



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

September 21, 2021 – In-person

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

Board members absent: Veronica Bolhuis, Kimber Shaffer (Director Hayes absent due to illness)

Staff and guests present: Bobbi Nigg

I. CALL TO ORDER / ROLL CALL

Meeting called to order at 5:37 p.m. by President Klein

II. APPROVAL OF AGENDA

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

Support: Supported by Ms. Tidd

Vote/Result: Motion carried

III. PUBLIC COMMENTS / CORRESPONDENCE

IV. REVIEW / APPROVAL OF MINUTES

a. August 24, 2021 meeting

Motion: Ms. Kupiecki moved to approve the Minutes

Support: Supported by Ms. Behnke

Discussion: Director Hayes researched the negative expenses from May 2021 Financial Report and provided her findings via email: 803.000 Memberships was the result of an Amazon Prime Membership refund; 810.002 Cont. Svcs. (IT) was related to the entry of a duplicate bill; 920.000 Utilities was due to multiple payments being applied during the month.

Vote / Result: Motion carried

V. FINANCIAL REPORTS

a. August 2021 – provided by Director Hayes, placed on file

VI. LIBRARY DIRECTOR'S REPORT

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

Support: Supported by Ms. Behnke

Discussion:

- Personnel Committee needs to meet prior to the next Board meeting to review the employee evaluation forms, discuss wage increases for employees, finalize the Director's job description and evaluation form, with plans to distribute to Board members the week of October 11th. Ms. Tidd to schedule a meeting for the week of September 27th.
- Discussed the need for a Library Assistant in light of Nessa's departure

Vote / Result: Motion carried

VII. UNFINISHED BUSINESS

None

VIII. COMMITTEE REPORTS

a. Facilities Committee

- i. No official report submitted however Ms. Kupiecki shared the results of her research with regard to the "Mother's Study Club" plaque on the existing circulation desk. Ms. Kupiecki was able to locate details in the State Hospital archives. The club was established in 1925 and a fundraising effort for the 25th anniversary in 1950 raised the funds for the purchase of the circulation desk.

b. Personnel Committee – no report

IX. STRATEGIC PLAN (ACTION PLANS)

- a. **Director's Job Description:** Ms. Tidd compiled the job description items that were identified by Director Hayes on several sample descriptions obtained previously by Director Hayes and Board members. Director Hayes to review with plans to submit for approval by the Board at October's meeting.
- b. **Board:** Tabled until October's meeting.
- c. **Building:** HVAC repair and upgrade should be carried out in the near future now that the cooler weather has arrived.
- d. **Tax Exempt (501c3) Status:** Director Hayes sent the attorney preliminary documents - district library agreement, bylaws, policies.

X. NEW BUSINESS

a. Board member – Charleston Township – Bobbi Nigg

Motion: Ms. Behnke moved to approve Bobbi Nigg as a Board Member

Support: Supported by Ms. Kupiecki

Roll Call Vote / Results: Motion carried unanimously

XI. MEMBER ROUNDTABLE

XII. NEXT MEETING **October 19, 2021 at 5:30 p.m. (Library)**

XIII. ADJOURNMENT Meeting adjourned at 6:33 p.m. by President Klein