



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

July 21, 2020 – Online via Zoom

Board members present: Judy Adams, 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 4:01 p.m. by Acting-President Behnke

II. ADDITIONS OR CORRECTIONS TO AGENDA

Motion: Ms. Adams moved to approve the Agenda

Support: Supported by Mr. Klein

Result: Motion carried

III. PUBLIC COMMENTS / CORRESPONDENCE

a. No public comments or correspondence.

IV. APPROVAL OF MINUTES

a. June 16, 2020

Motion: Ms. Behnke moved to accept Minutes as presented

Support: Supported by Ms. Adams

Result: Motion carried

V. CONSENT AGENDA

a. Library Director's Report

Motion: Ms. Kupiecki moved to approve the Consent Agenda

Support: Supported by Mr. Klein

Result: Motion carried

VI. FINANCIAL REPORTS

a. June 2020 – presented by Director Hayes; placed on file

VII. UNFINISHED BUSINESS

a. Strategic Planning

- i. Following discussion, the following dates were proposed to continue the Strategic Planning process: Monday, August 10; Tuesday, August 18; Monday, August 24. Proposed start time 4:00 pm (Scott normally works until 5:30, so will need to adjust schedule). Director Hayes will confirm with Mr. Medema. Proposed meeting in the library.

b. Board Representative – Charleston Township

- i. Director Hayes received an application from Township resident Kimber Shaffer. Several current Board members are familiar with Ms. Shaffer; consensus is that she will be an asset to the Board. Following discussion, it was decided that Ms. Behnke would present the application (and Director’s email from earlier in the day) to Charleston Township Supervisor, Jerry VanderRoest, when they meet later in the evening at the Board of Review. Director Hayes will contact Ms. Shaffer to update her on the status of her application.

c. Personnel Manual (Employee Handbook)

- i. Originally distributed, with Director’s handwritten edits, to Board in March meeting packet but because the meeting was cancelled it has not been reviewed.
 - 1. Following discussion, it was determined that the section regarding harassment needs to include explicit language stating that the Board (President) be notified of any incidents.
 - 2. A committee including Ms. Kupiecki and Ms. Wilson will meet with Director Hayes to review the Employee Handbook which will then be presented to the entire Board for review/approval. Director Hayes will formalize her handwritten edits and forward to the committee who will then establish meeting dates.

VIII. NEW BUSINESS

- a. Computer Workstation** – The Cass District Library is selling a 6-station computer workstation (\$1,500), which, if purchased, would allow us the flexibility of creating multiple computer “labs.”

Motion: Ms. Behnke moved to allow Director Hayes to purchase the computer workstation from the Cass District Library for \$1,500

Support: Supported by Ms. Adams

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

Result: Motion carried (Director Hayes will make pick-up arrangements.)

b. Board Committees: Director Hayes provided information regarding “current” committee status; recommends tabling establishment/assignment of members to committees until new Board member joins; all present members concur.

i. Board President: Ms. Adams had earlier expressed to Director Hayes her interest/willingness to serve as interim Board President (until the December elections).

Motion: Ms. Behnke moved to elect Ms. Adams to serve as Board President for the remainder of the term.

Support: Supported by Mr. Klien

Result: Motion carried

ii. Trustee Manuals: Director Hayes is continuing to compile the necessary documents for new manuals (delayed due to copier eating the pre-punched paper).

1. Training: Secretary Wilson will schedule a time to meet with Ms. Adams and Mr. Klien, and probably Ms. Shaffer, to provide training and review manuals.

Library Email Accounts: Ms. Kupiecki asked if Library email accounts are still being used; Director Hayes indicated that she had been sending to personal email addresses since that was what most members had previously requested. Once everything is settled with new KRESA accounts, she will confirm what account individual members prefer.

COVID-19 Compliance: Ms. Wilson asked if patrons are complying with mask, social distancing and occupancy requirements. Director Hayes confirmed that they are and that there have been no problems.

IX. August Action Items

i. Director Hayes will follow-up with Mr. Ralph Guitar, Scout Master of Boy Scout Troop 265, regarding the library’s interest in supporting another Eagle Scout project. He contacted the Director via Messenger on July 16, asking if we had any viable projects/needs.

X. NEXT MEETING **August 18, 2020 at 4:00 pm** (at Library, with public Zoom access, prior to Strategic Planning session)

XI. ADJOURNMENT Meeting adjourned at 4:59 pm