



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

February 15, 2022 – In-person

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

Board members absent: None

Staff and guests present: Helena Hayes, Library Director, and Kristen Tidd

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. Nigg

Discussion: Add appointment of Assistant Treasurer to New Business.

Vote/Result: Motion carried

III. PUBLIC COMMENTS / CORRESPONDENCE

Sue Jefferson gave the Board a thank you card for the Christmas gift and included mug rug fabric coasters to express her appreciation.

IV. REVIEW / APPROVAL OF MINUTES

a. January 18, 2022

Motion: Ms. Shaffer moved to approve the Minutes from the January meeting with the noted change

Discussion: Update the verbiage for Item VI to reflect “Ms. Shaffer moved to place the financial reports on file”

Support: Supported by Ms. Behnke

Vote / Result: Motion carried

V. FINANCIAL REPORTS

a. January 2022

Motion: Ms. Bolhuis moved to place the financial reports on file

Support: Supported by Ms. Shaffer

Discussion:

- Millage is coming in from the City, currently no treasurer so there may be processing delays
- Ms. Bolhuis recommended buying new books for kids and young adults to ensure the offerings are current and on trend
- Ms. Shaffer pointed out the State Aid (Income account 539.000) is zero while the budget reflects \$5,000, asked for an explanation
 - State Aid is received inconsistently
 - Historically there will be a July 1st journal entry to accrue State Aid payment, booked back to the previous fiscal year
- Ms. Shaffer asked to confirm that the vendor Heavenly Spirit Janitorial LLC is a monthly expense
 - Director Hayes confirmed it is
- It was noted that income is historically higher in January and February, exceeding expenses, but levels out throughout the rest of the year

Vote / Result: Motion carried

b. 3rd Quarter Budget Adjustments

Motion: Ms. Behnke moved to approve the 3rd Quarter Budget Adjustments as presented.

Discussion:

- Ms. Bolhuis asked for clarification of 726.001 – Supplies (Library) – Increase from \$1,000 to \$1,500
 - Director Hayes shared that the additional dollars will be used to purchase library cards, labels, spine labels, etc.
- Ms. Shaffer requested confirmation of 812.101 – Services (Legal-501c3) – Decrease from \$5,000 to \$2,100 was due to the fact that the library was no longer pursuing 501c3 status
 - Director Hayes confirmed and clarified that the \$2,100 were expenses already incurred. This is also true for 930.000 – Bldng. Rep. & Maint. – Increase from \$1,000 to \$20,000 due to the HVAC upgrades and repairs.
- 955.008 – Video – Increase from \$500 to \$1,000
 - Director Hayes shared that the video rentals are still a service used by the community given internet and streaming services are intermittent in the area and is hesitant to rely on numbers over the pandemic.

Support: Supported by Ms. Nigg

Roll Call: Unanimous, motion carried

VI. LIBRARY DIRECTOR'S REPORT

Discussion:

- Director Hayes excited to share that Jeremy completed the “Beginning Workshop” online and noted Sue is next.
- HVAC work has been completed with a flow test scheduled for next week, had been postponed due to COVID.

- Gutters
 - Leaking again and causing icicles to form from the gutters to the sidewalk on either side of the entrance
 - There are estimates from 2019 on file from Lysters Exteriors to evaluate if the issues are related to work done to determine if they'll make the repairs or obtain new estimates if the leaking is not a result of the work carried out by Lysters.
- Programs
 - Looking for colored butcher's paper for bulletin board décor
 - "Color of Books" club is going well, will provide stats for next board meeting
 - Ms. Bolhuis noted the numbers were halved from October to January for Library Visits
 - Omicron variant of COVID was the noted cause
 - Continue to do programs or offer them, even if people choose not to come
 - Noted a revision needed on the Circulation Statistics
 - Wi-fi Sessions was blank, Programs was listed at 324 while Program Attendance was 5, and MeL-Borrowed at 25, and MeL-Loaned at 63
 - Numbers should be 324 Wi-fi Sessions, 5 Programs with 25 in Program Attendance, MeL-Borrowed at 63, and MeL-Loaned at 109

VII. UNFINISHED BUSINESS

a. Board Vacancies – City (2)

- Brochures have been printed
- Inquiries will be in the Crescent and added to the digital sign
- Ms. Bolhuis to research how many board members need to be present for a quorum and if the board needs to approve Library Director's Reports

a. Proposed closing & meeting dates (Vote)

Motion: Ms. Shaffer moved to accept the Proposed Closing & Meeting Dates – 2022 as presented with Tuesday, July 5th as the holiday for Independence Day.

Discussion:

- Board meetings in 2022 will be the 3rd Tuesday of each month
 - Ms. Bolhuis will be absent in April and May
 - Ms. Behnke won't be present for the March meeting
- Independence Day
 - Should the Library be closed Saturday, July 2nd or Tuesday, July 5th?
 - Determined Tuesday, July 5th is best to allow people to get books for the long weekend, if needed, on Saturday, July 2nd.
- Greater Galesburg Days
 - Library will do a movie and Boy Scout activities given the local troop is celebrating its 100th anniversary

Support: Supported by Ms. Nigg

Vote / Result: Motion carried

VIII. STANDING COMMITTEES - REPORTS

- a. Facilities Committee (See Director's Report)**
- b. Personnel Committee**

- Director's job description
 - Considerable edits as outlined via email
 - Ms. Shaffer agrees with the proposed changes
 - Director Hayes to carry out the updates and send for final approval at the next board meeting
- Salary Increases & Vacation Pay
 - Director Hayes' is retro-active
 - Ms. Shaffer suggested the part-time employees receive a bonus rather than vacation pay given their part-time status
 - a. Director Hayes explained the vacation pay is per the employment policy
 - b. May revisit this but it has been a long-standing perk

IX. STRATEGIC PLAN (ACTION PLANS)

X. NEW BUSINESS

- a. Appointment of Assistant Treasurer**

Motion: Ms. Behnke moved to appoint Ms. Nigg as Assistant Treasurer, removing Shirley Kupiecki from the bank accounts adding Ms. Nigg.

Support: Supported by Ms. Bolhuis

Roll Call: Unanimous, motion carried

XI. MEMBER ROUNDTABLE

- a. Ms. Shaffer shared that she and her husband purchased a 5th wheel and have six trips planned.**

XII. NEXT MEETING **March 15, 2022 @ 5:30 p.m.**

XIII. ADJOURNMENT Meeting adjourned at 7:03 p.m. by President Klien