



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

**May 19, 2020 – Online via Zoom**

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Board members present: Judy Adams, Linda Behnke, Veronica Bolhuis, Shirley Kupiecki, Karen Wilson

Board members absent: Scott Klien (work)

Staff and guests present: Helena Hayes, Library Director

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**I. CALL TO ORDER**

Meeting called to order at 4:12 p.m. by Acting-President Behnke

**II. ADDITIONS OR CORRECTIONS TO AGENDA**

- a. Add “New Phone System Proposal” to “New Business”

**Motion: Ms. Kupiecki moved to approve the Agenda**

**Support: Supported by Ms. Wilson**

**Result: Motion carried**

**III. PUBLIC COMMENTS / CORRESPONDENCE**

**IV. MARCH 2020 AGENDA ITEMS**

- a. **Approval of Minutes - February 18, 2020**

**Motion: Ms. Bolhuis moved to approve the Minutes**

**Support: Supported by Ms. Kupiecki**

**Result: Motion carried**

**b. Library Director’s Report**

- i. Ms. Kupiecki suggested Director check with Ardis Cook and Keith Martin about display case; Director shared that she would like to eventually install a case in the lobby

**c. Financial Reports**

- i. February 2020 Financial Report  
ii. 2<sup>nd</sup> Quarter Budget Adjustments

**Motion: Ms. Behnke moved to approve the 2<sup>nd</sup> Quarter Budget Adjustments**

**Support: Supported by Ms. Wilson**

**Roll Call Vote:** Adams – yes, Behnke – yes, Bolhuis – yes, Kupiecki – yes, Wilson – yes

**Result:** Motion carried

- d. **Strategic Plan** – table until opening
- e. **Staff**
  - i. New Hire – on hold due to closing
- f. **Committee assignments** – on hold due to resignation and new members
- g. **Trustee training opportunities** – cancelled
- h. **New Business**
  - i. JP Gillen contract – resolved
  - ii. Policies – address when in “May meeting”
  - iii. Phone service provider – still valid but superseded by new phone system
  - iv. Promoting community events on electronic sign
    - 1. Board agrees there need to be guidelines, maybe based on patron policy – Director will bring back to Board at later date

**V. MAY – CONSENT AGENDA**

**a. Library Director’s Report**

- i. Cost of glass replacement for break-in is less than insurance deductible
- ii. Director shared that she is talking with someone about building “Little Library” to put here. Ms. Behnke suggests asking Galesburg Veterinary about installing one in their parking lot – maybe they would be interested in our large collection box.
- iii. Lynda.com subscription – director recommends holding off at this time; Board concurs
- iv. Security systems – continue looking – EPS cost seems high; KRESA may be able to provide system / monitoring would be included in total cost of IT support; Director feels important to install motion detectors; if we can secure back garden area with cameras and better fencing we could utilize that space for programs
- v. Facebook – Director is going to create a “facebook-dedicated” email account and then create a new FB profile
- vi. Clean-up day – don’t worry about it right now

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

**Support:** Supported by Ms. Kupiecki

**Result:** Motion carried

**VI. FINANCIAL REPORTS**

- a. **March 2020 Financial Report**
- b. **April 2020 Financial Report**
- c. **3<sup>rd</sup> Quarter Budget Adjustments**

**Motion:** Ms. Behnke moved to approve the 3<sup>rd</sup> Quarter Budget Adjustments

**Support:** Supported by Ms. Wilson

**Roll Call Vote:** Adams – yes, Behnke – yes, Bolhuis – yes, Kupiecki – yes, Wilson – yes

**Result:** Motion carried

**VII. UNFINISHED BUSINESS**

- a. **Strategic Planning Update**
- b. **Staff**
  - i. New hire – Director will contact candidates to see if they are still interested.
  - ii. Return to work – Director reached out to staff to check on their status, all well; Sue is concerned about public contact, at least to begin with, willing to “give up” hours to other staff

**VIII. NEW BUSINESS**

- a. **Resignation of Ann Nieuwenhuis**

**Motion:** Ms. Behnke moved to accept

**Support:** Supported by Ms. Wilson

**Result:** Motion carried

- i. Need a new candidate from Charleston Township
- ii. Post on FB, web site, Crescent; review old applications

- b. **Proposed FY 2020-21 Budget**

- i. Don't anticipate impact from COVID-19 until FY 2021-22
- ii. May need to adjust Galesburg taxes
- iii. Need Public Hearing at June meeting

- c. **Policies**

- i. **Infectious Diseases**

- 1. Created by Foster Swift in March

**ii. Reopening**

1. Purchased from Foster Swift

- a. Ms. Wilson and Ms. Kupiecki expressed concern about lack of Board approval; want language added, Board can send questions to Director who will contact attorney (language and mask enforcement)

**iii. Personnel Policy Handbook** – table

**d. New phone system**

**Motion:** Ms. Bolhuis moved to approve the purchase of new phone system

**Support:** Supported by Ms. Kupiecki

**Roll Call Vote:** Adams – yes, Behnke – yes, Bolhuis – yes, Kupiecki – yes, Wilson – yes

**Result:** Motion carried

**IX. CONSTRUCTION** – Ms. Wilson asked Director Hayes for clarification regarding her comments about “construction” going on at the library. Director Hayes explained that she has spoken with Mulder Moving & Storage (ongoing off & on for a year or more) about ideas for staff work / circulation area. Reiterated to Board that they understand this is preliminary discussions and that there is no budget or schedule for a remodel at this time.

**X. NEXT MEETING** June 16, 2020 at 4:00 pm

**XI. ADJOURNMENT** Meeting adjourned at 5:56 pm

**Action items for next meeting: Public Hearing (Budget); Reopening Policy**