

**GALESBURG-CHARLESTON MEMORIAL DISTRICT LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
December 17, 2019**

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**Board Members Present:** Linda Behnke, Veronica Bolhuis (arrived at 4:06), Shirley Kupiecki, Ann Nieuwenhuis, Karen Wilson

**Director Helena Hayes:** Present

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**I. CALL TO ORDER**

The meeting was called to order at 4:00 p.m. by Board President Nieuwenhuis.

**II. PLEDGE OF ALLEGIANCE**

**III. PUBLIC COMMENTS/CORRESPONDENCE**

There were no public comments and/or correspondence.

**IV. APPROVAL OF AGENDA**

**Motion:** Treasurer Behnke made a motion to accept the Agenda.

**Support:** Supported by: Trustee Kupiecki

**Result:** Motion Carried

**AMENDED**

**Motion:** President Nieuwenhuis made a motion to amend the December 17<sup>th</sup> Board Meeting Agenda to include:

- **Unfinished Business** f. copy price in the Computer & Internet Policy.
- **New Business** f. Reimbursement for Staff Holiday Gifts.

**Support:** Supported by: Trustee Bolhuis

**Result:** Motion Carried

## V. APPROVAL OF CONSENT AGENDA

Approval of November 26, 2019 meeting minutes. President Nieuwenhuis questioned that some information was in red from the discussion of the October 15, 2019 minutes. Trustee Wilson stated questions came up at the last meeting regarding a “question mark” on the Approval of Consent Agenda in October 15, 2019 Board Meeting Minutes. Trustee Wilson verified that the meeting minutes she typed and sent out as a draft, had been changed and approved (minutes in the Board Packets). Director Hayes stated she made changes to the November 26, 2019 meeting minutes to the Motion/Support/Result. It is being noted that “no changes” can be made to the draft documents that the Board Secretary issues. We will be consistent in future minutes for the Approval Consent Agenda and the Approval of Agenda – it will read Motion/Support/Result.

### Library Director’s Report.

- Individuals have been donating coats to the Library. Director Hayes was granted permission to take coats to the Close Closet in Galesburg.
- Trustee Wilson would like to see a list of programs we have actively going on at the Library be listed in the Director’s Report. Director Hayes states she tries to have that listed on her report. She gave an update to the Christmas Party which was held Saturday - 128 attendees – great turn-out!!!

**Motion: Treasurer Behnke made a motion to approve the Consent Agenda.**

**Support: Supported by: Trustee Bolhuis**

**Result: Motion Carried**

## VI. FINANCIAL REPORTS

### Tax Checks

Director Hayes stated we received a tax check today from Charleston Township - \$6,789.39. We also received a delinquent tax check in the amount of \$.29 from the City of Galesburg.

### First Quarter Budget Adjustment

Director Hayes explained the Budget Adjustments:

Income – No changes for this quarter (July-September)

Expenses

- 810.005 – Cont. Services (Planning) – Add & Increase from 40.00 – to \$8,000
- 955.010 – Software – Increase from \$100 - \$600  
(Time Limit Manager & Clean Slate programs from Fortres Grand)

Increases – No changes for this quarter (July-September)

Decreases -  $\$8,000 + 4,000 = \$8,400$

Net Decrease - \$8,400

Adjustments to Balance

- 691.000 – Fund Balance Transfer – Increase from \$0 to \$8,000

**Motion: Treasurer Behnke made a motion to approve the 1<sup>st</sup> Quarter Budget Adjustments presented by the Director.**

**Support: Supported by Secretary Wilson**

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

**Nieuwenhuis – yes Wilson - yes**

**Result: Motion Carried**

**Motion: Trustee Bolhuis made a motion to place the November Financial Report on file.**

**Support: Supported by: Treasurer Behnke**

**Result: Motion Carried**

## **VII. AUDIT PRESENTATION – GABRIDGE & CO.**

Lauren Wenneman from Gabridge & Co. presented the Audit. Lauren stated we are in ‘good standing’, but be mindful at the end of the year spending. She said the biggest difference is going to be the State Aid that was not received. Lauren noted the Library needs to make sure the proper individuals are certified to be able to receive this State Aid in the future. President Nieuwenhuis stated to receive the State Aid we need a person to be certified 2,080 hours (the equivalent of a full time position) which we do not have. Director Hayes states we will be in May when Jeremy Allison takes the class. She will double check to see if Jeremy will have the hours in by that time. Director Hayes suggests to send Sue Jefferson (who already has the hours) and will ask her if she would be interested in attending the class in May. We had additional expenditures this year at the Library (building maintenance/ making people whole financially/legal fees/cost with Strategic Planning). The Annual Financial Report for the Year Ended June 30, 2019 is on file at the Library.

## **VIII. UNFINISHED BUSINESS**

### **a. Adjustment to Vacation Payout Amounts (Behnke)**

Treasurer Behnke reports a mistake in the previous calculation of the hourly employees' vacation pay which resulted in a shortage on the hours they have earned. The following motion is being made to correct that error.

**Motion: A motion was made by Treasurer Behnke that we pay Jeremy Allison for earned vacation pay as follows:**

- **\$177.20 for 17.72 hours at \$10 per hour – which he was entitled to under the old vacation policy after his six-month anniversary; and**
- **At his request, in the first pay period in January, he will be paid \$246.00 for 20.50 hours at a rate of \$12.00 per hour which he is entitled to after his one-year anniversary.**

**Motion: A motion was made by Treasurer Behnke that we pay Linda Dunithan for earned vacation pay as follows:**

- **\$175.00 for 17.50 hours at \$10 per hour – which she was entitled to under the old vacation policy after her six-month anniversary; and**
- **At her request, in the first pay period in January, she will be paid \$226.32 for 18.86 hours at a rate of \$12.00 per hour, which she is entitled to after her one-year anniversary.**

**Motion: A motion was made by Treasurer Behnke that we pay Sue Jefferson a total of \$305.10 for two-weeks earned vacation pay. After their three-year anniversary, employees are entitled to two weeks of vacation.**

- **\$305.10 – which equals two-week's vacation pay (22.60 hours at a rate of \$13.50 per hour).**

**Support: Supported by Secretary Wilson**

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

**Result: Motion Carried**

**b. Director’s 2019 Performance Evaluation (Nieuwenhuis)**

President Nieuwenhuis presented the Board with the December 13, 2019 Performance Evaluation for Director Helena Hayes which was compiled/finalized by David Medema. The Board is to review the Evaluation and ask any questions at the January Board Meeting. Director Hayes also provided her input to the ratings of each category. It was suggested that we have a final average rating (the rating was given for each category – no overall rating was provided). President Nieuwenhuis and Director Hayes will figure a final average rating and report back to the Board in January. Director Hayes is encouraged to bring the Board ideas and she would like to do more outreach. President Nieuwenhuis will make sure we look at this quarterly to make sure everything is getting processed (she is encouraged to do this with her staff also). This form will be used for her 2020 and then in 2021 will already be created six months prior to that with the Performance Metrics based off the Strategic Plan which will be much more specific. It was a very good evaluation – excellent job, Helena!!!

**c. City of Galesburg - Library Board Applications**

Director Hayes has had one inquiry regarding the two openings for the Library Board (City of Galesburg). This individual works at the Kalamazoo Public Library, but she works on Tuesday night (which is the night of the Board meetings). Trustee Bolhuis asked if a night would work better for her. Director Hayes said it would depend on what her schedule was – she will check and see. Trustee Kupiecki stated we should look at possibly changing our Board Meeting dates. We discussed the possibility of doing Monday mornings at 9:00 a.m. The posting is on the Library sign, Climax Crescent, our Facebook page, and the Mayor of Galesburg is aware of the posting.

d. **New Hire - Clerk – Circulation Services (Nieuwenhuis)**

President Nieuwenhuis would like the addition of taking Board Minutes and attending the Board Meetings to be included on the Job Description. Director Hayes will update to include taking Board Meetings and attending the meetings. Director Hayes will get the Job Posting out to the public.

e. **2020 Board Elections (Nieuwenhuis)**

President Nieuwenhuis discussed who would like to continue on the Library Board as President/Secretary/Treasurer: Ann Nieuwenhuis would like to continue as Board President, and Linda Behnke would like to continue as Board Treasurer. Karen Wilson would like to step down as Board Secretary, but will continue through January 2020.

**Motion: Trustee Kupiecki made a motion to nominate Ann Nieuwenhuis as Board President and Linda Behnke as Board Treasurer.**

**Support: Supported by Trustee Bolhuis**

**All in Favor: Aye**

**Result: Motion Carried**

**Motion: President Nieuwenhuis made a motion that due to two (2) vacancies on the Board and the lack of others being able to do the position, that we ask Karen Wilson to continue as Secretary for January 2020.**

**Support: Supported by Trustee Bolhuis**

**All in Favor: Aye**

**Result: Motion Carried**

f. **Copy Prices (Hayes)**

Director Hayes updated the Computer and Internet Use Policy - G. Reimbursement, but needs to update the word 'page' to 'per'.

**Motion: A motion was made by President Nieuwenhuis that the Computer and Internet Policy under G. Reimbursement read: The User shall reimburse the Library twenty-five cents ((\$.25) per page (single – or double-sided) for black & white printouts or fifty cents (\$.50) per page (single- or double-sided for color printouts.**

**Support: Supported by Treasurer Behnke**

**All in Favor: Aye**

**Result: Motion Carried**

**IX. NEW BUSINESS**

a. **Resignation of Library Board Member Marcus Martinez (email 12/2/2019)**

An email was received from Marcus Martinez on 12/2/2019 resigning from the Library Board.

**Motion: Secretary Wilson made a motion to accept the resignation of Marcus Martinez from the Library Board.**

**Support: Supported by Trustee Kupiecki**

**All in Favor: Aye**

**Result: Motion Carried**

b. **Staff Evaluations (Hayes)**

Director Hayes presented the Board with the proposed staff evaluations for Jeremy Allison, Linda Dunithan and Sue Jefferson. Director Hayes now has permission to officially present each staff member with their performance evaluation for 2019. Trustee Kupiecki complimented Director Hayes on the positives she gave the staff, but noticed that Linda Dunithan has no written

comments. Director Hayes will go back and put more narrative in Linda Dunithan's performance review.

c. **Proposed Meeting Dates and Holidays (Hayes)**

Director Hayes provided a copy of the proposed Closing & Meeting Dates for 2020. The following were approved:

**2020 Holiday Closings**

New Year's Day – Wednesday, January 1, 2020

Memorial Day – Saturday, May 23, 2020

Independence Day – Friday, July 3, 2020 and Saturday, July 4, 2020

Labor Day – Saturday, September 5, 2020

Thanksgiving – Thursday, November 26, 2020 and Friday, November 27, 2020

Christmas – Thursday, December 24, Friday, December 25, and Saturday, December 26, 2020

**2020 Board Meetings**

January 21, 2020

February 18, 2020

March 17, 2020

April 20, 2020

May 19, 2020

June 16, 2020

July 21, 2020

August 18, 2020

September 22, 2020 (4<sup>th</sup> Tuesday)

October 20, 2020

November 17, 2020

December 15, 2020

**Motion: President Nieuwenhuis made a motion to approve as described the 2020 Holiday Closings and the 2020 Board Meetings.**

**Support: Supported by Trustee Bolhuis**

**All in Favor: Aye**

**Result: Motion Carried**

d. **Christmas Tree Storage (Bolhuis/Hayes)**

Director Hayes reports the bag that she was using to store the Christmas tree in did not work as mice ate it. We need to find a plastic container or it can go back in its original box. It could be stored in the shed (in a plastic container) or the history room (in its original box).

e. **Director's Report Format Changes**

Move to the January 2020 Board Meeting per President Nieuwenhuis. She encourages Director Hayes to add more to the Director's Report.

f. **Reimbursement for Staff Holiday Gifts (Behnke)**

Thank you Linda Behnke for purchasing the Staff Holiday Gift Cards!!! Linda Behnke would like to be reimbursed \$150.00 for the holiday gift cards that she purchased.

**Motion: Trustee Bolhuis made a motion to reimburse Linda Behnke in the amount of \$150.00 for Christmas gifts for the staff.**

**Support: Supported by Secretary Wilson**

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

**Nieuwenhuis – yes Wilson - yes**

**Result: Motion Carried**

**X. AROUND THE ROOM**

President Nieuwenhuis states we need to look at Strategic Planning dates, but with still having two (2) Board members not on board, we should not pick dates. She suggests we wait until the January meeting.

**XI. NEXT MEETING – January 21, 2019**

**XII. ADJOURNMENT – 5:40 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. 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.
3. President Nieuwenhuis needs to set up space in a file cabinet for Library Director's personnel file.
4. Update HR Policy for Funeral/Library Closure.

**JANUARY 2021**

1. Director's Performance Evaluation – any questions from Board Members after their review/final rating.
2. Director's Report format changes.
3. Pick Strategic Planning dates.

**APRIL 2021**

1. Discuss using Dave Medema for Director's 2020 Evaluation Metrics