



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

October 19, 2021 – In-person

Board members present: Linda Behnke, Veronica Bolhuis (via Zoom), Scott Klien, Shirley Kupiecki, Kimber Shaffer, Kristen Tidd

Board members absent: Bobbi Nigg

Staff and guests present: Helena Hayes, Library Director

I. CALL TO ORDER / ROLL CALL

Meeting called to order at 5:33 p.m. by President Klien

II. APPROVAL OF AGENDA

Motion: Ms. Behnke moved to accept the agenda with the noted change

Support: Supported by Ms. Shaffer

Discussion: It was noted that the meeting day for Friends of Galesburg Library is Wednesday, not Tuesday.

Vote/Result: Motion carried

III. PUBLIC COMMENTS / CORRESPONDENCE

IV. REVIEW / APPROVAL OF MINUTES

a. September 21, 2021 meeting

Motion: Mr. Klien moved to approve the Minutes with the noted changes

Support: Supported by Ms. Behnke

Discussion:

- Need to note Bobbi Nigg as a guest
- The motion to accept the Library's Director Report was supported by Ms. Behnke, not Ms. Shaffer.

Vote / Result: Motion carried

V. FINANCIAL REPORTS

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

Discussion:

- Dollywood Imagination Library expense is for ages 0 to 5

- Checks payable to Andy Be Yoga: Participants pay for the session so there is an offsetting income line item to account for the funds needed to pay Andy
- Grants – Kellogg and United Way: Ms. Bolhuis asked is we're looking into applying for these grants again? Director Hayes confirmed that Kellogg's is from Ms. Behnke's volunteer hours and grant applications were submitted recently.

b. FY 2022 – 1st Quarter Budget Adjustments (July – September 2021)

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

Support: Supported by Ms. Tidd

Discussion: Account 965.000 is Contingencies, not Computers & Equipment

Roll Call Vote / Results: Motion carries unanimously

VI. LIBRARY DIRECTOR'S REPORT

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

Support: Supported by Ms. Behnke

Discussion:

- Training for Jeremy & Amanda scheduled for 10/14: Ms. Kupiecki wanted to know if this was the training related to the Strategic Plan. Director Hayes shared that it was calendar training so they can incorporate community events such as school sports, 4H, AFGAK/PTA, and local non-profit events.
- New groups utilizing the library: Ms. Bolhuis asked if these groups are using the library during regular business hours? Director Hayes confirmed that they are but the library staff is ensuring limited number of participants/groups using the library to ensure social distancing recommendations are being observed.
- Fleetwood neighborhood – Ms. Kupiecki pointed out that the neighborhood is technically not in our district. Director Hayes acknowledged this fact and stated preference would be given to a group from the City or Charleston Township should such a group be interested in using the library during that time.
- Story Walk / Trick-or-Treat / Hocus Pocus – October 23: President Klien inquired about the time for each event. Director Hayes stated Story Walk / Trick-or-Treat are congruent events from 5 pm to 6 pm followed by Hocus Pocus movie starting at 6:30 pm in the library.

Vote / Result: Motion carried

VII. UNFINISHED BUSINESS

a. Disposal of "assets"

Motion: Ms. Shaffer moved to authorize Director Hayes to move forward with disposal of assets as outlined on the memo presented

Support: Supported by Ms. Behnke

Discussion: Ms. Behnke requested that Director Hayes confirm that the assets being disposed of are not on the library's list of assets/capital

Vote / Result: Motion carried

b. Circulation Desk – design proposal

Motion: Ms. Shaffer moved to authorize Director Hayes to move forward with Library Design Associates

Support: Supported by Ms. Behnke

Discussion:

- Ms. Kupiecki shared the results of her research at the State Hospital archives with regard to the plaque and the Mother’s Study Club of Galesburg and indicated her desire to have the existing circulation desk incorporated into the proposed design.
- Ms. Behnke asked if the improvements are budgeted for next year. Director Hayes confirmed the associated costs will be in next year’s budget.
- Director Hayes made mention that she’d like switch the programming and Mel.
- Ms. Shaffer proposes the work be carried out in phases based on fiscal quarters with the welcome/reception area first.
- Carpet in the main area of the library will be replaced with carpet squares with the entry and hall as hard surface and possibly a kids’ space, too.

Vote / Result: Motion carried

VIII. COMMITTEE REPORTS

a. Facilities Committee

- i. No official report submitted however Director Hayes confirmed the HVAC system upgrades were completed, took about 3 days.

b. Personnel Committee

- i. Ms. Kupiecki to distribute the revised Director’s Evaluation Form for committee member input with a due date of 11/9
- ii. Ms. Behnke to provide further details around the proposed wage increases
 1. Director Hayes to share with the Personnel Committee members
 2. Further discussion is warranted at a Personnel Committee meeting
 - a. Scheduled for 11/4 at 5:30 pm at the library

IX. STRATEGIC PLAN (ACTION PLANS)

- a. Tax Exempt (501c3) Status:** Director Hayes provided an email from the law firm and indicated another email was received on the same day as the Board meeting. Progress is being made.
- b. Policies & Procedures (from KDL):** Director Hayes has reviewed and made notes, to review a 2nd time.
- c. Board - Trustee Manual (update for January distribution):** Ms. Nigg had previously expressed interest to Director Hayes. The current manual needs to be divided into two.

X. NEW BUSINESS

- a. Oath of Office:** Needs to be completed
- b. Expiring Board terms (December 31, 2021)**
 - i. City – Shirley: Ms. Kupiecki indicated she’d like to have someone else from the City take her position on the Board

- ii. Township – Kimber: Ms. Shaffer is planning on continuing as a member of the Board but will confirm at a later date.
- c. **Friends of the Galesburg Library:** Director Hayes to see if Ms. Nigg would be interested in attending the October 20, 2021 meeting as Board liaison.

XI. MEMBER ROUNDTABLE

XII. NEXT MEETING **November 16, 2021 @ 5:30 pm (Library / Park)**

XIII. ADJOURNMENT Meeting adjourned at 6:43 p.m. by President Klien