



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

October 18, 2022 – In-person

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

Board members absent: Veronica Bolhuis

Staff and guests present: None

I. CALL TO ORDER / ROLL CALL

Meeting called to order at 5:35 p.m. by President Klien

II. APPROVAL OF AGENDA – SEPTEMBER & OCTOBER

Motion: Ms. Behnke moved to accept the September 20, 2022 and October 18, 2022 agendas as presented

Support: Supported by Ms. Shaffer

Vote / Result: Motion carried

III. PUBLIC COMMENTS / CORRESPONDENCE

None

IV. REVIEW / APPROVAL OF MINUTES

a. July 19, 2022

Motion: Ms. Behnke moved to approve the Minutes from the July 19, 2022 meeting as presented

Support: Supported by Ms. Nigg

Vote / Result: Motion carried

V. FINANCIAL REPORTS

a. July 2022

June 2022 Financial Report was reviewed and placed on file for the auditors.

b. August 2022

August 2022 Financial Report was reviewed and placed on file for the auditors.

c. September 2022

Discussion:

- Ms. Behnke called Consumers Credit Union about CD interest. She was informed, initially, the library was not eligible to receive the promotional rates given the money

was not new money. Ms. Behnke spoke to the new manager of municipalities accounts and he offered the same CD rates as Kellogg Community Credit Union, 3.210% for 28-month certificate. Moved \$50,000 into a 28-month CD. In addition, the money market account will now receive \$42,500 at 2.5% interest (guaranteed for one year, rate may go up but will not drop below 2.5%), liquid with zero penalties.

- PNC Memorial Fund of \$10,000: Ms. Behnke shared the library can have as many liquid accounts and proposed we move the account from PNC to Consumers Credit Union to earn more interest. Consolidating at Consumers Credit Union would allow a library charge card in addition to the more attractive rates.

Motion: Ms. Behnke moved to slowly transition away from PNC and consolidate bank accounts and banking services at Consumers Credit Union when Director Hayes returns.

Support: Supported by Ms. Nigg

Roll Call Vote: Unanimous, motion carried

September 2022 Financial Report was reviewed and placed on file for the auditors.

VI. LIBRARY DIRECTOR'S REPORT

a. September 2022

Discussion:

- Submitted FY '22 grant request
- Lawrence Memorial Library is trying to become a district library
- Fuel charge for rides – Does the Library utilize rides? Will follow up with Director Hayes upon her return.

b. October 2022

Discussion:

- Security Alarm - Installed but was not activated until September 26th due to Director Hayes' absence
- Penal fines are up to \$11,022.39 – gives a cushion to help cover payroll
- Computer equipment has been delivered but not yet installed
- HVAC – Extended warranty/preventative maintenance for new system that was just installed:
 - \$690/year from LaPine for 3 maintenance visits a year, dated August 3rd
 - \$345/year from Craft Mechanical, dated September 1st
 - Fall maintenance is \$210 and spring is \$135
 - Ms. Behnke proposed this be tabled until Director Hayes returns, all members agreed.
- Accepting applications through the end of October for the open position.
- Board members agreed that the Library does not want to be a landlord for the Museum

- Staff team-building – Despite the notation in the Director’s Report, the Board would like to see this as a priority. Will be discussing this at the November meeting.
 - Ms. Nigg proposed having the staff come in 30 minutes before their shift starts to have a cup of coffee and allow a Board Member to check in on how things are going.

VII. RESIGNATION OF STAFF MEMBER, AMANDA HAWES

a. Complaints made against Director

Discussion:

- President Klein and Ms. Shaffer met with Amanda Hawes and Director Hayes.
- Identified that Director Hayes needs to implement some changes and discussed these items with her directly.
- Ms. Nigg attempted to visit the Library on Saturday, October 15th, but it was closed.
 - Ms. Nigg called Jeremy to see what was going on. Jeremy shared that Sue had tested positive for COVID. Sue was planning to come in and Jeremy didn’t want to be exposed to COVID. The Library was unable to open. Jeremy felt like he was tattling. The Board was appreciative of Ms. Nigg and Jeremy for being so forthcoming.
- The Library staff was short again the day of the board meeting. Sue was prepared to come in but this would have been in violation of the MDHHS guidelines. Ms. Behnke and a prior board member helped to keep the Library open with Carol.
 - Ms. Behnke proposed to give Carol a \$100 gift card for the holidays to show the Board’s appreciation for Carol’s support of the Library. She’ll make the official recommendation at the next meeting.
- Need to create a way for the staff to reach out to a Board member for these kinds of issues so the Board can support the staff and the Library.
- The Board wants improvements to be a priority.
- These are recurring issues that have been brought up previously as far back as 2018, how should the Board address this now?
 - Determine a probationary period
 - Measurable action items
 - Director Evaluations by Board members (to be emailed by Ms. Behnke to the other members – due to Ms. Shaffer by 11/4) and outline goals that need to be met:
 - a. Mentorship for Director Hayes with a local library director through MLA
 - i. Provide summary of feedback to the Board via a half hour Zoom call on a weekly basis
 - ii. Consider a weekly report of tasks executed by Director Hayes to account for her time
 - b. Staff
 - i. Ms. Shaffer proposed a meet-and-greet with staff and Board members

- ✓ Coordinating with the staff and Board members might be a challenge
- ✓ Director Hayes had indicated she would schedule it but nothing has been set up
- ii. Proper staff coverage
 - ✓ Time cards and/or use of the video surveillance would be a method to keep everyone accountable for their time and alleviate some of the tension.

VIII. NEW BUSINESS

a. HVAC Maintenance proposals

Discussion:

- Tabled until Director Hayes returns

b. Staff Replacement – Programming and Outreach

Discussion:

- There are actually two positions to fill Library Assistant – Outreach and Programming (replacing Amanda) and Library Assistant - Clerk (replacing Nessa).
- Posted in the Climax Crescent and online
- Ms. Shaffer pointed out that the Library could consider a LinkedIn account or Indeed
 - Who would manage these sites? What are the costs? The Board will discuss with Director Hayes when she returns.

IX. MEMBER ROUNDTABLE

- Ms. Shaffer announced that she will have another granddaughter soon, coming on or around March 6th.
- President Klien got married, surprise wedding on 9/18, in South Haven on a sunset cruise. Honeymooned in Greece.
- Ms. Nigg shared that her daughter, Karina, has been doing absolutely amazing with her recovery from back surgery. She’s already driving again, enjoying her Senior year. She can’t march but the band director has been allowing her to play in the pit.
- Ms. Behnke had a blast spending 2 nights with grandkids at Cedar Point.

X. NEXT MEETING **November 15, 2022 @ 5:30 p.m.**

XI. ADJOURNMENT Meeting adjourned at 7:28 p.m. by President Klien