



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

August 24, 2021 – In-person

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

Board members absent: Veronica Bolhuis, Shirley Kupiecki

Staff and guests present: Helena Hayes, Library Director

I. CALL TO ORDER / ROLL CALL

Meeting called to order at 5:35 p.m. by President Klein

II. APPROVAL OF AGENDA

Motion: Ms. Shaffer 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. June 22, 2021 meeting

Motion: Ms. Shaffer moved to approve the Minutes

Support: Supported by Ms. Behnke

Discussion: Director Hayes to research negative expenses from May 2021 Financial Report: 803.000 Memberships -29.10; 810.002 Cont. Svcs. (IT) -1,922.80; 920.000 Utilities -81.10.

Vote / Result: Motion carried

V. LIBRARY DIRECTOR'S REPORT

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

Support: Supported by Ms. Shaffer

Discussion:

- Programming and Outreach: Amanda has lots of great ideas such as teen night, game night, tie dye party. She will be attending the Open House at the Primary School.
- Loss of Nessa due to attending school in Marquette, Director Hayes to survey existing employees to see what job duties need to be filled.

Vote / Result: Motion carried

VI. FINANCIAL REPORTS

- a. **June 2021** – presented by Director Hayes, placed on file
- b. **July 2021** – presented by Director Hayes, placed on file

VII. UNFINISHED BUSINESS

None

VIII. COMMITTEE REPORTS

- a. **Facilities Committee** – no report
- b. **Personnel Committee** – no report

IX. STRATEGIC PLAN (ACTION PLANS)

- a. **Director’s Job Description:** Ms. Tidd and Director Hayes are aiming for submission and approval by the Board at September’s meeting.
- b. **Board Member Candidate:** Bobbi Nigg has expressed interest. She has been given the application and bylaws. Completed application will be forthcoming for the Board’s consideration.
- c. **Building:** HVAC is currently working and will be replaced when the outside temperatures are cooler, less humid.
- d. **Tax Exempt (501c3) Status:** Director Hayes is reviewing materials.

X. NEW BUSINESS

- a. **FY 2021 – 4th Quarter Budget Adjustments (April – June 2021)**
Motion: Ms. Behnke moved to approve the 4th Quarter Budget Adjustments
Support: Supported by Ms. Tidd
Roll Call Vote / Results: Motion carries unanimously
- b. **Revised “Computer and Internet Use Policy”**
Motion: Ms. Tidd moved to approve the suggested revisions for the Computer and Internet Use Policy
Support: Supported by Ms. Shaffer
Discussion: Modifying language to include mobile devices. Director Hayes to update the Adopted date on the last page to reflect August 24, 2021.
Roll Call Vote / Results: Motion carries unanimously
- c. **Move the start time for future Board Meetings from 5 pm to 5:30**
Motion: Ms. Shaffer moved to approve to start Board Meetings at 5:30 going forward
Support: Supported by Ms. Behnke
Roll Call Vote / Results: Motion carries unanimously

XI. MEMBER ROUNDTABLE

- a. Ms. Tidd shared she and her family are likely moving to Comstock Township.
- b. Mr. Klien will be bringing over board games for the Library of Things

XII. NEXT MEETING September 21, 2021 at 5:30 p.m. (Library / Park)

XIII. ADJOURNMENT Meeting adjourned at 6:54 p.m. by Mr. Klein