



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

**May 16, 2023 – In-person**

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

**Board members absent:** Veronica Bolhuis, 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 5:34 p.m. by President Klien

**II. APPROVAL OF AGENDA**

**Motion:** Ms. Shaffer moved to accept the May 16, 2023 revised agenda

**Support:** Supported by Ms. Nigg

**Discussion:**

The staff survey results will be compiled and presented at next month's meeting.

**Vote/Result:** Motion carried

**III. PUBLIC COMMENTS / CORRESPONDENCE**

- a. ALA Intellectual Freedom award – Consists of \$1,000 and a citation.
- b. LoM publications – Financial management guide and trustee manuals are forthcoming.
- c. MLA Trustee Advocacy web meeting – Meeting will be recorded and available for viewing if anyone is interested. Director Hayes will share the recording with the Board members.

**IV. REVIEW / APPROVAL OF MINUTES – APRIL 18, 2023**

**Motion:** Ms. Nigg motioned to approve the Minutes from the April 18, 2023 meeting as presented

**Support:** Supported by Ms. Shaffer

**Vote / Result:** Motion carried

**V. FINANCIAL REPORTS**

**a. April 2023**

**Discussion:**

- Director Hayes would like to confirm with Consumers Credit Union to discuss the co-mingling of Memorial Funds within the CDs as it's important to track to the interest related to Memorial Funds separately.
- A public hearing for the budget will be held at the beginning of the June meeting. It will be noted in the Crescent.

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

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

### **a. April 2023**

#### **Discussion:**

- Provided a summary from the meeting Director Hayes attended in Niles.
- Candidate for Programming & Outreach Library Assistant, Dennis Kreps, was interviewed last week by Director Hayes and Ms. Behnke. Position offered and accepted.
- Building Remodel Project:
  - Met with Rochelle Leone, might be more of a decorator than a renovator. Took some photos and will get back with Director Hayes.
  - Also met with Dennis Jensen from C2AE; he followed up to see what area of focus is most important and provided a draft proposal to Director Hayes.
  - Director Hayes to coordinate with Dennis Jansen to attend the June meeting so Board can review proposal and ask questions.
  - Ms. Shaffer would like to see more patrons. Director Hayes believes that filling programming position will help to increase awareness and utilization of library.
- Grant was approved for the light upgrades; installation scheduled for June 8th.
- [board@gcmdl.org](mailto:board@gcmdl.org) has been set up to allow emails for Board members.

### **b. TOUR – History of library cataloging (article)**

#### **Discussion:**

- Director Hayes provided an article on how library cataloging began and how we ended up where we are today.

## **VII. UNFINISHED BUSINESS**

### **a. Materials Selection Policy – review & vote**

#### **Discussion:**

- Director Hayes presented the Materials Selection Policy that was initially proposed during May's meeting for the Board's vote and approval. Vote tabled until June meeting.
- President Klein was curious what options are available for a patron that is looking for a specific book but the library doesn't carry it. Director Hayes confirmed there are options to get any book a patron requests.

### **b. Budget – questions?**

#### **Discussion:**

- No questions

## **VIII. NEW BUSINESS**

### **a. New staff hire**

#### **Discussion:**

- Board met Ashley Kauffman, who was recently hired as a clerk

## **IX. NEXT MEETING **June 20, 2023 @ 5:30 p.m.****

## **X. ADJOURNMENT Meeting adjourned at 7:08 p.m. by President Klein**