. Kupiecki moved to authorize Director Hayes to post the two farmhouse tables, and accompanying chairs, for sale on Facebook Marketplace with a starting price of \$125 per set.

Support: Supported by Ms. Nieuwenhuis

Further discussion: Director Hayes asks if there is a minimum amount that the Board will accept; general consensus is that we would like to get at least \$75 for each set.

**Roll Call Vote: Ms. Behnke – yes Ms. Bolhuis – yes Ms. Kupiecki – yes
Ms. Nieuwenhuis – yes Ms. Wilson – yes**

Result: Motion carried.

b. Strategic Planning

Discussion centered around proposals received in May by Mr. Dave Medema and in September by Michelle Bradley from MCLS. All present agree on the need for planning, and would like to start the process in January, when the Board will hopefully be back up to full capacity.

Motion: Ms. Wilson moved to accept the proposal from Medema Consulting, at a cost not to exceed \$16,000

Support: Supported by Ms. Bolhuis

**Roll Call Vote: Ms. Behnke – yes Ms. Bolhuis – yes Ms. Kupiecki – yes
Ms. Nieuwenhuis – yes Ms. Wilson – yes**

Result: Motion carried.

Motion: Ms. Wilson further moved to authorize Treasurer Behnke and Director Hayes to review and sign the contract with Medema Consulting.

Support: Supported by Ms. Bolhuis

**Roll Call Vote: Ms. Behnke – yes Ms. Bolhuis – yes Ms. Kupiecki – yes
Ms. Nieuwenhuis – yes Ms. Wilson – yes**

Result: Motion carried.

VIII. NEW BUSINESS

a. Request to return meeting start time to 4:30 p.m.

Ms. Bolhuis has family commitments on Tuesday evenings so would like to start the Board meetings earlier if possible – 4:30 or even 4:00. After discussion...

Motion: Ms. Nieuwenhuis moved to change the Board meeting start time to 4:00 pm.

Support: Supported by Ms. Behnke

Result: Motion carried

b. Staff Vacation Policy

Ms. Behnke provided copies of the proposed HR Vacation & Sick Time Policy, including clarifications for part-time hourly employees' vacation. During discussion, it was suggested that the policy be further clarified to indicate that part-time hourly employees would receive vacation pay "in the pay period" following their annual anniversary date.

Motion: Ms. Behnke moved to accept the HR Vacation & Sick Time policy, with the addition of the language "in the pay period following their annual anniversary date."

Support: Supported by Ms. Bolhuis

**Roll Call Vote: Ms. Behnke – yes Ms. Bolhuis – yes Ms. Kupiecki – yes
Mr. Martinez – yes Ms. Nieuwenhuis – yes Ms. Wilson – yes**

Result: Motion carried

c. Employment Policy Documents from Attorney Butterer

i. Background Check

Ms. Nieuwenhuis stated Director Hayes cannot hire anyone until we do background checks on all the current employees including the Director. She also noted that Director Hayes does not have a current application on file (she only turned in a resume). ICHAT is all set up. Director Hayes will do ICHAT for all staff and the Board President will do ICHAT for the Director. When ICHAT is completed, the information goes in a sealed envelope with

“CONFIDENTIAL” stamped on the outside. Only the Director and/or the Board President may see this information. Trustee Kupiecki states we have applications that other people have filled out. President Nieuwenhuis states we have a signed permission sheet for background check from our Attorney. We need to approve all paperwork so that when we post a position, we can state a criminal background check will be done.

Motion: Ms. Nieuwenhuis moved that the Library Board accept the Background Check Authorization Forms as developed by Attorney Butterer, and that they will be used with the current and any new staff.

Support: Supported by Ms. Bolhuis

Result: Motion Carried

ii. Substance Abuse

The Board went over the proposed Substance Abuse Policy with much discussion. Ms. Nieuwenhuis reminds the Board that Attorney Butterer would not have provided this policy if he did not believe it was necessary. Director Hayes pointed out and will correct a spelling error.

Motion: Ms. Nieuwenhuis moves that the Substance Abuse Policy from Attorney Butterer be approved and implemented immediately.

Support: Supported by Ms. Kupiecki

Roll Call Vote: Ms. Behnke – yes Ms. Bolhuis – yes Ms. Kupiecki – yes
Mr. Martinez – no Ms. Nieuwenhuis – yes Ms. Wilson – yes

Result: Motion Carried

d. Action Items

i. Convenience fee for credit/debit card transactions

Director Hayes provided a memo proposing a change to the Payment by Financial Transaction Device Policy adopted at last month’s meeting because Square ® requires a \$1.00 minimum charge.

Motion: Ms. Nieuwenhuis moves to accept the Director’s proposed changes to the Payment by Financial Transaction Device policy, with the understanding that the fees will cover the costs of transaction fees.

Support: Supported by Ms. Kupiecki

Roll Call Vote: Ms. Behnke – yes Ms. Bolhuis – yes Ms. Kupiecki – yes
Ms. Nieuwenhuis – yes Ms. Wilson – yes

Result: Motion Carried

e. Exempt Employee Status Changes – Table until November

f. Parental Internet Permission Forms

Follow-up from September meeting when Ms. Nieuwenhuis and Ms. Wilson expressed their concern about minors being allowed to use computers without parental permission. Brief discussion initiated by Director Hayes who has learned that the Comstock Township Library no longer requires a paper form. Once the time management software is in place, all patrons will be required to click an “accept” button indicating they have read and agree to follow our Computer and Internet Use policy. Further discussion, and possible vote, tabled until November.

g. Expiring Board Terms

City Representative Steven West’s term expires on 12/31/2019; Township Representative Veronica Bolhuis’ term expires on 12/31/2020.

h. Resignation letter from Board member Steven West (City of Galesburg)

Director Hayes received a letter of resignation from Mr. West via email on October 15, 2019.

Director Hayes is charged with posting / promoting the need for a representative from the City of Galesburg for the District Library Board (Facebook, signage in library and externally). The Board will review any received applications and send recommendations to the Mayor and City Council.

Motion: Ms. Behnke moves to accept the resignation of Mr. West, effective immediately.

Support: Supported by Ms. Nieuwenhuis

Result: Motion Carried

i. Collections / donations of hats and gloves for library patrons

Ms. Nieuwenhuis would like us to have items available for patrons (children and adults) who may come in without them. Following discussion, it was decided this was a good idea. Director Hayes will implement and promote this service.

IX. NEXT MEETING – November 19, 2019 at 4:00 p.m. (Ms. Wilson will be on vacation so will not be in attendance.)

X. ADJOURNMENT – Meeting adjourned at 5:50 p.m.