



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

**November 17, 2020 – Online via Zoom**

---

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

**Board members absent:** Judy Adams, Scott Klien

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

---

**I. CALL TO ORDER**

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

**II. ADDITIONS OR CORRECTIONS TO AGENDA**

**A. Director Hayes sent a revised agenda to the Board this morning**

**Motion: Ms. Behnke moved to approve the revised 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 October 20, 2020 meeting**

**B. Library Director's Report**

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

**Support: Supported by Ms. Behnke**

**Result: Motion carried**

**V. FINANCIAL REPORTS**

**A. September bank balances – revised to reflect correct Consumer's CU account numbers**

**B. October 2020 – presented by Director Hayes; placed on file**

**C. Audit – Director Hayes reports that the audit is "pending review;" auditor is available to present results at December Board meeting**

**VI. UNFINISHED BUSINESS**

## **VII. NEW BUSINESS**

**A. COVID-19 closure / service restrictions** – Director Hayes shared the latest MDHHS emergency order that goes into effect at 12:01 am tomorrow (November 18, 2020). The Board had previously received updates from Director Hayes regarding decisions of other library systems to return to curbside service. She now explains that our “curbside service” will mean limiting, not restricting, public access to the building. Patrons will be encouraged to make appointments to enter the building for browsing, computer use, printing, etc. Numbers of people allowed in the building (and party size) at one time will be limited. Doesn’t expect much change. External doors will be unlocked during open hours, but internal doors locked. Patrons can “ring bell for access” or call to let staff know they’re here. Electronic sign will reflect changes; article going into Crescent for publication this week. In light of new EO, and because we are limiting service, not shutting down completely, Director Hayes recommends beginning tomorrow instead of waiting until next week. Board concurs. Following further discussion, service levels will remain in effect “until further notice.” Director Hayes reiterates her desire to keep the library open as much, and for as long, as possible.

### **B. Library Board**

- i. Adams** – Judy Adams expressed her need to resign from the Board, citing health concerns. Email sent to Board will act as her official notification. Director Hayes indicates that Mayor West is already aware of Ms. Adams’ desire to resign.

**Motion: Ms. Kupiecki moved to accept Ms. Adams’ resignation.**

**Support: Supported by Ms. Behnke**

**Result: Motion carried**

- ii. Bolhuis** – Ms. Bolhuis agrees to accept another term representing Charleston Township (through 12/31/2024). Director Hayes will notify Supervisor VanderRoest.

### **C. Building**

- i. Entrance Doors** – Director Hayes presents a Memo detailing the need to replace the panic bars.

**Motion: Ms. Behnke moved to approve the purchase and installation of two panic bars from J&J Paint and Glass at a cost not to exceed \$800.**

**Support: Supported by Ms. Wilson**

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

**Result: Motion carried**

- ii. Furnace / air ducts** – Director Hayes shared that furnace maintenance was completed earlier today. Technician from R.W. LaPine reports that it looks

pretty good; Director Hayes requested that he share his report with Steve Carlton at RWL. Director Hayes reviewed the proposals from RWL and shared that Mr. Carlton suggests the order of work be 1) clean air ducts, 2) install air purifier, 3) air test and balance, and 4) equipment upgrades. Mr. Carlton is working to get additional quotes for air duct cleaning.

**Motion:** Ms. Behnke moved to approve the purchase and installation of an air purifier from R.W. LaPine after completion of air duct cleaning. The total cost of both services is not to exceed \$3,000.

**Support:** Supported by Ms. Wilson

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

**Result:** Motion carried

- iii. **Director's Office** – Received two quotes for installing a window in the break room wall in preparation of creating an office for the Director.

**Motion:** Ms. Shaffer moved to approve the bid from Scott Haist to install a window, which we will purchase from J&J Paint and Glass at a cost not to exceed \$600.

**Support:** Supported by Ms. Behnke

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

**Result:** Motion carried

- D. **Staff Vacation** – Based on calculations presented by Director Hayes, Treasurer Behnke recommends that Ms. Jefferson receives her vacation pay at the same time as Mr. Allison and Ms. Dunithan (instead of at her anniversary date of January). Ms. Behnke further recommend that staff's vacation pay be based on the average hours worked in the first 6 months of the year (December 2019 – May 2020) because of the unusual circumstances and scheduling related to pandemic-related closure.

**Motion:** Ms. Behnke moved pay staff members Allison, Dunithan and Jefferson earned vacation pay based on their average hours worked (19.8, 18.8, and 15.3 respectively) from December 2019 through May 2020.

**Support:** Supported by Ms. Kupiecki

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

**Result:** Motion carried

- i. **Staff Holiday bonuses** – Director Hayes confirmed that Ms. Behnke is designating the funds from her Kellogg Cares grant to be used to purchase gift cards for staff holiday gifts. Ms. Behnke states that she has already purchased gift cards and will submit reimbursement request when grant funds are received. She further indicates that she desires for any remaining funds to be held and used to purchase water and similar items for staff use (“anything you can't legally buy”).

**E. Strategic Plan –**

- i. Director Hayes requests that we hold off on further implementation of strategic planning components until after the first of the year, citing the need to conduct staff evaluations, the number of building-related projects currently under way, and pandemic-related conditions. The Board concurs; Director Hayes will add an item to the December agenda to address planning in January.

**F. Performance Metrics Proposal** – Mr. Medema contacted Ms. Shaffer about the status of creating performance metrics for the Director’s evaluation based on the strategic plan. Ms. Shaffer expressed some confusion as she was under the impression that this is something that was going to be done for future evaluations, but not for the current year. Following discussion, consensus of the Board is that we will wait on this proposal; Kimber will contact Mr. Medema to let him know of the Board’s decision.

**VIII. BOARD OFFICERS** – need to nominate someone to be President; Ms. Wilson will contact Ms. Adams to inquire about getting President’s files.

**IX. ADJOURNMENT** Meeting adjourned at 5:05 pm by Ms. Behnke.

**X. NEXT MEETING** **December 15, 2020 at 4:00 pm (via Zoom)**