



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

May 17, 2022 – In-person

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

Staff and guests present: Helena Hayes - Library Director

I. CALL TO ORDER / ROLL CALL

Meeting called to order at 5:30 p.m. by President Klien

II. APPROVAL OF AGENDA

Motion: Ms. Behnke moved to accept the agenda as corrected

Support: Supported by Ms. Nigg

Discussion:

- Director Hayes requested to add “Resolution to apply for grant application” under New Business

Vote/Result: Motion carried

III. PUBLIC COMMENTS / CORRESPONDENCE

None

IV. REVIEW / APPROVAL OF MINUTES

a. April 19, 2022

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

Support: Supported by Ms. Nigg

Vote / Result: Motion carried

V. FINANCIAL REPORTS

a. April 2022

Motion: Ms. Shaffer moved to place the financial reports for April 2022 on file

Support: Supported by Ms. Nigg

Discussion:

- Fiscal year-end is June 30
- Budget will be presented and approved at next meeting
- Contingency fund can cover the overages/budget adjustments
- Spending ends at the end of May

- Public is welcome to attend, always welcome, per the posted notices but generally we don't have any one in attendance

Vote / Result: Motion carried

VI. BUDGET ADJUSTMENTS

Motion: Ms. Shaffer moved to approve the budget adjustments as presented by the Director

Support: Supported by Ms. Behnke

Discussion:

- There are highlighted portions that should be noted as 2nd quarter rather than 3rd quarter but all the figures are accurate. Simply reporting the error from when these were approved at the February 2022 meeting.
- President Klien sought clarification on the Computers and Equipment line item
 - These are expenses but we receive e-rate reimbursements at \$3,100 in April with more in July which will be booked back to fiscal year 2022.
 - Amanda is supposed to receive a new computer. Ordered in February with the most recent noted ship date as May.

Roll Call: Unanimous, motion carried

VII. LIBRARY DIRECTOR'S REPORT

Discussion:

- Director's News
 - Security system options will be discussed under New Business
 - SML being offered by insurance agency
 - Director Hayes to watch recording
- Programs
 - Accepting donated books for an upcoming book sale for greater Galesburg Days
 - At the back of the packet there are details about what will be accepted and what won't
 - VHS tapes were dropped off recently, a small box, but those are not accepted
 - Sumer Reading
 - Amanda has lots of ideas
 - Harry Potter theme coming for August
 - "Help I've Been Hacked!"
 - KRESA liaison coming to present
 - Helping to inform people how not to become victim to scams

VIII. UNFINISHED BUSINESS

a. Board Vacancies – City (2)

- No updates at this time, no one has expressed interest in serving.

IX. NEW BUSINESS

a. FY 2023 Budget – Initial Review

Discussion:

- Most likely going to add either a contracted service or service if we approved the security system as there is a monthly component
- Most other line items are the same as last year
- Director Hayes received an email from Mike detailing what to expect for millage figures, she'll be double checking and will present it to the Board
- City taxes are going up so it should help
- DDA received a tax capture at the beginning of the year/1st quarter of 2022
- Had more expenditures in FY 2022 but it looks like it will be better in FY 2023
- Did not include e-rate reimbursement as those figures fluctuates
- Penal fines are included but Director Hayes does under estimate to err on the side of transparency
- Director Hayes inquired about having a special meeting for the budget discussion to come up with numbers for the new budget
 - Ms. Behnke suggested a meeting with her and Director Hayes, invited other members to join if there was interest and time available
 - Director Hayes will make updates to the figures prior to the meeting with Ms. Behnke
 - Balanced Budget requirement
 - a. Prior Boards wanted to see a balanced budget while other Boards have stated it's not necessary
 - b. Ms. Behnke would like to see a contingency figure
 - c. Deficit budget will not be presented, will leave "within our means"
 - Email questions directly to Director Hayes, no need to cc all Board members as that would be a violation

b. Resolution to Apply for Grant Application

Motion: Ms. Shaffer moved to follow through with the resolution of applying for a grant from the Michigan Township participating plan risk reduction grant program in the amount of up to \$3,000 as presented

Support: Supported by Ms. Behnke

Discussion:

- Director Hayes met with KRESA team and received information from Buist Electric
- 3 options quoted by Buist Electric
 - Limited access – Keypad/badge to get in
 - a. Too much for what the Library needs
 - b. Very expensive
 - Security Cameras
 - a. 2nd most expensive
 - b. Director Hayes would like exterior cameras at some point
 - c. \$15,000 to \$20,000 was the quoted expense for equipment and install
 - Intrusion Alarm

- a. Least expensive
- b. Met with insurance agent
- TKS Security
 - Enthusiastic salesman
 - All American made components
 - Techs will have all parts and pieces on-hand/on the truck for easy install and repairs as needed
 - Sent layout of the building and discussed the exterior doors
 - Quote for just under \$3,000 which includes installation with a \$50/month subscription fee
 - Grant to cover the approximate \$3,000 for equipment and install requires a signed, dated and approved resolution from the Board
 - Rolling Alert:
 - a. Director Hayes would receive a text if there were a tripped alarm
 - b. If no reply, then a phone call
 - c. If no answer, then a call to police
 - Cameras can be added a later date
 - Director Hayes to see if the Library's insurance policy allows a discount for having a security system in place
 - Smoke alarm reporting would be considered before cameras
 - Consider Ring cameras
- Ryan will help with writing the grant
 - Grant to cover the approximate \$3,000 for equipment and install requires a signed, dated and approved resolution from the Board

Roll Call: Unanimous, motion carried

X. NEXT MEETING June 21, 2022 @ 5:30 p.m. (Budget Hearing)

XI. ADJOURNMENT Meeting adjourned at 6:33 p.m. by President Klien