



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

**October 20, 2020 – Online via Zoom**

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**Board members present:** Linda Behnke, Veronica Bolhuis, Scott Klien, Shirley Kupiecki, Kimber Shaffer, Karen Wilson

**Board members absent:** Judy Adams

**Staff and guests present:** Helena Hayes, Library Director

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**I. CALL TO ORDER**

Meeting called to order at 4:03 p.m. by Treasurer Behnke

**II. ADDITIONS OR CORRECTIONS TO AGENDA**

**A. Ms. Behnke noted that the meeting date on the agenda is incorrect**

**Motion: Ms. Behnke moved to approve the Agenda (w/ correct date)**

**Support: Supported by Ms. Shaffer**

**Result: Motion carried**

**III. PUBLIC COMMENTS / CORRESPONDENCE**

**A. No public comments or correspondence.**

**IV. CONSENT AGENDA**

**A. Minutes of September 22, 2020 meeting**

**B. Library Director's Report**

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

**Support: Supported by Ms. Kupiecki**

**Result: Motion carried**

**V. FINANCIAL REPORTS**

**A. September 2020 – presented by Director Hayes; placed on file**

**VI. UNFINISHED BUSINESS**

**A. Committees – Following discussion and review of committee assignments made at September Board meeting, the Standing Committees of the Board are:**

**i. Facility – Ms. Bolhuis Mr. Klien, Ms. Shaffer**

**ii. Finance – Ms. Adams, Ms. Behnke**

- iii. Personnel – Ms. Kupiecki, Ms. Shaffer, Ms. Wilson
- iv. Policy – Ms. Kupiecki, Ms. Shaffer, Ms. Wilson

**Motion:** Ms. Wilson moved to approve the Committee assignments

**Support:** Supported by Ms. Shaffer

**Result:** Motion carried

A. **Committees** – Following discussion and review of committee assignments made at September Board meeting, the Standing Committees of the Board are:

B. **Strategic Plan**

i. **Review Proposed Vision Statement**

**Motion:** Ms. Kupiecki moved to approve the proposed Vision Statement

**Support:** Supported by Mr. Klien

**Result:** Motion carried

## VII. NEW BUSINESS

A. **COVID-19 update** – Director Hayes shared the MDHHS guidelines that are in effect following the Michigan Supreme Court decision overturning the Governor’s Emergency Declarations and subsequent Emergency Orders.

i. **Possible Staff exposure** – Director Hayes shared the news that a staff member had possibly been exposed to the coronavirus at her other job. While the item was under discussion, the staff member contacted Director Hayes via text to report that the test was negative.

ii. **Requirements under the Family First Coronavirus Relief Act (FFCRA)** – Director Hayes presented information related to staff compensation when they miss work due to possible COVID-19 exposure

B. **Air duct cleaning** – Director Hayes presented a revised quote from American Air Duct Cleaning. Board members Shaffer and Wilson suggested getting a cost estimate from Rogers Refrigeration, including furnace cleaning.

**Motion:** Ms. Behnke moved to authorize Director Hayes to spend up to \$1,500 on air duct/furnace cleaning, after receiving additional quotes.

**Support:** Supported by Ms. Shaffer

**Roll call vote:** Behnke – yes, Bolhuis – yes, Klien – yes, Kupiecki – yes, Shaffer – yes, Wilson – yes

**Result:** Motion carried

**C. Trustee training opportunities** – Director Hayes shared information about two upcoming (November) virtual training workshops presented by the Library of Michigan. All members expressed interest in attending, or at least watching the recordings, so Director Hayes will register everyone.

**D. Board email addresses** –

- i. All Board members (including Ms. Shaffer as of today) have “library” email addresses. Due to continued spam messages being sent to members personal emails, personal addresses have been removed from the library’s website. Per Board approval, the Director will set-up forwarding from the library email to individual’s personal emails.

**VIII. ADJOURNMENT** Meeting adjourned at 4:47 pm by Ms. Behnke.

**IX. NEXT MEETING** **November 17, 2020 at 4:00 pm** (via Zoom)