



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

**January 19, 2021 – 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:** None

**Staff and guests present:** Ian Rees, Gabridge & Co. (auditor); Helena Hayes, Library Director

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**I. CALL TO ORDER**

Meeting called to order at 4:05 p.m. by Treasurer Behnke

**II. ADDITIONS OR CORRECTIONS TO AGENDA**

**Motion:** Ms. Bolhuis moved to approve the Agenda as presented

**Support:** Supported by Mr. Klien

**Result:** Motion carried

**III. PUBLIC COMMENTS / CORRESPONDENCE**

**IV. AUDIT REPORT**

A. Presented (with screen share) by Ian Rees, Gabridge & Co. auditor

**V. CONSENT AGENDA**

A. **Minutes of December 15, 2020 meeting**

B. **Library Director's Report**

- i. **Imagination Library** – discussion regarding dispensation of donated funds (DPIL did not send us a “refund,” they transferred funds into our spend-down account) – should/can we set up a “scholarship” for non-resident children?; reminded Board that DPIL system can only limit by ZIP code; denials automatically generated by them, Library only contacts if parent inquires (email); our “accepted” numbers continue to rise. Discussion ended with no decision.

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

**Support:** Supported by Ms. Shaffer

**Result:** Motion carried

**VI. FINANCIAL REPORTS**

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

**B. 2<sup>nd</sup> Quarter Budget Adjustments**

**Motion:** Ms. Behnke moved to approve the 2<sup>nd</sup> Quarter Budget Adjustments

**Support:** Supported by Ms. Shaffer

**Roll Call:** Unanimous approval

**Result:** Motion carried

**VII. UNFINISHED BUSINESS**

**A. Board appointments / officers**

**i. President – Klien**

**ii. Treasurer – Behnke**

**iii. Secretary – Wilson**

**Motion:** Ms. Behnke called for a vote on the slate of officers

**Result:** Unanimous approval

(Director will bring “President’s Box” to Scott on the way home; Scott asks Treasurer Behnke to continue running the meeting.)

**B. Approval of Strategic Plan**

**i.** Even though Mission and Vision Statements have been presented and tacitly approved, the Board feels it is best to approve everything all at once.

**Motion:** Ms. Shaffer moved to approve Mission & Vision Statements as well as entire Strategic Plan presented to the Library Board by David Medema on September 22, 2020

**Support:** Supported by Ms. Wilson

**Result:** Motion carried

**C. Director’s Annual Review – approval of Board to allow Personnel Committee to present Review to Director**

**i.** Upon approval, Ms. Wilson confirmed that the Committee will schedule a time to meet virtually via Zoom with the Director to present the review

**Motion:** Ms. Behnke called for a vote to allow the Personnel Committee to present annual review to the Director

**Result:** Unanimous approval

**VIII. NEW BUSINESS**

**A. Employee Handbook**

**i.** Ms. Kupiecki requested corrections to “Bereavement” (from 5 days to 3 days), and changes to “Searches” (include language regarding “authorities” and “presence of employee”); Ms. Shaffer suggests “... the Library reserves the right to make an investigation.” Ms. Kupiecki and

Ms. Wilson agree with that language. Ms. Wilson requests that version numbers be included on revisions. It was determined that “supersedes” applies to the handbook, not policies; Director indicated that “effective date” is beginning of month following approval (assumed). Ms. Bolhuis expressed concern regarding frequency of criminal background checks – MSU/4-H does annually. Ms. Behnke suggests adding language stating that the “additional checks may be performed at the discretion of the Director and/or Board.”

- ii. Director reminded Board that Handbook needs to be “turned into” policies (Handbook for employee, Policy/Procedure for management)

**Motion: Ms. Behnke moved to approve the Employee Handbook, with discussed additions/corrections, effective February 1, 2021.**

**Support: Supported by Ms. Shaffer**

**Result: Motion carried**

- B. Cost of Living Adjustment** – following discussion of Director’s proposal, Ms. Behnke stressed importance of “investing” some of our increased funding on the staff; Ms. Shaffer recommends a 2% rate and suggests reviewing annually

**Motion: Ms. Shaffer moved to provide a 2% cost-of-living adjustment for all hourly staff**

**Support: Supported by Ms. Bolhuis**

**Roll Call: Unanimous approval**

**Result: Motion carried**

**C. Building**

- i. **Door Repair** – Director recommends replacement of “closers” on the front entrance doors to ensure the security of the building.

**Motion: Mr. Klien moved to approve installation of new closers to repair front entrance doors**

**Support: Supported by Ms. Behnke**

**Roll Call: Unanimous approval**

**Result: Motion carried**

- ii. **Director’s Office** – proposal received from Mulder’s Moving and Storage; following discussion urging compliance with Mission Statement (“welcoming environment”) and staff well-being (ergonomics), Board recommends further quotes; Ms. Shaffer will send Director information on other suppliers.

**D. Strategic Plan – Implementation**

- i. Ms. Wilson recommends tabling until February

**IX. ADJOURNMENT Meeting adjourned at 5:45 pm by Ms. Behnke.**

**X. NEXT MEETING February 16, 2021 at 4:00 pm (via Zoom)**

- **Personnel Committee will discuss amongst themselves a date to conduct Director's Evaluation and contact Director when determined.**
- **Ms. Behnke, Mr. Klien, and Director Hayes scheduled an "in person" meeting Tuesday, January 26<sup>th</sup> at 5:30 with representatives from Decker Insurance to review their liability and unemployment insurance proposals.**