



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

January 21, 2010

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

Board members absent: none

Staff and guests present: Helena Hayes, Library Director

I. CALL TO ORDER

Meeting called to order at 4:00 p.m. by President Nieuwenhuis

II. PLEDGE OF ALLEGIANCE

III. PUBLIC COMMENTS / CORRESPONDENCE

- a. Thank you notes from staff (Christmas gift cards)

IV. ADDITIONS OR CORRECTIONS TO AGENDA

- a. A number of "action items" intended to be addressed at this meeting were left off the agenda (Director's Report format, personnel file (Director), Funeral & Library Closing policies, Director's 2019 evaluation (final average rating), Director's goals). President Nieuwenhuis related they will be included on February agenda.
- b. Behnke pointed out that "next meeting" should be February 18 (not January 21).

Motion: Ms. Behnke moved to approve the Agenda

Support: Supported by Ms. Bulhuis

Result: Motion carried

V. CONSENT AGENDA

- a. Approval of Minutes – December 17, 2019
 - i. OK for Director to correct "typo" – Wilson will stay on as Secretary through January 2020, not 2021
- b. Library Director's Report

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

Support: Supported by Ms. Behnke

Result: Motion carried

VI. FINANCIAL REPORTS

- a. December 2019 Financial Report**
 - i.** Director shared that we have received tax checks from municipalities, but not deposited until this month (January).

President Nieuwenhuis indicated that December Financial Report will be put on file.

VII. UNFINISHED BUSINESS

- a. Board applications from City of Galesburg**
 - i.** We have received applications from two residents: Judy Lemon and Judy Adams. Another resident has indicated interest, but has not completed/ submitted anything at this time. Director Hayes shared information on the applicants and has shared these with Mayor West, who has indicated that this matter will be addressed at the City Council meeting on February 3, 2020.
- b. New hire**
 - i.** Director Hayes updated job description to reflect secretarial duties (gather, copy, collate, attend meetings) requested by President Nieuwenhuis at the December meeting. Ms. Wilson indicated that she would be willing to stay on as Board Secretary as long as there is someone to do Minutes. (She will be gone for February meeting, so Director Hayes will take those Minutes.)

Motion: Ms. Behnke moved to approve revised job description.

Support: Supported by Ms. Wilson

Result: Motion carried.

- c. Strategic planning update**
 - i.** President Nieuwenhuis commends Director Hayes for all of her hard work on the strategic planning process. She will continue to make note of her efforts throughout the process and make sure it is detailed in her personnel file.
 - 1.** Focus groups – groups created from names submitted by Board and Director; originally planned for five, however due to lack of response two of those (non-users and local government) are being canceled. School group will meet in HS media center; others will meet in Guthrie Room. Director Hayes was not originally copied on emails that Mr. Medema sent, but he has since sent them to her. She sent reminder emails to all participants; President Nieuwenhuis spoke with Mr. Medema who indicated he will conduct individual phone interviews; President Nieuwenhuis and

Director Hayes will provide him names of who to contact. Mr. Medema will meet with Mayor West in person on Thursday, following the patrons focus group. President Nieuwenhuis indicated that Mary Phillips was “appointed” by Charleston Township to speak on their behalf.

VIII. NEW BUSINESS

- a.** Informal discussion about office space for Director – rubber stamps have been moved onto shelves in History Room; staff are clearing shelves in utility room, so they can be removed and white tables stored in there. Can use one of the green storage cabinets in the staff bathroom to store cleaning and other supplies.
 - i.** Clearing shelves – Storage books will be weeded; Director Hayes is speaking with OCI re: digitizing scrapbooks, President Nieuwenhuis confirmed with copyright attorney that materials can be used in-library, also that we can check with Gazette, Crescent, Enquirer about releasing copyright.
 - ii.** Ms. Bolhuis suggested we get quotes before February meeting from individuals about creating a “window” in the break room wall.
 - iii.** Ms. Behnke confirmed that we are continuing with Dolly Parton Imagination Library; we don’t need to do anything with them.

IX. NEXT MEETING February 18, 2020 at 4:00 pm

X. ADJOURNMENT Meeting adjourned at 4:45

- a. Board members except Ms. Behnke (left at 4:40) reviewed proposed office space for Director (break room and utility room) and discussed options. President Nieuwenhuis expressed interest in purchasing two wooden shelving units if they can be removed from the break room wall.**