

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

November 26, 2019 (postponed from November 19, 2019)

Board Members Present: Linda Behnke, Veronica Bolhuis (arrived at 4:05), Shirley Kupiecki, Ann Nieuwenhuis, Karen Wilson

Board Members Absent: Marcus Martinez

Director Helena Hayes: Present

I. CALL TO ORDER –

The meeting was called to order at 4:01 p.m. by Board President Nieuwenhuis.

II. PLEDGE OF ALLEGIANCE

III. PUBLIC COMMENTS

There were no public comments. Director Hayes shared a memorial card from the family of Barb Howes.

IV. ADDITIONS AND/OR CORRECTIONS TO THE AGENDA

- a. Overdue Fines (Director Hayes) under New Business (g).
- b. Remove the Library Director's Report from the Consent Agenda and have it as a topic to discuss (President Nieuwenhuis).

Motion: A motion was made by President Nieuwenhuis to accept the additions and changes to the Consent Agenda.

All in Favor: Aye

All Opposed: Nay

Result: Motion Carried

V. APPROVAL OF CONSENT AGENDA

- a. President Nieuwenhuis questioned why the Consent Agenda from the October 15, 2019 meeting minutes had a question mark “?” for the “Support: Supported by”. Secretary Wilson stated it could have been unintelligible on the tape as to who had seconded the Motion to approve the Consent Agenda.

Motion: President Nieuwenhuis made a motion to Approve the October 15, 2019 Meeting Minutes.

Support: Supported by Treasurer Behnke

All in Favor: Aye

All Opposed: Nay

Result: Motion Carried

- b. President Nieuwenhuis requested to remove the Director’s Report from the Consent Agenda as she would like to see new information and a new format for that report. Trustee Kupiecki, President Nieuwenhuis and Director Hayes will meet to discuss this topic in December.

VI. FINANCIAL REPORTS

Treasurer Behnke states everything looked good and had no problems regarding the Audit. Behnke states we have complied with everything from the Auditor, but we have not received anything yet from the Banks because it’s quarterly.

Motion: Trustee Bolhuis made a motion to support the Treasurer’s Financial Report to be placed on File.

Support: Supported by Trustee Kupiecki

All in Favor: Aye

All Opposed: Nay

Result: Motion Carried

VII. UNFINISHED BUSINESS

a. Strategic Planning Update (Nieuwenhuis)

President Nieuwenhuis and Director Hayes have had many contacts with Dave Medema, and have a list of things that need to be done. Board members need to provide approximately 10 names of individuals who would be interested in either the interviewing process or participating on a committee to the Director. The Director will forward these individual names on to Dave Medema. Dave Medema will make the selections (not the Board) of who will be interviewed and who will be on a committee. The individuals can be library users and non- library users / teenagers / school employees, etc. Dave Medema wants to do this in December. The Board needs to decide where and when we want to hold the Strategic Planning meeting. Nieuwenhuis states we should set that date in December as Dave Medema wants to start in January. Director Hayes states from her notes: the Focus group meetings in January or later and the Action Planning is in February. President Nieuwenhuis states Dave Medema wants to produce the final by March. Director Hayes will ask KRESA if they have something we could use for Off-Site.

b. Director's 2019 Evaluation (Nieuwenhuis)

President Nieuwenhuis suggested a proposal to have Dave Medema conduct the 2019 Evaluation of Library Director Helena Hayes. Nieuwenhuis stated that for \$500.00, Dave Medema has a form and would conduct the gathering of those forms to evaluate the Library Director. The evaluation form for Director Hayes would be distributed by Dave Medema to all Board members/staff/staff volunteer Carol Nicolow and Helena Hayes for completion (after completion, the individual would mail back to Dave Medema). President Nieuwenhuis donated the \$500.00 to cover the cost. The goal is to have the information back by the December Board Meeting.

Motion: A motion was made by Treasurer Behnke to accept the \$500.00 donation from Ann Nieuwenhuis for her to pay for the 2019 Performance Evaluation from Dave Medema to handle Director Helena Hayes 2019 Perform Evaluation.

Support: Supported by Trustee Kupiecki

**Roll Call of Trustees: Behnke – yes Boluis – yes Kupiecki – yes
Nieuwenhuis – yes Wilson – yes**

Result: Motion Carried

c. **Director 2020 Evaluation Metrics**

Dave Medema has given a proposal where Director Hayes and the Board President would put together (with Dave Medema), and come up with metrics and what is expected and what would be done. This would start in January or early February and this is what Director Hayes would be working on (goals). We would have performance metrics that is created for this Library for this Director and we can use it from then on until those job duties change (for any Director). The cost from Dave Medema is \$2,000.00. This topic will be brought up at the April Board Meeting for use in the 2021 Evaluation when we will have the Strategic Plan completed. **TABLED FOR APRIL BOARD MEETING**

d. **Status of new (City) Board Member applicants (Hayes)**

We have not received any applicants at this time. The posting is in the Climax Crescent, Post Office, Library Electronic Sign, and City of Galesburg Website.

President Nieuwenhuis will call Trustee Martinez to find out where he is at and if he is going to resign. If he resigns, we will have two openings for the City.

Trustee Kupiecki asked if we, the Board, were all open to switching our Board Meeting day (we need to meet early on Tuesday's because of Trustee Bolhuis). Trustee Bolhuis will look at her calendar and throw out a couple of dates. This time/date change might help with individuals wanting to be on the Board.

e. **Parental Internet Permission Forms (Nieuwenhuis)**

President Nieuwenhuis contacted the new Library Director “Emily” at Comstock Library, and stated she would like to meet with her when she is finished her orientation to discuss some joint projects we could do. President Nieuwenhuis asked her why their library does not need to get parental internet approval any more. She asked and did not know why they stopped doing it, but she then said that according to the Library Bill of Rights, the 5th Right is a person’s right to use a library should not be denied or abridged because of origin, age, background or views. President Nieuwenhuis requested Director Hayes to send a link of the Bill of Rights to staff/Board.

f. **Background Check Update on All Employees/Application for Director (Hayes/Nieuwenhuis)**

Director Hayes has completed all background checks for the staff, and President Nieuwenhuis completed the background check for Director Hayes. All background checks are sealed and marked Confidential and locked in a filing cabinet. Secretary Wilson suggested that the Director’s personnel file be kept at the Library in a locked cabinet (currently, the Director’s personnel file is at the home of the Board President).

Director Hayes filled out (and signed) an application form which was missing from her personnel file. The form was filled out as of the year 2019 (not four years ago) so Director Hayes left off the references. All of the Director’s past information could possibly be in Galesburg City Hall as the Library/employees were under the City before becoming a District Library.

VIII. NEW BUSINESS

a. New Christmas Tree (Wilson)

Secretary Wilson suggested we purchase a new Pre-lit Christmas Tree for the Library. Director Hayes will purchase (possibly this weekend) a tree that would fit in our front window. Disposal of old tree will be placed in the lobby for “Free”.

Motion: Secretary Wilson made a motion to approve Director Hayes to purchase a new Christmas tree for the Library for approximately \$250.00.

Support: Supported by Trustee Behnke

Roll Call of Trustees: Behnke – yes Boluis – yes Kupiecki – yes

Nieuwenhuis – yes Wilson – yes

Result: Motion Carried

b. Employee Vacation Payout (Nieuwenhuis/Behnke)

Treasurer Behnke discussed the employee vacation payout request from a staff member (Jeremy Allison). The previous policy was not clear and was inconsistent, so a new policy was implemented for clarity.

Motion: Trustee Behnke made a motion that we pay Hourly Employee Vacation Payout as follows:

- 1. Jeremy Allison a total of \$356.06 for earned vacation pay, which constitutes the following: \$155.30 for 15.53 hours at \$10 per hour which he was entitled to under the old vacation policy after his six-month anniversary; and \$200.76 for 16.73 hours at \$12.00 per hour after his one-year anniversary.**
- 2. Linda Dunithan a total of \$334.84 for earned vacation pay, which constitutes the following: \$150.40 for 15.04 hours at \$10 per hour which she was entitled to under the old vacation policy after her six-month**

anniversary; and \$184.44 for 15.37 hours at \$12.00 per hour after her one-year anniversary.

3. Sue Jefferson a total of \$249.48 for two-weeks earned vacation pay. After three-year anniversary, employees are entitled to two weeks of vacation. \$249.48 which equals a two-week vacation pay (18.48 hours at \$13.50 per hour).

Support: Supported by Trustee Behnke

**Roll Call of Trustees: Behnke – yes Boluis – yes Kupiecki – yes
Nieuwenhuis – yes Wilson - yes**

Result: Motion Carried

NOTE: These will be implemented with the next pay period. Helena will inform the staff of the decision. Jeremy Allison was brought in to the meeting and explained the motion to him. He thanked the Board, and requested this vacation pay to be split in to two checks (December/January). Board agrees with his request.

President Nieuwenhuis asked Director Hayes if a staff member wants to give the Board something, why would they need to give it to you or why couldn't they put it in our mailboxes. Director Hayes stated he (Jeremy Allison) didn't say he wanted to give it to the Board, but had a question. He was told to write it up and she would take it to the Board. He wrote it up and she had it with her at the last meeting and it came up in the discussion.

c. **Nomination Committee for December Board Elections**

We did not have a Nomination Committee last year. We need to know who would like to run for Secretary, Treasurer and President. Treasurer Behnke asked if anyone has any interest to take on a different role. Trustee Kupiecki asked if the current officials were willing to stay on in the positions that they have.

Secretary Wilson stated no. Linda Behnke is willing to stay on a Treasurer; Ann Nieuwenhuis is willing to stay on as President. Secretary Wilson states she does not have the time with the commitment it takes to do the Board minutes.

President Nieuwenhuis states our By-Laws it allows us to have someone do the

minutes. We could also have this be a part of the job posting for the new Library Assistant.

d. **New Hire – Library Assistance**

Now that the background checks are completed, Director Hayes will now be able to hire additional staff. This staff member will work between 10-15 hours a week.

Motion: President Nieuwenhuis made a motion to approve the Director’s request to hire a new Library Assistant for 10-15 hours a week.

Support: Supported by Trustee Behnke

**Roll Call of Trustees: Behnke – yes Boluis – yes Kupiecki – yes
Nieuwenhuis – yes Wilson - yes**

Result: Motion Carried

e. **Copy Prices**

Director Hayes discussed the current policy on copy prices. Her recommendation is to go back to the previous way we were charging. Her recommendation is that printing and copying prices remain the same as they have been – \$0.25 per page (single-OR double-sided) for black and white and \$0.50 per page (single OR double-sided for color. The Computer and Internet Policy will need to be updated and approved at the December Board meeting after the changes are made.

Motion: A motion was made by Treasurer Behnke that we go with the copy cost price notification that our black and white pages will be \$0.25 per page and the color will be \$0.50 per page.

Support: Supported by President Nieuwenhuis

**Roll Call of Trustees: Behnke – yes Boluis – yes Kupiecki – yes
Nieuwenhuis – yes Wilson - yes**

Result: Motion Carried

NOTE: This motion/approval was to accept the change only. Director Hayes will bring the updated Computer and Internet Policy to the December Board Meeting for approval.

f. **Update Policy Handbooks for Board Members**

Secretary Wilson and Director Hayes will meet and update the Library Board Members Handbook. We need to obtain our handbook from Steve West who resigned. Director Hayes and Secretary Wilson will go over one of the manuals to make sure everything is current. The Manual will be updated and the Board Members can look at it and update where necessary.

g. **Overdue Fines**

There is a trend to not to charge for overdue fines. Director Hayes proposed that the Library discontinue the overdue fines practice. The Library will continue to charge for damaged or destroyed materials.

Motion: A motion was made by Trustee Bolhuis to go to a no fine policy starting January 1, 2020.

Support: Supported by President Nieuwenhuis

Roll Call of Trustees: Behnke – yes Boluis – yes Kupiecki – yes

Nieuwenhuis – yes Wilson - yes

Result: Motion Carried

AROUND THE ROOM

1. Trustee Kupiecki would like a policy about funerals and library hours. We need to update our HR Policy for funeral time off/Library closure. **TABLE FOR DECEMBER BOARD MEETING**
2. Treasurer Behnke will ask the Friends of the Library (Kathy Crow) for money to obtain Christmas Gift Cards (Meijer gift cards purchased last year) for the Library Director,

Staff and Volunteer Carol Nicolow. Amount of \$25.00 for staff/volunteer and more for Director Hayes.

IX. NEXT MEETING – December 17, 2019

X. ADJOURNMENT – 5:35 p.m.

ACTION ITEMS/FUTURE DISCUSSIONS:

December:

1. Set up meeting for Director's Report (Kupiecki/Nieuwenhuis/Hayes) to discuss possible format and information.
2. Email addresses needed for Dave Medema for 2019 Director's Evaluation (Nieuwenhuis)
3. President Nieuwenhuis will contact Tim Snow and let him know that since the Board Members emails are out for public to see, a few Board members are receiving spam emails requesting money – stating they are other Board Members.
4. President Nieuwenhuis will contact Trustee Martinez to see what his status is on regarding being on the Board.
5. President Nieuwenhuis needs to set up space in a file cabinet for Library Director's personnel file.
6. Director Hayes will bring the updated Policy regarding Copy Prices to the December Board Meeting for approval.
7. Update HR Policy for Funeral/Library Closure.

April Board Meeting:

Discuss using Dave Medema for Director's 2020 Evaluation Metrics