



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

**December 20, 2022 – In-person**

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**Board members present:** Veronica Bolhuis, Bobbi Nigg, Kimber Shaffer

**Board members absent:** Scott Klien, Linda Behnke

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

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

Meeting called to order at 6:50 p.m. by Ms. Shaffer

**II. APPROVAL OF AGENDA**

**Motion:** Ms. Nigg moved to accept the December 20, 2022 agenda as written

**Support:** Supported by Ms. Bolhuis

**Vote / Result:** Motion carried

**III. PUBLIC COMMENTS / CORRESPONDENCE**

None

**IV. REVIEW / APPROVAL OF MINUTES – NOVEMBER 15, 2022**

**Motion:** Ms. Bolhuis moved to approve the Minutes from the November 15, 2022 meeting as presented

**Support:** Supported by Ms. Nigg

**Vote / Result:** Motion carried

**V. FINANCIAL REPORTS**

**a. November 2022**

**Discussion:**

- Received first check from Charleston Township
- Director Hayes requested Board approval move from PNC to a closer financial institution such as Consumers Credit Union. Ms. Behnke made a motion and it was approved at the October meeting.
- Director Hayes needs to clarify with Ms. Behnke which money market funds were moved to Consumers Credit Union as it appears some Memorial funds were combined with other funds. Tracking it separately is a necessity.
- Ms. Bolhuis requested that Director Hayes look to purchase books for kids on dealing with emotions. Ms. Bolhuis offered to provide some titles and authors.

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

## **VI. LIBRARY DIRECTOR'S REPORT**

### **a. December 2022**

#### **Discussion:**

- Ms. Shaffer loved the information outlined in the Director's report, especially #5.
- Ms. Nigg shared the holiday celebration with employees and volunteers prior to the board meeting seemed to go well and was appreciated by all.
- Ms. Bolhuis asked if the employees and volunteers have name tags. Director Hayes said yes for employees, but it's hit or miss if they wear them or not.
- Ms. Bolhuis suggested quarterly employee appreciation gestures from Director Hayes. Director Hayes indicated she'd need help planning or suggestions as it is not her forte.
- Ms. Nigg had the idea of doing coffee and donuts one Saturday a quarter and have board members take turns volunteering, consider kicking this off in 2023.
- Circulation numbers are up.
- 11 kids showed up to the Saturday holiday event, mostly new faces, some relatively new families to the community, Arlene, Kathy and Carole volunteered.

## **VII. UNFINISHED BUSINESS**

### **a. Director's Evaluation**

#### **Discussion:**

- Ms. Shaffer and Ms. Behnke gave the evaluation results and feedback to Director Hayes on 12/06/22.
- Ms. Shaffer to email the results and identified goals to board members after the meeting.
- Director Hayes is making progress already.
- Ms. Shaffer would like to coordinate a quarterly staff questionnaire to gauge how the employees are doing, likely through Survey Monkey.
- Ms. Shaffer to share a sample with the Board via email after the meeting with hopes of getting it finalized at the January meeting and will discuss if volunteers should be included.
- Director Hayes looks forward to staff input on her performance but would like to have space for staff to provide feedback on the library or suggestions to improve the patron experience.

### **b. Board openings (City)**

#### **Discussion:**

- Ms. Shaffer has been trying to identify good candidates, reached out to previous board member Ms. Kupiecki but she is uninterested at this time.
- With 2023 right around the corner, the open board positions need to be filled.
- It can be difficult to know if a person lives in the city when trying to identify an interested candidate.
- Also have the two staff positions open – Program and Outreach plus Clerk.

- Director Hayes shared that there have been a couple applications for the Clerk position, but no candidates identified in which to interview.

## **VIII. NEW BUSINESS**

### **a. Minimum Wage and Paid Medical Leave changes - Memo**

#### **Discussion:**

- Mentioned in the Director's Report as well.
- The version provided via email was incorrect, but printed copies were accurate.
  - Director Hayes instructed members to ignore the 2nd paragraph.
  - The circulation desk clerk is \$11/hour.
- The purpose of the memo is to make board members aware; court date has not been published.
- Director Hayes to put together some figures for the January meeting, spreadsheet has been started and will be finished for the next meeting.

### **b. Audit Report**

#### **Discussion:**

- Director Hayes wanted Board input on if members would like the auditors to present their findings at the January meeting.
- Audit was submitted to the State of Michigan with no issues noted.
- Last year's audit had issue with a couple of line items not being adjusted properly but that was not an issue this year.
- The members present determined there was no need for auditors to attend the January meeting.

## **IX. NEXT MEETING **January 17, 2023 @ 5:30 p.m.****

## **X. ADJOURNMENT Meeting adjourned at 7:19 p.m. by Ms. Shaffer**