



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

April 20, 2021 – Online via Zoom

Board members present: Linda Behnke, Scott Klien, Shirley Kupiecki, Kimber Shaffer, Kristen Tidd

Board members absent: Veronica Bolhuis

Staff and guests present: Helena Hayes, Library Director

I. CALL TO ORDER / ROLL CALL

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

II. WELCOME NEW BOARD MEMBER

President Klien officially welcomed new trustee, Kristen Tidd, who represents the City.

III. APPROVAL OF AGENDA

Motion: Mr. Klien moved to accept the agenda as presented

Support: Supported by Ms. Kupiecki

Vote / Result: Motion carried

IV. PUBLIC COMMENTS / CORRESPONDENCE

Thank-you card received from Linda Dunithan for retirement gifts.

V. REVIEW / APPROVAL OF MINUTES

A. March 16, 2021 meeting

Motion: Ms. Behnke moved to approve the Minutes

Support: Supported by Ms. Shaffer

Vote / Result: Motion carried

VI. LIBRARY DIRECTOR'S REPORT

Motion: Ms. Behnke moved to approve the Director's Report

Support: Supported by Ms. Kupiecki

Discussion: Job description/candidate/re-posting; digitization of yearbooks; cost/ROI of SRP programs; wine (cookies) & canvas programs; Guthrie Room not available for programs; stitching group (programs); Director's office (furniture ordered)

Vote / Result: Motion carried

VII. FINANCIAL REPORTS

- A. **March 2021** – presented by Director Hayes, placed on file
- B. **Budget Adjustments – 3rd Quarter (January – March 2021)**

Motion: Ms. Behnke moved to approve the Budget Adjustments as presented

Support: Supported by Ms. Kupiecki

Discussion: Director Hayes provided a brief overview of the budget adjustment process and explanation of the current slate of adjustments

Roll Call Vote / Result: Motion carried

VIII. UNFINISHED BUSINESS

- A. **Building – Director’s Office (Carpet/Paint)**

Motion: Ms. Shaffer moved to approve hiring Mr. Terry Waldorf to install carpeting in the office and staff areas.

Support: Supported by Ms. Behnke

Discussion: Director Hayes reviewed the presented memo; a “painting party” was discussed.

Roll Call Vote / Result: Motion carried unanimously

- B. **Board training with Lance Werner & Brian Mortimore (KDL)**

Discussion: Confirmed for Monday, May 3, 2021 from 6:00 pm – 8:00 pm at library; Ms. Tidd unable to attend as it is her daughter’s 13th birthday – possible to record (?); Director Hayes will purchase pizza and chips, Board members can bring snack/dessert to share, food will be available after 5:30.

IX. COMMITTEE REPORTS

- A. **Personnel Committee** – assisting Director Hayes with job description, interviews
- B. **Building Committee** – progress on office space as detailed earlier

X. STRATEGIC PLAN

- A. **Action Plans** – Director Hayes provided the Board with a “clean” and re-ordered copy of the Action Plans. President Klien will regularly “check in” with action plan champions to keep us on track.

XI. NEW BUSINESS

- A. **Virtual / Hybrid Meeting Policy**

Motion: Ms. Shaffer

Support: Supported by Ms. Behnke

Discussion: Director Hayes explained that this is based on similar resolution/policy from the City of Galesburg; allows Board to continue virtual (Zoom) meetings if “local” state

of emergency declared. Also allows individual Board members to participate virtually even if rest of Board meets in person.

Roll Call: Unanimous approval

Result: Motion carried

XII. MEMBER ROUNDTABLE

A. Mr. Klien shared that he recently became engaged to his long-time girlfriend.

XIII. ADJOURNMENT Meeting adjourned at 4:55 pm by Mr. Klien

XIV. NEXT MEETING **May 18, 2021 at 4:00 pm (via Zoom)**