



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

March 16, 2021 – Online via Zoom

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

Board members absent: Karen Wilson

Staff and guests present: Helena Hayes, Library Director

I. CALL TO ORDER / ROLL CALL

Meeting called to order at 4:02 p.m. by President Klien

II. RESIGNATION OF BOARD MEMBER

Board member Karen Wilson, who served as Secretary, tendered her resignation via email on March 12, 2021.

Motion: Ms. Behnke moved to accept, with regret, Ms. Wilson's resignation

Support: Supported, with regret, by Ms. Shaffer

Discussion: All members expressed regret and concern for Ms. Wilson and wish her well.

Vote / Result: Motion carried

Director Hayes offered to continue preparing Board meeting minutes until a new Secretary is elected.

Motion: Ms. Shaffer moved to accept Director Hayes' offer

Support: Supported by Ms. Kupiecki

Vote / Result: Motion carried

III. APPROVAL OF AGENDA

Director Hayes requested the addition of two items to the Agenda: "Revised Financial Reports for December 2020 and January 2021" and "Board Application received from City"

Motion: Ms. Behnke moved to accept the revised agenda

Support: Supported by Ms. Shaffer

Vote / Result: Motion carried

IV. PUBLIC COMMENTS / CORRESPONDENCE

Ms. Kupiecki recommended adding the new information from the Michigan Cooperative Directors Association (MCDA) to our Trustee Manual.

V. CONSENT AGENDA

- A. Minutes of February 16, 2021 meeting**
- B. Library Director's Report**

Motion: Ms. Behnke moved to approve the Consent Agenda

Support: Supported by Ms. Kupiecki

Discussion:

Vote / Result: Motion carried

VI. FINANCIAL REPORTS

- A. February 2021** – presented by Director Hayes, placed on file
- B. Revised “Income & Expenses” Reports for December 2020 and January 2021**
Director Hayes determined that the bookkeeper incorrectly recorded payroll taxes (included both employer and employee amounts); she received direction from Lauren at Gabridge & Assoc. (audit firm), made the corrections, and revised the reports.

VII. UNFINISHED BUSINESS

- A. Building – Director's Office**

Motion: Ms. Shaffer moved to accept the proposal from Interstate Office interiors for the purchase and installation of an “Allsteel Concensys Series Office” to serve as a private office for the Library Director.

Discussion: Ms. Behnke suggested the addition of a “Renovation” line item in the budget which will allow better tracking of the costs associated with these projects. Ms. Behnke agrees with a suggestion from Ms. Wilson to Director Hayes to replace the carpet in the new office space prior to installation of the office components.

Revised Motion: Ms. Shaffer moved to accept the proposal from Interstate Office interiors for the purchase and installation of an “Allsteel Concensys Series Office” to serve as a private office for the Library Director, not to exceed \$7,500.

Support: Supported by Ms. Behnke

Roll Call Vote / Result: Motion carried unanimously

- B. Digitizing projects**

Motion: Ms. Kupiecki moved to accept the proposal from American Digital Memories to digitize the 2018-2020 GA High School yearbooks

Support: Supported by Ms. Shaffer

Discussion: Consensus decision is to wait to digitize scrapbooks

Vote / Result: Motion carried

VIII. COMMITTEE REPORTS

A. Personnel Committee

- i. Proposal containing two options for health insurance for Director previously presented to Board by Ms. Shaffer (via email).

Motion: Ms. Shaffer moved to provide a stipend equal to 5% of the Director's current salary, allowing her to purchase health insurance benefits if she so chooses. The stipend will be retroactive to January 1, 2021.

Support: Supported by Ms. Behnke

Discussion: Ms. Behnke determined that the proposed amount is approximately \$1,950. She will notify the payroll company of this change.

Roll Call Vote / Result: Motion carried unanimously

- ii. Resignation of part-time staff member Linda Dunithan; possibility of creating a full-time position.

Motion: Ms. Shaffer moved to authorize Director Hayes to hire a full-time person to replace Linda Dunithan position to full-time, with job description, wages and benefits to be discussed at a later date. **

Support:

Discussion: Ms. Bolhuis requests the inclusion of "youth programming" in the job description for this position.

Vote / Result:

** This motion was not supported or voted on, although there was general consensus of most members that this would be acceptable, before the meeting moved on. Will need to be re-addressed / formalized in "Unfinished Business" during April meeting.

Ms. Bolhuis left the meeting at 5:30 pm.

IX. STRATEGIC PLAN

A. Review Action Plan changes

- i. Director Hayes met or otherwise consulted with Dave Medema several times in February to revise original action plans; Mr. Klien, and Ms. Shaffer also participated in a meeting with Mr. Medema.

Motion: Ms. Behnke moved to approve the revised "2021-2022 Action Plan"

Support: Supported by Ms. Shaffer

Discussion:

Result: Motion carried unanimously

Mr. Klien inquired about the possibility of the Board acquiring a "non-red-lined" version of the plan; Director Hayes agrees to modify.

X. NEW BUSINESS

A. Tax Exempt (501c3 status) – discuss at April meeting

B. Staff Resignation - Dunithan

Because of concerns about the amount of time it takes to replace a staff member, Director Hayes, with approval from Mr. Klien, posted the position vacancy, in spite of discussions about creating a full-time position. At this time, the Board approves replacing Linda, at the current hourly wage of \$12. Ms. Shaffer agrees with Director Hayes that discussions based on budget and staffing requirements need to occur, and that a wage increase could be offered to a newly hired person after 90 days. Personnel Committee discussed the need to modify/increase Library’s business hours.

C. Staff Certification – The “Beginning Workshop” is being modified toward a virtual offering. Director Hayes will update the Board as more details become available.

D. Infobase Digital Collection

Motion: Ms. Behnke moves to subscribe to “Access Video on Demand,” “AVOD – Just for Kids,” and “Infobase Learning Cloud” services through MCLS. To pay for these subscriptions, funds will be transferred from the “Video” and “Adult Books” line items into “Electronic Media.”

Support: Supported by Ms. Shaffer

Discussion

Roll Call: Unanimous approval

Result: Motion carried

E. Board member application

- i. Director Hayes received an application from a City of Galesburg resident to fill the position left vacant by the resignation of Judy Adams in November 2020.

Motion: Ms. Shaffer moved to accept the application from City resident, Kristen Tidd, to serve on the Library Board.

Support: Supported by Ms. Kupiecki

Discussion: Director Hayes will forward the application to Mayor West; either Mr. Klien or Director Hayes will contact Ms. Tidd.

Result: Motion carried unanimously

F. Member roundtable – Ms. Shaffer once again expressed her disappointment over Ms. Wilson’s resignation.

XI. ADJOURNMENT Meeting adjourned at 6:05 pm by Mr. Klien

XII. NEXT MEETING April 20, 2021 at 4:00 pm (via Zoom)