



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

November 15, 2022 – In-person

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

Board members absent: Bobbi Nigg

Staff and guests present: Director Helena Hayes

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 November 15, 2022 agenda as written

Support: Supported by Ms. Shaffer

Vote / Result: Motion carried

III. PUBLIC COMMENTS / CORRESPONDENCE

None

IV. REVIEW / APPROVAL OF MINUTES – OCTOBER 18, 2022

Motion: Ms. Shaffer moved to approve the Minutes from the October 18, 2022 meeting as presented

Support: Supported by Ms. Behnke

Vote / Result: Motion carried

V. FINANCIAL REPORTS

a. October 2022

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

VI. LIBRARY DIRECTOR'S REPORT

a. November 2022

VII. UNFINISHED BUSINESS

a. HVAC maintenance proposals

Discussion:

- Ms. Behnke stated a maintenance contract should not be necessary given the equipment is brand new.
- Ms. Behnke is of the opinion that the quoted prices are expensive, \$600 per year, for brand new equipment seems extreme. Consider calling them in once or twice per year as needed, rather than entering a contractual agreement at such a high price.
- All members agreed.

b. Staff replacement – Programming and Outreach

Discussion:

- Ms. Behnke reminded everyone that Nessa’s position needs to be filled as well so that there are enough staff members available to ensure there are two or more employees always present. Director Hayes agreed and will be posting the open position.
- Ms. Behnke brought up the desire to have a \$100 gift card for Carol as a thank you for helping during Director Hayes’ absence.

VIII. NEW BUSINESS

a. Annual evaluation of Director

- Tabled - Ms. Shaffer is still collecting evaluations with plans to have everything wrapped up and together through the end of the month.
- Director Hayes asked if staff members have an opportunity to provide feedback. This has not been done historically and would increase the amount of time to gather input.

b. Board terms (see memo)

Discussion:

- Ms. Nigg can continue to serve until someone comes on to replace her, per the email correspondence with Anne Seurnyck, assuming she’s willing.
- Continues to be difficult to get members from the City of Galesburg. There are several positions open across City government.
- Three terms will be done at the end of the year: President Klein, Ms. Behnke, and Ms. Nigg.
- Nomination is not required by the Township or City.
- January oath of office will be due for all active Board members.
- Ms. Bolhuis shared that she serves on several other boards and, with work constraints and family commitments, it is challenging for her to attend meetings for GCMDL.
- President Klien to reach out to the Portage library to see how they find board members

IX. MEMBER ROUNDTABLE

- Consider the holiday gathering as a meet-n-greet between the staff and Board members. Would need to make arrangements with Jeremy as his commitments outside of the Library are extensive.
 - President Klien may not be available on 12/20 due to a work commitment.
 - Ms. Behnke suggested keeping it simple. Maybe do finger foods, sandwich platters, cookies and gift cards with the staff at 5:30 p.m.
- Ms. Bolhuis asked about the Literacy Bags and vinyl:
 - Director Hayes indicated that the bags haven’t been put together. Ms. Bolhuis may be able to spend time putting them together and count towards work time. Director Hayes to share the details with Ms. Bolhuis.
- Ms. Bolhuis reminded the Board to NOT reply all in emails when discussing decisions to be made by the Board.

X. NEXT MEETING **December 20, 2022 @ 5:30 p.m.**

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