



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

**September 22, 2020 – Online via Zoom**

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**Board members present:** Linda Behnke, Scott Klien (logged into meeting at 4:06), Shirley Kupiecki, Kimber Shaffer, Karen Wilson

**Board members absent:** Judy Adams, Veronica Bolhuis

**Staff and guests present:** Helena Hayes, Library Director; David Medema, Medema Consulting, LLC (Strategic Planning facilitator)

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**I. CALL TO ORDER**

Meeting called to order at 4:02 p.m. by Treasurer Behnke

**II. ADDITIONS OR CORRECTIONS TO AGENDA**

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

**Support:** Supported by Ms. Shaffer

**Result:** Motion carried

**III. PUBLIC COMMENTS / CORRESPONDENCE**

- a. No public comments or correspondence.

**IV. CONSENT AGENDA**

- a. Minutes of August 18, 2020 meeting
- b. Library Director's Report

**Motion:** Ms. Behnke moved to approve the Consent Agenda

**Support:** Supported by Ms. Wilson

**Result:** Motion carried

**V. FINANCIAL REPORTS**

- a. August 2020 – presented by Director Hayes; placed on file
- b. Budget Adjustments – 4th Quarter FY 2020

**Motion:** Ms. Behnke moved to accept the 4<sup>th</sup> Quarter budget adjustments as presented by Director Hayes

**Support:** Supported by Ms. Shaffer

**Roll Call Vote:** Behnke – yes, Klien – yes, Kupiecki – yes, Shaffer – yes, Wilson – yes

**Result:** Motion carried

- c. **Audit update** – Director Hayes shared that the field work for our audit will be conducted on October 26 & 27 by Ian from Gabridge. Because of COVID-19 restrictions, the entire process will be done remotely. Director Hayes will begin uploading documents to them in the first week of October.

## VI. UNFINISHED BUSINESS

- a. **Strategic Planning reports (Tabled then addressed after “New Business,” following the arrival of Mr. Medema to the Library.)**
  - Plan is not approved until Board votes to approve
  - Narrative = Public
  - Action Plan = Internal (library only) – do not share with municipalities / public
  - Kimber & Helena revised Vision Statement; Kimber explained that it clearly defines our Mission; Mr. Medema clarified that it is fine for vision statement to be slightly more extensive (it is inspirational, “good publicity boilerplate”). Board will not vote to approve it until after receiving input from Judy and Veronica. Mr. Medema clarified that the Board will not be approving the Narrative Report until entire Board has provided input.
  - Director Hayes clarified that “crossed out” text and initialed question marks in the Goals were her edits / questions.
    - OK to remove “Constant Contact” (newsletter)
    - Mr. Medema indicated that it is acceptable to leave question marks in “Year 2 & 3” goals
  - Action Plans
    - Time frames modified / pushed out to make sure that dates are “doable.”
    - Ms. Kupiecki expressed concern that staff are “enjoying” tasks they’ve been assigned related to the action plans. Mr. Medema indicated that it is appropriate to ensure that time frames are not too tight for staff to complete.
      - Dates are for accountability; reasonable to expect changes, additions, deletions.
        - Important to be realistic in goals / timelines.
        - Director should notify Board of concerns. Don’t “feel bad” if changes need to be made.
    - Action Plan items should be included on agendas (Board meetings) for regular review.
  - Mr. Medema will come back over the next nine (9) months for 2-3 accountability meetings. Will provide “dashboards” (green/yellow/red lights). Celebrate accomplishments.

- Not necessarily at Board meeting, or with entire Board (although that would be ok, too).
- “Keep plan alive.” Address concerns, problem-solving session, judgement-free.
- February 2021; May/June 2021

**VII. NEW BUSINESS**

- a. **Committees** – members in attendance shared their committee interests. As Board President, Ms. Adams is an ex-officio member of all committees; Ms. Bolhuis will have opportunity to join committee(s) later. It was decided that a Nominating Committee is not necessary.
  - i. **Facility – Mr. Klien, Ms. Shaffer**
  - ii. **Finance – Ms. Behnke**
  - iii. **Personnel – Ms. Kupiecki, Ms. Wilson**
  - iv. **Policy – Ms. Kupiecki, Ms. Wilson**
- b. **Imagination Library** – Ms. Kupiecki once again made it clear that she is adamantly opposed to offering this service/program to anyone outside of the City or Charleston Township. Following extensive discussion, the Board instructed Director Hayes to notify Pam Hunsaker @ DPIL that we would “be happy to take on this child” because of the grandmother’s donation. The Board also indicated that they would like this program advertised specifically to Charleston Township and tasked Director Hayes to promote it in the Township’s newsletter.
- c. **Personnel Committee (Shirley, Karen, Kimber)** – need to meet to review Employee Handbook; all are available on Tuesday, 9/29 at 5:30. Will meet at the Library.

**VIII. NEXT MEETING** **October 20, 2020 at 4:00 pm (via Zoom)**

**IX. ADJOURNMENT** Meeting adjourned at 5:30 pm following a motion by Ms. Kupiecki.

**Director Hayes will type Minutes of this meeting but will also share the Zoom recording link with Secretary Wilson.**

**Ms. Behnke indicated that she is available to sign “Engagement Letter” from Gabridge Assoc. (auditor) if necessary.**

**Director Hayes will send the Zoom recording link to Ms. Adams and Ms. Bolhuis.**