



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

May 18, 2021 – Online via Zoom

Board members present: Linda Behnke, Scott Klien, Veronica Bolhuis, Kimber Shaffer, Kristen Tidd

Board members absent: Shirley Kupiecki

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. APPROVAL OF AGENDA

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

Support: Supported by Ms. Behnke

Vote / Result: Motion carried

III. PUBLIC COMMENTS / CORRESPONDENCE

IV. REVIEW / APPROVAL OF MINUTES

A. April 20, 2021 meeting

Motion: Ms. Behnke moved to approve the Minutes

Support: Supported by Ms. Shaffer

Vote / Result: Motion carried

V. LIBRARY DIRECTOR'S REPORT

Motion: Mr. Klien moved to approve the Director's Report

Support: Supported by Ms. Behnke

Discussion: Appreciated info from other libraries regarding loosening restrictions; status of Director's office; HVAC – request additional quotes from other providers

Vote / Result: Motion carried

VI. FINANCIAL REPORTS

A. April 2021 – presented by Director Hayes, placed on file

VII. UNFINISHED BUSINESS

VIII. COMMITTEE REPORTS

- A. Personnel Committee** – no report
- B. Building Committee** – no report

IX. STRATEGIC PLAN

- A. Action Plans** – discussed meeting regularly to review status of plans; Mr. Klien will email Board regarding a meeting; Director Hayes will recommend where to focus.

X. NEW BUSINESS

A. Budget – FY 2021-22

- i. Director Hayes presented a draft budget for the upcoming fiscal year which was discussed; a public hearing and vote will be held at the June 22, 2021 meeting.

B. Library Design Associates – proposal

- i. Director Hayes presented a proposal from Library Design Associates to create a Circulation Desk / Staff Area. TABLED UNTIL JUNE pending visits to other libraries.

C. Library Charge Card

- i. Director Hayes inquired about getting a low limit charge card.

Motion: Ms. Behnke moved to pursue obtaining a charge card for the Director’s use

Support: Supported by Ms. Shaffer

Roll Call Vote / Result: Motion carried unanimously

D. Meeting Time

- i. Ms. Shaffer requests moving the meeting start time to 5:00 as it is difficult for her to take time from work to participate.

Discussion: Ms. Bolhuis has other commitments, so would need to leave by 6:00; all members would prefer to keep meeting to an hour if possible.

Motion: Ms. Shaeffer moved to change the once-- month Board meetings to 5:00.

Support: Supported by Ms. Behnke

Vote / Result: Motion carried unanimously

Will begin with June 22nd meeting, possibly outside; reminder that this is the 4th Tuesday. Ms. Bolhuis will not be able to attend as she is teaching.

XI. MEMBER ROUNDTABLE

XII. ADJOURNMENT Meeting adjourned at 5:09 pm by Mr. Klien

XIII. NEXT MEETING **June 22, 2021 at 5:00 pm** (Library / Park)