



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

**February 16, 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:** Helena Hayes, Library Director

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**I. CALL TO ORDER**

Meeting called to order at 4:00 p.m. by President Klien

**II. ROLL CALL**

Roll was called by Secretary Wilson

**III. APPROVAL OF AGENDA**

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

**Support:** Supported by Ms. Kupiecki

**Discussion**

**Vote / Result:** Motion carried

**IV. PUBLIC COMMENTS**

**V. CONSENT AGENDA**

**A. Minutes of January 19, 2021 meeting**

**B. Library Director's Report**

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

**Support:** Supported by Ms. Shaffer

**Discussion**

Ms. Bolhuis did not receive email, Director Hayes determined it was sent to the wrong address; resent during meeting.

**Vote / Result:** Motion carried

**VI. FINANCIAL REPORTS**

**A. January 2021** – presented by Director Hayes, highlighted new “cover sheet” and modified order of reports; placed on file

**VII. UNFINISHED BUSINESS**

**A. Director’s Review**

- i. All Board members have approved/signed; President Klien will place hard copy in Director’s Personnel file; Ms. Shaffer requested a digital copy for the Personnel Committee files, Director Hayes will send to her.
- ii. Ms. Wilson requested that the Minutes reflect that on February 2, 2021, the Personnel Committee presented Director Hayes her review, which the Board had approved on January 19, 2021.

**Motion: Ms. Shaffer moved to approve the signed Director’s review**

**Support: Supported by Ms. Kupiecki**

**Vote / Result: No vote taken – no need to approve review, since done in January. At Director’s request, Ms. Bolhuis will review proper procedure for this action.**

**B. Strategic Plan implementation**

- i. President Klien will meet with consultant Dave Medema to review Action Plans on Tuesday, February 24<sup>th</sup> at 5:30. Other members welcome, as long as no quorum. Ms. Shaffer indicated she is interested.

**C. Imagination Library**

- i. Discussion to clarify Board’s desired use of donated funds.
  - 1. No “scholarships” for non-resident families. Make note of name of donator in case her family requests service at a later date.
- ii. Director Hayes will create a tool to track families/children who are determined to be ineligible because of their address.

**D. Building – Director’s Office**

- i. Additional quote for Director’s office – similar amounts; Board requests clarification and final amount before voting to approve.

**VIII. NEW BUSINESS**

**A. Liability Insurance**

- i. Ms. Behnke highlighted and clarified items in memo detailing new insurance plan and provider.

**Motion: Ms. Behnke moved to accept the Proposal of Coverages submitted by Decker Agency for \$2,556 plus Workers Compensation Insurance for \$313, for a total of \$2,869.**

**Support: Supported by Ms. Shaffer**

**Discussion**

**Roll Call Vote: Unanimous approval**

**Result: Motion carried**

**B. Building**

- i. **HVAC** – Based on earlier estimate and recommendations from R.W. LaPine, Director Hayes requests permission to schedule an “test and balance” of the air ducts.

**Motion:** Ms. Shaffer moved to approve the scheduling of the air test and balance with R.W. LaPine at a cost not to exceed \$1,500.

**Support:** Supported by Ms. Kupiecki

**Discussion**

**Roll Call:** Unanimous approval

**Result:** Motion carried

**C. External wi-fi access points**

- i. Director Hayes shared proposal to extend wi-fi signal into the parking lot.

**Motion:** Ms. Behnke moved to authorize Director Hayes to proceed with the installation of external access points for the purpose of extending wi-fi coverage outside the library building. If Director Hayes reports that e-rate funding is less than expected, or denied, the Board reserves the right to cancel this project, by a vote of the majority.

**Support:** Supported by Ms. Shaffer

**Discussion**

**Roll Call:** Unanimous approval

**Result:** Motion carried

**D. Board meeting schedule/times**

- i. Based on email received from attorney’s office, in-person public meetings are prohibited through March 31, 2021.
- ii. Once we can again meet in person, we may need to adjust meeting time to accommodate members’ work schedules.

**E. Member roundtable**

- i. Ms. Wilson requests addition of 501c3 status discussion to March meeting agenda.

**IX. ADJOURNMENT** Meeting adjourned at 5:07 pm by Mr. Klien

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