



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

December 15, 2020 – Online via Zoom

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

Board members absent: None

Staff and guests present: Helena Hayes, Library Director

I. CALL TO ORDER

Meeting called to order at 4:00 p.m. by Treasurer Behnke

II. ADDITIONS OR CORRECTIONS TO AGENDA

Motion: Ms. Behnke moved to approve the Agenda as presented

Support: Supported by Ms. Shaffer

Result: Motion carried

III. PUBLIC COMMENTS / CORRESPONDENCE

A. Director Hayes shared thank you notes from staff

IV. CONSENT AGENDA

A. Minutes of November 17, 2020 meeting

B. Library Director's Report

Motion: Ms. Bolhuis moved to approve the Consent Agenda

Support: Supported by Ms. Kupiecki

Result: Motion carried

V. FINANCIAL REPORTS

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

VI. UNFINISHED BUSINESS

A. Board appointments / officers

- i. Ms. Shaffer nominated Mr. Klien as a candidate for President, Ms. Wilson supported the nomination. Mr. Klien would like to gather more information before accepting. Election of officers tabled until January

meeting when the slate of candidates will be Mr. Klien, President; Ms. Behnke, Treasurer; Ms. Wilson, Secretary.

- ii. Ms. Wilson indicated that she will get the “President’s box” (personnel files / issues) from Ms. Adams; she wants to ensure that it contains information that the Board needs or should have.
- iii. Ms. Kupiecki asked about status of new Board member to replace Ms. Adams; Director Hayes will ensure that the notice gets added to electronic sign; Ms. Bolhuis suggests promoting on Facebook, Ms. Wilson suggests the Climax Crescent.

VII. NEW BUSINESS

A. Proposed 2021 Board meeting and Library closing dates

Motion: Ms. Behnke moved to approve the proposed meeting and closing dates

Support: Supported by Ms. Shaffer

Result: Motion carried

VIII. ACTION / AGENDA ITEMS FOR JANUARY 2021 MEETING

A. **Strategic Plan implementation** – Ms. Kupiecki and Ms. Wilson express concern that approval of Plan has not been voted on by Board. Director Hayes will investigate.

- i. Ms. Wilson suggests printing and framing Mission and Vision Statements
- ii. Ms. Bolhuis urges goals, actions be added to monthly agendas
- iii. Ms. Wilson wants to ensure that copies of the approved Strategic Plan are given to all Board members (included in Trustee Manual)

B. **Employee Handbook / Policies** – Ms. Kupiecki reminds the Board that this task is still incomplete and urges that it be addressed in January.

C. **Audit Report** – Auditor will join Zoom meeting to present report

D. **Insurance Review** – Director Hayes has been reviewing insurance coverages; would like a couple Board members to look over proposals before bringing to entire Board. Ms. Behnke and Mr. Klien volunteer; Director Hayes will share proposals with them. Ms. Behnke suggests getting additional quotes.

E. **Evaluations** –

- i. **Staff** – Ms. Behnke asked status of employee evaluations and whether they need to be reviewed by Board; Director Hayes indicates that they have been written but not yet presented/discussed with staff. Ms. Behnke concurs with Director Hayes’ recollection that Board determined at November meeting that they do not need to review evaluations prior to Director discussing with staff.

ii. Director – Ms. Shaffer is working on Director’s evaluation; Ms. Behnke requests that Director Hayes send salary comparison document to Ms. Shaffer and Ms. Wilson.

1. Health Insurance – Personnel committee is investigating health insurance for Director.

IX. ADJOURNMENT Meeting adjourned at 4:39 pm by Ms. Behnke.

X. NEXT MEETING **January 19, 2021 at 4:00 pm** (via Zoom)