



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

March 21, 2023 – In-person

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

Board members absent: Veronica Bolhuis

Staff and guests present: Director Helena Hayes

I. CALL TO ORDER / ROLL CALL

Meeting called to order at 5:40 p.m. by President Klien

II. APPROVAL OF AGENDA

Motion: Ms. Nigg moved to accept the March 21, 2023 agenda as amended

Support: Supported by Ms. Schaffer

Discussion:

- Ms. Behnke moved to add an item to New Business (Item VIII.b) Consumers Credit Union CD
- Ms. Shaffer moved to add items to New Business:
 - Bylaws discussion (Item VIII.c)
 - Library tours (Item VIII.d)
 - Potential board member candidate (Item VIII.e)

Vote/Result: Motion carried

III. PUBLIC COMMENTS / CORRESPONDENCE

Patron left some cookies for the library staff and board members.

IV. REVIEW / APPROVAL OF MINUTES – FEBRUARY 21, 2023

Motion: Ms. Behnke moved to approve the Minutes from the February 21, 2023 meeting as presented

Support: Supported by Ms. Nigg

Vote / Result: Motion carried

V. FINANCIAL REPORTS

a. February 2023

Discussion:

- President Klein asked about Dynamic School Assemblies, Inc. Director Hayes shared that it is an organization that do programs and assemblies for schools.

February 2023 Financial Report was reviewed and placed on file for the auditors.

VI. LIBRARY DIRECTOR'S REPORT

a. March 2023

VII. UNFINISHED BUSINESS

Staff survey – review questions

Discussion:

- Ms. Shaffer shared 18 questions and suggested the board consider surveying the employees on a semi-annual basis (early April and early October).
- Determined Survey Monkey is the best platform as it allows the respondents to remain anonymous.

VIII. NEW BUSINESS

a. Proposed budget – FY24 (July 1, 2023 – June 30, 2024)

Discussion:

- Director Hayes addressed income from penal fines and e-rates (can vary widely from year to year). She chose not to put amounts in those funds to ensure a more accurate budget.
- Pay raises are reflected; includes an Outreach Program employee yet to be hired.
- Director Hayes to send figures related to Hoopla.

b. Consumers Credit Union CD

Motion: Ms. Behnke moved to transfer \$10,000 of the Memorial Fund and up to \$40,000 of the General Fund from PNC Bank to Consumers Credit Union for the 12-month promotional CD program.

Support: Supported by Ms. Shaffer

Discussion:

- Ms. Behnke received an email with municipality promotional CD rates at 4.75% APY for a 12-month period from Consumers Credit Union. She and Director Hayes to look into how much of the General Fund (seeking approval for up to \$40,000) along with \$10,000 from the Memorial Fund to take advantage of the higher interest rate.

Roll Call Vote: Unanimous, motion carried

c. Bylaw Review

Discussion:

- Ms. Shaffer attended a webinar “101 Trustee” and discovered ways the board can do better. Recommended that at the meetings the bylaws need to be discussed and suggested that the board focus on one bylaw each meeting.

d. Library Tour

Discussion:

- In the “101 Trustee” webinar, Ms. Shaffer learned that it is recommended to conduct a complete tour of the library so the board can better understand the job functions and processes of the library.
- Would like the tour to be about 10 to 15 minutes, consider focusing on a specific area during the monthly tour.

- Consider having an employee present to share their job/role, if their schedule allows.

e. Potential board member candidate

Discussion:

- Ms. Shaffer shared that she spoke with a City resident who may be interested in becoming a board member. She has completed an application but has not yet submitted it.

IX. NEXT MEETING April 18, 2023 @ 5:30 p.m.

X. ADJOURNMENT Meeting adjourned at 7:01 p.m. by President Klein