



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

**January 17, 2023 – In-person**

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

**Board members absent:** Veronica Bolhuis

**Staff and guests present:** Director Helena Hayes

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

Meeting called to order at 5:34 p.m. by President Klien

**II. APPROVAL OF AGENDA**

**Motion:** Ms. Shaffer moved to accept the January 17, 2023 agenda as amended

**Support:** Supported by Ms. Behnke

**Discussion:** Director Hayes asked to add budget adjustments under Financial Report and provided printouts.

**Vote/Result:** Motion carried

**III. PUBLIC COMMENTS / CORRESPONDENCE**

None

**IV. OATH OF OFFICE**

All members present took oath of office and signed at the end of the meeting. Ms. Bolhuis will take oath of office at a later date.

**V. REVIEW / APPROVAL OF MINUTES – DECEMBER 20, 2022**

**Motion:** Ms. Nigg moved to approve the Minutes from the December 20, 2022 meeting as presented

**Support:** Supported by Ms. Behnke

**Discussion:** Ms. Behnke clarified that she has not moved any funds from PNC related to Memorial Funds as noted in V. Financial Reports, a. November 2022, third bullet point.

**Vote / Result:** Motion carried

**VI. FINANCIAL REPORTS**

**a. December 2022**

**Discussion:**

- Charleston Township taxes have started to come in

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

**b. Budget Adjustments**

**Motion:** Ms. Behnke moved to approve the 2<sup>nd</sup> Quarter Budget Adjustments as presented by the Director

**Support:** Supported by Ms. Shaffer

**Discussion:**

Clarification about specific line items (805.001 – Lost/Damaged (ILL), 810.006 – Cont. Srvcs (Sec’y.), and 955.010 – Software) provided by Director Hayes.

**Roll Call:** Unanimous, motion carried.

**VII. LIBRARY DIRECTOR’S REPORT**

**a. January 2023**

**VIII. UNFINISHED BUSINESS**

**a. Board openings (City)**

**i. Brainstorm recruitment ideas**

**Discussion:**

- Ms. Shaffer requested to have this added to the agenda.
- Board member interest remains a challenge given the small size of the community. Ms. Shaffer reached out to a prior Board member, but she’s not presently interested. Ms. Shaffer reached out to a single mom in the community but didn’t get a response that indicated interest. Ms. Nigg is asking around too with her connections in the schools. President Klein asked about bulletin boards at the schools, Facebook page at the schools, flyers.

**IX. NEW BUSINESS**

**Proposed Meeting / Closing Dates - 2023**

**Motion:** Ms. Shaffer moved to accept the Proposed Meeting / Closing Dates for 2023 as presented

**Support:** Supported by Ms. Nigg

**Discussion:**

**Vote / Result:** Motion carried

**X. NEXT MEETING February 21, 2023 @ 5:30 p.m.**

**XI. ADJOURNMENT Meeting adjourned at 6:25 p.m. by President Klein**