



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

**January 18, 2022 – In-person**

---

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

**Board members absent:** Bobbi Nigg

**Staff and guests present:** Helena Hayes, Library Director and Lauren Wenneman - auditor with Gabridge & Company (via Zoom), Shirley Kupiecki, and Kristen Tidd

---

**I. CALL TO ORDER / ROLL CALL**

Meeting called to order at 5:36 p.m. by President Klien

**II. APPROVAL OF AGENDA**

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

**Support:** Supported by Mr. Klien

**Discussion:** Suggested to move Item VI. Audit Report to Item III to allow Lauren to present her audit findings and address questions, being respectful of Lauren's time.

**Vote/Result:** Motion carried

**III. Audit Report – Lauren Wenneman, Gabridge & Company (via Zoom)**

**Discussion:**

- Largely the same as last year
- Recommended running grants through the Friends of the Library to eliminate the need to pursue the 501(c)3 status, would eliminate an estimated \$1,000 tax preparation fee on an annual basis
- Governor's notice – No meeting was held in July of 2021 following the fiscal year end of 6/30/2021.
  - Billing related to budgeted dollars, timing of receipt of invoices can impact the proper accounting via budget amendments prior to the fiscal year-end
  - Carrying out budget amendments on a quarterly basis but has not historically been completed prior to year-end

**IV. PUBLIC COMMENTS / CORRESPONDENCE**

**V. REVIEW / APPROVAL OF MINUTES**

**a. November 16, 2021**

**Motion:** Ms. Shaffer moved to approve the Minutes from the November meeting as presented

**Support:** Supported by Ms. Behnke

**Vote / Result:** Motion carried

**VI. FINANCIAL REPORTS**

- a. October 2021, revised
- b. November 2021
- c. December 2021

**Motion:** Ms. Shaffer moved to file the financial reports as presented

**Support:** Supported by Ms. Bolhuis

**Vote / Result:** Motion carried

**VII. LIBRARY DIRECTOR'S REPORT**

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

**Support:** Supported by Ms. Shaffer

**Discussion:**

- Director Hayes sent a thank you to the Sheriff's department for their response related to the incident with the people that came and were recording library staff and patrons
- Kids and Young Adult game nights are on hold for the time being due to the COVID cases
- Looking forward to events in the spring and summer when outdoor events can be held at the park
- Book Color of the Month Club and Blind Date with a Book events being planned
- KPL is doing kits and Amanda has been implementing this at GCMDL

**Vote / Result:** Motion carried

**VIII. UNFINISHED BUSINESS**

**a. Oath of Office**

- Scott Klein, Kimber Shaffer, Linda Behnke, and Veronica Bolhuis took the Oath of Office as administered by Helena Hayes as notary

**b. Staff Wages**

**Director**

Wages need to be determined with the incorporation of her merit increase as it impacts her Health Care stipend, \$37,377 annually in 2021

**Motion:** Ms. Shaffer proposed a 6% increase which brings the Director's base salary to \$39,619.62 with 5% Health Care stipend of \$1,980.98, total salary including the stipend of \$41,600.60.

**Support:** Supported by President Klein

**Roll Call:** Unanimous, motion carried

**Memo of the Salary / Wage Increases for Staff**

**Motion:** Ms. Behnke made a motion to approve the following base wages with Clerk at \$11.00/hour; Circulation (Associate) at \$13.00/hour; Cataloging (Associate) at \$14.00/hr; and Outreach Associate at \$13.00/hour.

**Support:** Supported by Ms. Shaffer

**Roll Call:** Unanimous, motion carried

**Motion:** Ms. Behnke made a motion that the following raises be implemented for Jeremy Allison to receive \$13.00/hour; Amanda Hawes to receive \$13.50; Susan Jefferson to receive \$14.50 effective January 1 of 2022.

**Support:** Supported by President Klein

**Roll Call:** Unanimous, motion carried

**c. Board Vacancies**

- Two for the city
- Director Hayes to post on the library's digital sign and Facebook page

**d. Policy Review / Votes**

- Community Calendar Policy

**Motion:** Ms. Shaffer moved to approve the Community Calendar Policy as presented for the Galesburg Charleston Memorial Library through LocalHop

**Support:** Supported by Ms. Behnke

**Vote / Results:** Motion Carried

**IX. COMMITTEE REPORTS**

**a. Facilities Committee**

- Forget Me Not – spring/fall clean-up
  - Price quotes have been requested to get a formal plan in place for the landscaping
  - If there isn't a response, Director Hayes will submit for quotes from other companies.
  - Would consider Boy Scouts for volunteering for basic clean-up and cleaning the windows.
  - Consider Master Gardeners to host a class or volunteer to carry out some hours to do landscaping; Ms. Bolhuis to provide Director Hayes with contact details.

**b. Personnel Committee**

- Director's job description – Tabled until next meeting

**X. STRATEGIC PLAN (ACTION PLANS)**

**a. Tax exempt (501c3) status – update**

1. Will be utilizing Friend's of the Library for grants
2. Tax filing was stall but not 3 years, per Director Hayes. Filings are current.
3. No longer pursuing 501c3 status for the library and Director Hayes will contacting the attorneys to halt the process. Discussion will take place at the next board meeting to determine the best place for those budgeted dollars.

**XI. NEW BUSINESS**

**a. Attorney Rate Increase**

**Motion:** Ms. Shaffer moved to approve the hourly wage increase of Foster Swift Collins and Smith from \$210 to \$225, effective February 1, 2022.

**Support:** Supported by Ms. Behnke

**Roll Call:** Unanimous, motion carried

**b. Biblionix – New Catalog View Option**

- Tabled until next month's Board meeting

**XII. MEMBER ROUNDTABLE**

**a. Scott shared that he got a new job after nearly 30 years at one company.**

**XIII. NEXT MEETING **February 15, 2022 @ 5:30 p.m.****

**XIV. ADJOURNMENT Meeting adjourned at 7:19 p.m. by President Klien**