



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

**March 15, 2022 – In-person**

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**Board members present:** Scott Klien, Bobbi Nigg, Kimber Shaffer

**Board members absent:** Linda Behnke, Veronica Bolhuis

**Staff and guests present:** Helena Hayes - Library Director and Kristen Tidd

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

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

**II. APPROVAL OF AGENDA**

**Motion:** Ms. Shaffer moved to accept the agenda as presented

**Support:** Supported by Ms. Nigg

**Vote/Result:** Motion carried

**III. PUBLIC COMMENTS / CORRESPONDENCE**

- a. Hoopla (content) – Received an email from Hoopla that they've noted several complaints related to the content available.
- b. Insurance (Risk Control) – Michigan Township Participating Plan
  - Fire exit
    - Needs to be addressed to allow handicap accessibility
    - No estimates on file, will have to get estimates to determine exactly what needs to be done and the associated cost
  - Garden off the back of the building
    - Belongs to the museum
    - Need to look into moving the gate
    - Will place on the agenda when more Board members are present
- c. Governor Whitmer (March is Reading Month – Letter received from Governor Whitmer detailing the importance of literacy and libraries in Michigan communities)

**IV. REVIEW / APPROVAL OF MINUTES**

- a. March 15, 2022

**Motion:** Ms. Nigg moved to approve the Minutes from the March meeting as presented

**Support:** Supported by Ms. Shaffer

**Vote / Result:** Motion carried

## V. FINANCIAL REPORTS

### a. February 2022

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

**Support:** Supported by Ms. Nigg

**Discussion:**

- Slightly more income from Charleston Township at the beginning of the month, nearly on track
- City of Galesburg is behind a little bit while the new treasurer gets acclimated to the role

**Vote / Result:** Motion carried

## VI. LIBRARY DIRECTOR'S REPORT

**Discussion:**

### ➤ Director's News

- Population/Census
  - Charleston Township is down, City of Galesburg and Pavilion Township are up
- Book Sales
  - May 7<sup>th</sup> (GAHS Event) and June 18<sup>th</sup> (Greater Galesburg Days)
  - 100-year anniversary for the local boy scout troop
    - Nothing officially planned
    - Waiting for Ralph to reach out
  - Most book sale inquiries are people looking to sell their unwanted books or books from an estate of a loved one
  - Children's picture books are needed
  - Won't look for donations until May
- Foot surgery (minor) scheduled April 20
  - Payroll will be done
  - May need to be off for 6 weeks
  - Will have a cart to allow some mobility

### ➤ Programs

- Yoga
  - Will be held on Thursdays, if there's enough interest
  - Participants will need to pre-pay
- Earth Day – Neighborhood Forest tree give-away
  - Amanda found this opportunity
  - Parents needed to register by February 28<sup>th</sup>
  - Director Hayes would receive an email every time someone registers

## VII. UNFINISHED BUSINESS

### a. Board Vacancies – City (2)

- Might make signs for Greater Galesburg Days
- Consider changing the library agreement

- Would require approval by the City of Galesburg and Charleston Township

**VIII. STANDING COMMITTEES - REPORTS**

**a. Facilities Committee**

- Fire door/exit, see III. Public Comments / Correspondence

**b. Personnel Committee**

- Director's job description
  - Director Hayes to include final version in next month's Board packet

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

**X. NEW BUSINESS**

None

**XI. MEMBER ROUNDTABLE**

**XII. NEXT MEETING **April 19, 2022 @ 5:30 p.m.****

**XIII. ADJOURNMENT Meeting adjourned at 6:36 p.m. by President Klien**