



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

June 16, 2020 – Online via Zoom

Board members present: Judy Adams (joined at 4:05pm), Linda Behnke, Scott Klien, Shirley Kupiecki, Karen Wilson

Board members absent: Veronica Bolhuis

Staff and guests present: Helena Hayes, Library Director

I. CALL TO ORDER

Meeting called to order at 4:04 p.m. by Acting-President Behnke

II. ADDITIONS OR CORRECTIONS TO AGENDA

Motion: Ms. Kupiecki moved to approve the Agenda

Support: Supported by Mr. Klein

Result: Motion carried

- **After the vote to approve the agenda was taken, Director Hayes realized and informed the Board that she had neglected to include “Approval of Minutes of the May 19, 2020 regular meeting and the June 9, 2020 special meeting” to the Consent Agenda; both items were added by unanimous consent.**

III. PUBLIC COMMENTS / CORRESPONDENCE

- a. No public comments or correspondence.

IV. PUBLIC HEARING ON PROPOSED FY 2020-21 BUDGET

- a. There were no members of the public present, so no comments or questions.

V. CONSENT AGENDA

- a. **Library Director’s Report**

- i. **Computer migration to KRESA** – Migration was successful; staff training will be held on June 25, 2020. Logan (KRESA-IT) will be looking at what’s needed to “social distance” the public computers.
- ii. **Phones** – New phones have been installed; they will be switched over following staff training on the 25th.

- b. **Approval of Minutes**
 - i. **May 19, 2020 Regular meeting**
 - ii. **June 9, 2020 Special meeting**

Motion: Mr. Klien moved to approve the Consent Agenda

Support: Supported by Ms. Kupiecki

Result: Motion carried

VI. FINANCIAL REPORTS

- a. **May 2020** – presented by Director Hayes; placed on file
- b. **Quarterly Budget Adjustments** – Director Hayes will present 4th Quarter budget adjustments at the July Board meeting; she has also spoken with Dan Carl (bookkeeper) regarding closing the books on the FY20 budget, they anticipate being able to do that by the August Board meeting. The annual audit should occur in October.
- c. **Investments** – Treasurer Behnke suggested moving money from our savings account (General Fund) into a money market or CD. Following discussion, it was decided to wait until the new fiscal year.
- d. **City of Galesburg (taxes)** – Director Hayes has not heard anything from the City regarding taxes; we have received approximately \$9,000 less than we had anticipated / budgeted.
- e. **State Aid** – Ms. Behnke reviewed the letter from State Librarian Randy Riley granting our request for a “one-time waiver for FY2020 distribution of State Aid.”

VII. UNFINISHED BUSINESS

- a. **FY 2020-21 Budget**
 - i. **Discussion** – Ms. Kupiecki asked if \$2,000 budgeted for **710.000 Conference & Training** would be sufficient, since we’re planning to send multiple staff to the Beginning Workshop in May 2021. Director Hayes confirms that we still plan to send staff and that we should be able to request a “Staff Training” grant from the Co-op.

Motion: Ms. Adams moved to approve the Proposed Budget for FY 2020-21

Support: Supported by Ms. Wilson

Roll Call Vote: Adams – yes, Behnke – yes, Klien – yes, Kupiecki – yes, Wilson – yes

Result: Motion carried

VIII. NEW BUSINESS

- a. **Facebook** – Director Hayes has moved our Facebook account to the regular Library Facebook account.

- b. Curbside Pickup 6/16/2020:** Director Hayes stated the Curbside pickup is going good. Staff are putting items in the unlocked door of the vestibule (door to enter the library is locked). If patrons cannot get out of their cars, staff will take to them. Signs have been placed on the front door along with a sign that there is no public restroom. All returned items must be placed in the book drop.
- c. Display case:** Keith Martin and Jim Miller removed the showcase and will be using it in the Galesburg Historical Museum.
- d. Staff Library Assistant Position:** Director Hayes has been playing phone tag with a couple of applicants for the Staff Librarian position. She is waiting for return phone calls so we can move forward.
- e. PPE:** Ms. Behnke asked Director Hayes if they had all PPE they needed. She stated that she needs to order more hand sanitizer/hand soap and will order some signs. She stated that we have plenty of wipes/masks/gloves.
- f. Plastic Shield:** Ms. Kupiecki asked about the plastic shield for the circulation desk. Director Hayes is not sure we need it, but will do the measurements and find out how much it will cost.
- g. Computers Shields:** Ms. Kupiecki asked if we need things between the computers. Director Hayes said as long as we move them they do not need to have anything between them. She stated the way stuff is written, they need to be separated/distanced. She will do the best she can to get them at the 6 feet distance and go from there.
- h. July Action Items**
 - i.** New Board Member to represent Charleston Township (Director Hayes will add to the sign and place on Website/Facebook)
 - ii.** Nominate/Select a Board President
 - iii.** Establish Committees
 - iv.** Re-Schedule Strategic Planning

IX. NEXT MEETING July 21, 2020 at 4:00 pm (location / format TBD)

X. ADJOURNMENT Meeting adjourned at 4:38 pm