



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

June 22, 2021 – In-person

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 5:07 p.m. by President Klein

II. APPROVAL OF AGENDA

Motion: Ms. Behnke moved to accept the agenda as presented

Support: Supported by Ms. Kupiecki

Vote/Result: Motion carried

III. PUBLIC COMMENTS / CORRESPONDENCE

IV. PUBLIC HEARING ON PROPOSED FY 2021-22 BUDGET

Opened at 5:10 p.m.

No public in attendance

Closed at 5:12 p.m.

V. REVIEW / APPROVAL OF MINUTES

a. May 18, 2021 meeting

Motion: Mr. Klien moved to approve the Minutes

Support: Supported by Ms. Behnke

Vote / Result: Motion carried

VI. APPOINTMENTS – BOARD OFFICER & COMMITTEE

a. Secretary

b. Personnel Committee

Motion: Ms. Behnke moved to nominate Kristen Tidd to serve as Secretary of the Board and as a member of the Personnel Committee

Support: Supported by Ms. Kupiecki

Acceptance: Ms. Tidd accepted to serve as Secretary of the Board and as a member of the Personnel Committee

Vote / Result: Motion carried

VII. LIBRARY DIRECTOR'S REPORT

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

Support: Supported by Ms. Behnke

Discussion:

- Barn Theater Commercial: Offered free tickets in exchange for use of the building. Ms. Behnke suggested gifting the tickets to the library staff members to express appreciation.
- Carpet Install: Equipment and furniture needs to be removed from the staff area and office for carpet install on Saturday (6/26). Director Hayes to reach out via email to Board Members to organize volunteers for Thursday (6/24) and Friday (6/25) to assist with moving equipment and furniture.
- Director's Job Description: Aiming for submission and approval by the Board at August's meeting.
- Trustee Manuals: Will look at getting the smaller binders to divide the current large Trustee Manuals later in the year, likely December.
- HVAC: Unable to obtain a 2nd quote for the work needed. See "Unfinished Business" for further details.

Vote / Result: Motion carried

VIII. FINANCIAL REPORTS

- a. **May 2021** – presented by Director Hayes, placed on file

Negative expenses: 803.000 Memberships -29.10; 810.002 Cont. Srvcs. (IT) -1,922.80; 920.000 Utilities -81.10. Director Hayes to research.

IX. UNFINISHED BUSINESS

- a. **Budget – FY 2021-22**

Motion: Ms. Behnke moved to approve the Budget

Support: Supported by Ms. Shaffer

Discussion: Added a line item for legal services related to the 501c3 status (812.101); Director Hayes will break out the HVAC expense

Roll Call Vote / Result: Motion carried unanimously

- b. **Medema Job Description and Performance Metrics - proposal**

Motion: Ms. Tidd moved to decline acceptance of the proposal

Support: Supported by Ms. Kupiecki

Discussion: Ms. Shaffer to inform Medema of the Board's decision not to proceed. Ms. Tidd to assist Director Hayes with finalizing the Director's job description utilizing the resources gathered from Board members with the plan of having it ready for Board approval by the August meeting.

Vote / Result: Motion carried

- c. **Library Design Associates - proposal**

Motion: Ms. Shaffer moved to approve the Proposal

Support: Supported by Ms. Tidd

Discussion: Ms. Kupiecki would like to see the existing circulation desk used in the re-design. Ms. Kupiecki to research the plaque/name plate on the existing circulation desk to help determine its origin.

Roll Call Vote / Result: Motion carried unanimously

d. Library Charge Card

After several attempts by Ms. Behnke to obtain a charge card through Consumers Credit Union, she was informed the library needs to receive 501c3 status. The process is halted until the legal work is carried out to obtain 501c3 status.

X. COMMITTEE REPORTS

a. Facilities Committee – no report, updates discussed previously

b. Personnel Committee – no report

Discussion: Need to find a new program director after Brooke's resignation; Will post the job opening on the library's website, Facebook, and in The Crescent; Director Hayes to look into posting the job at Western Michigan University; Director Hayes to ask if Linda Dunithan would be willing to provide coverage during Director Hayes' planned time off later this summer

XI. STRATEGIC PLAN (ACTION PLANS)

All items were discussed previously

XII. NEW BUSINESS

a. R.W. LaPine, Inc. – proposal

Motion: Ms. Shaffer moved to approve the Option #1 for \$15,105 along with the Duct Modifications for \$4,986 as outlined on Mechanical Proposal dated April 29, 2021

Support: Supported by Ms. Tidd

Discussion: Given the lack of responsiveness from other service providers and the inability to obtain additional quotes, moving forward with R.W. LaPine, Inc. seems to be the best course of action.

Roll Call Vote / Results: Motion carries unanimously

XIII. MEMBER ROUNDTABLE

a. Ms. Kupiecki shared that the Galesburg-Augusta Community Schools-Inspirational Alumni Award Committee would like to link a nomination form to the library's website.

b. Mr. Klien suggested to link the library's programs and summer events to the library's Facebook page

XIV. NEXT MEETING **July 20, 2021 at 5:00 p.m. (Library / Park)**

XV. ADJOURNMENT Meeting adjourned at 6:52 p.m. by Mr. Klein