



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

February 18, 2020

Board members present: Linda Behnke, Veronica Bolhuis, Scott Klien, Shirley Kupiecki, Ann Nieuwenhuis

Board members absent: Karen Wilson (vacation), Judy Adams (ill)

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. WELCOME NEW BOARD MEMBER & INTRODUCTIONS

IV. PUBLIC COMMENTS / CORRESPONDENCE

V. ADDITIONS OR CORRECTIONS TO AGENDA

- a. Consent Agenda – Ann requested that Director Hayes give an update on the status of the State Aid waiver and explain what it is for the benefit of new Board members.
- b. Add “Handbook Policy” status to “Unfinished Business”
- c. Add “Board Training” to “New Business”

Motion: Ms. Kupiecki moved to approve the Agenda

Support: Supported by Mr. Klien

Result: Motion carried

VI. CONSENT AGENDA

- a. Approval of Minutes – January 21, 2020
- b. Library Director’s Report
 - i. Director shared that waiver letter has been sent; both Susan Jefferson and Jeremy Allison will attend Beginning Workshop – upon completion, Sue can apply for her Level 4 Certification at which time the Library will once again be in staffing compliance for receipt of State Aid.

Motion: Ms. Behnke moved to approve the consent agenda as amended

Support: Supported by Ms. Kupiecki

Result: Motion carried

VII. FINANCIAL REPORTS

a. January 2020 Financial Report

- i.** Treasurer Behnke highlighted receipt of millage monies from our participating municipalities.

VIII. UNFINISHED BUSINESS

a. Strategic Planning Update

- i.** Mr. Medema has provided updates on his progress – focus groups and individual interviews. He now needs the Board to determine the format of the next phase of planning – two six-hour days or three four-hour days.

- 1.** After discussion, the Board decided on three four-hour days.
- 2.** President Nieuwenhuis reminded that we want to have the final report done by July 1, 2020.

- 3.** Based on availability provided by Mr. Medema in an email to President Nieuwenhuis and Director Hayes, the Board discussed possible meeting dates.

- a.** Director Hayes will share the following dates/times with Mr. Medema: March 10, 17, 24 and April 14; 4:00 pm – 8:00 pm

- b.** Director Hayes will consult with Mr. Medema re: preferred location for meetings (Guthrie Room, KRESA, Township)

b. New hire

- i.** Director Hayes reported that we have received six applications in response to our advertisement; three of whom are “possibles.” She needs to coordinate with the Personnel Committee. Following discussion, Trustees Behnke and Bolhuis agreed to assist the Director with the hiring process.

c. Digitizing scrapbooks

- i.** President Nieuwenhuis reminded the Board that the attorney determined that we will not violate copyright if the digitized collection is available only within the library.

- ii.** Director Hayes provided an update from David Baxter at American Digital Memories, based on one of our scrapbooks that they processed as a demo.

- 1.** They will charge \$0.35 for each “image page” (if there’s no image, they won’t scan, therefore no charge).

2. Based on sample, which per his request was one of our largest books (approx. 250 pages), it will cost approximately \$100 / volume
3. Next steps:
 - a. Determine actual number of volumes
 - b. Approximate cost for entire project
 - c. Find funding (Kalamazoo Valley Museum &/or Kalamazoo Valley Genealogical Society are possibilities)

d. Distribution and Review of Director's Evaluation

- i. President Nieuwenhuis and Trustee Behnke compiled the “numbers” from the Director’s evaluation to come up with a “final score.”
- ii. Director Hayes will bring her performance goals to the Board’s March meeting.
- iii. President Nieuwenhuis indicated that she is working on the Director’s personnel file at home.

e. Policy Handbook (Personnel) update

- i. President Nieuwenhuis indicated that there was misunderstanding between us and Attorney Butterer regarding the creation of an employment policy.
 1. When she contacted him, Mr. Butterer indicated to President Nieuwenhuis that if we could send our existing policy to him, he will create a handbook and send it to us by March 2nd at a cost of \$3,500 - \$5,000 (funds were previously approved).
 2. Should be able to be reviewed prior to March Board meeting when it could be discussed and adopted.

IX. NEW BUSINESS

a. Disposal of shelving / furniture

- i. Director Hayes shared information about wooden shelves in break room; originally created by library patron James Hogg in late 1990’s to replace old shelves that were housing VHS cassettes. No longer being used for original purpose, unable to be utilized elsewhere and need to be removed before space can be converted into Director’s office. Director had listed them for sale on FB (\$200) but no interest. President Nieuwenhuis had previously expressed interest in purchasing them; now states she is willing to purchase both units for \$100 (\$50/each).

Motion: Ms. Behnke moved to approve the sale of the shelving units to Ms. Nieuwenhuis for \$100

Support: Supported by Ms. Bolhuis

Roll Call Vote: Klien – yes, Behnke – yes, Nieuwenhuis – yes, Bolhuis – yes, Kupiecki – yes

Result: Motion carried

- ii. Bulletin Board kiosk – donated by Richard Switzer in memory of his wife; too large for any of our spaces; Director has contacted GACS superintendent, but no response. Ms. Kupiecki will follow-up with Primary School.
- iii. Display case – recently discovered that glass is damaged and staff state it “stinks” inside. President Nieuwenhuis suggests “just get someone to come get it.” Director is unsure of the origins of the case, may have originally come from Grant’s Antiques. Ms. Kupiecki suggests contacting local antique stores; Ms. Bolhuis will contact Wrifton Graham at Grant’s. Once case is removed, Director would like to explore putting slat-wall
- iv. Trash cans – Director states could be removed eventually
 - 1. “Inside book drop,” wooden childrens’ chairs, planter, bench, green cupboards (could be used to store scrapbooks). President Nieuwenhuis “thinks chairs should be sold.” Suggests that Director Hayes contact Supervisor Somers re planter. If we eliminate planter, we could move wooden bench by window; Ms. Bolhuis suggests maybe “Stitch & Chat” group could make cushions.
 - 2. Ms. Bolhuis may have “Master Gardener” who can help later this spring.

b. Items to be included on Director’s monthly reports

- i. President Nieuwenhuis appreciates Director’s more “in-depth pieces.”
 - 1. Would like to see proposals of workshop programs that we are planning. Director usually lists but hasn’t in last couple months. Board can help promote.
 - 2. Wants Director to add a “to-do” list.

c. Library closing for funerals – policy recommendation

- i. Director recommends that it be handled on a “case by case” basis

d. Board Training opportunities

- i. SMLC is sponsoring two Board training sessions in March (Paw Paw on 21st; Portage on 27th); Director Nieuwenhuis can attend both, Trustees Kupiecki and Behnke will attend session in Paw Paw. Check with others to see if interested in attending.

e. Summer Reading report

- i. Gear** – Director Hayes shared an order form for Summer Reading themed shirts and bags. Requested permission to purchase one shirt for each staff person, as well as for volunteers Carole Nicolow and Kathy Crow.
- ii. Programs** – One program booked (NERF), will most likely do movie again on Friday night of Greater Galesburg Days.

Motion: Ms. Bolhuis moved to approve the purchase of shirts for all staff and regular volunteers

Support: Supported by Ms. Nieuwenhuis

Roll Call Vote: Klien – yes, Behnke – yes, Nieuwenhuis – yes, Bolhuis – yes, Kupiecki – yes

Result: Motion carried

f. Grief program

- i.** President Nieuwenhuis will be attending a new grief group and will look into the possibility of the facilitator presenting a program for the library.

g. Board contacts

- i.** Ms. Behnke created an updated contact sheet. She will email it to Director Hayes who will confirm all information, add staff's library addresses and send it out to the Board.

h. New catalog work station

- i.** Comstock Public Library gifted us with a computer work station so the dedicated catalog computer has been moved to the front of the library.

X. NEXT MEETING March 17, 2020 at 4:00 pm

XI. ADJOURNMENT Meeting adjourned at 5:45 pm

Action items for next meeting: Committee Assignments (Hayes); Director's goals;