



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

**April 18, 2023 – In-person**

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

**Board members absent:** Veronica Bolhuis, Bobbi Nigg

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

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

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

**II. APPROVAL OF AGENDA**

**Motion:** Ms. Behnke moved to accept the April 18, 2023 agenda

**Support:** Ms. Shaffer

**Vote/Result:** Motion carried

**III. PUBLIC COMMENTS / CORRESPONDENCE**

a. Thank you note from Susan Jefferson

**IV. REVIEW / APPROVAL OF MINUTES – MARCH 21, 2023**

**Motion:** Ms. Shaffer moved to approve the Minutes from the March 21, 2023 meeting as presented

**Support:** Ms. Behnke

**Vote / Result:** Motion carried

**V. FINANCIAL REPORTS**

a. March 2023

**Discussion:**

- Last month the Board approved to move funds from PNC to Consumers CU to take advantage of higher CD rates, the move is reflected on this report.
- Director Hayes mentioned we recently received the first State Aid check this month.

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

b. 3<sup>rd</sup> Quarter Budget Adjustments

**Motion:** Ms. Behnke moved to approve the 3<sup>rd</sup> Quarter Budget Adjustments as presented by Director Hayes

**Support:** Ms. Shaffer

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

**VI. LIBRARY DIRECTOR'S REPORT**

**a. April 2023**

**b. TOUR – Rides**

**Discussion:**

- Director Hayes provided a memo to detail RIDES (**R**egional **I**nterlibrary **D**elivery **S**ervice).
- Most libraries participate along with public universities.
- Fee is rolled into the MCLS annual membership fees.
- Additional fees related to fuel surcharges are paid separately on a semi-annual basis.

**VII. UNFINISHED BUSINESS**

**a. Staff survey**

**Discussion:**

- Ms. Shaffer attempted to send the survey via Monkey Survey but it was expensive given the number of questions on the survey.
- Ms. Nigg had previously recommended Google Forms.
- The survey was sent to staff and volunteers via Google Forms and collected 3 responses, all of which were positive.
- Ms. Shaffer to summarize the findings and send it via email to Director Hayes for her to share with the staff.
- Complete responses will be shared with the Board at the May meeting. Ms. Shaffer would like to brainstorm ideas of how the Board members can get to know the staff better.

**b. Budget – questions?**

**Discussion:**

- Director Hayes provided a memo to provide additional information related to questions that were asked at the March meeting.

**VIII. NEW BUSINESS**

**a. Materials Selection Policy - review**

**Discussion:**

- Currently there isn't much of a materials selection policy.
- Given the current state of politics, Director Hayes would like this proposed policy in place sooner rather than later.
- Vote to take place at the May meeting. Director Hayes asked the Board members to review the draft policy and reach out to her directly with any questions or concerns before the next meeting.

**IX. NEXT MEETING **May 16, 2023 @ 5:30 p.m.****

**X. ADJOURNMENT Meeting adjourned at 7:30 p.m. by President Klein**