



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

September 19, 2023 – In-person

Board members present: Linda Behnke, Sara Hough, Bobbi Nigg, Scott Klien

Board members absent: Kimber Shaffer

Staff and guests present: Director Helena Hayes, Kristen Tidd

I. CALL TO ORDER / ROLL CALL

Meeting called to order at 5:31 p.m. by President Klien

II. APPROVAL OF AGENDA

Motion: Ms. Nigg made motion to accept the August 15, 2023 as presented

Support: Supported by Ms. Behnke

Vote/Result: Motion carried

III. PUBLIC COMMENTS / CORRESPONDENCE

None

IV. REVIEW / APPROVAL OF MINUTES – AUGUST 15, 2023

Motion: Ms. Nigg motioned to approve the Minutes from the August 15, 2023 meeting as presented

Support: Supported by Ms. Hough

Vote / Result: Motion carried

V. FINANCIAL REPORTS

a. August 2023

Discussion:

- Penal fines were received, twice as much as what was budgeted but down from last year.
- Taxes on the income and expenses reflected taxes received from the city, but those were delinquent taxes that may get recorded for the previous fiscal year. Auditors will direct where the income will be recorded.
- 810.003 Copier – President Klien questioned what made up this line item. Director Hayes stated it was partially rent and the rest are supplies or any overages. The company keeps a tally of copies made and charges a fee for any amount over the allotted number of copies permitted. Charges collected for copies is recorded in account 641.001 Fees (Copies/Faxes).

- Stop payment fee of \$33 was reflected on the statement from July but wasn't charged until August 1st.

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

VI. LIBRARY DIRECTOR'S REPORT

a. September 2023

Discussion:

- Keith had asked if we had plans to replace the roof. The building still belongs to the City. At this point, let Keith do what he's going to do and coordinate the work on his side for the museum. The library isn't experiencing any leaks. The roof was inspected 5 to 6 years ago and there were no issues at that time.
- Exterior light is fixed. It was determined the downspout was reflecting the light and turning the photo light off. The electrician replaced it but put it on the museum side of the building.
- Subscription fee of \$400 for 50 copies of BookPage. Determined to split it with Paw Paw so GCM DL will get 25 for \$200. Paw Paw will receive the items and ship them to Paw Paw.
- High school emergency plan was a request from Brian Dolph, Dean of Students. Need to have a place or area for students to gather in case of emergency. GAHS staff will be present, and students will connect with parents at City Hall.
- Blood on the Clocktower – event on the calendar and Facebook, 10/27 at 7 pm. Essentially the library provides space.
- Co-op did an order of VOX Books audio readers for children's books. This allowed a discounted price and then the libraries delivered them through MEL.
- Director Hayes noticed the circulation numbers aren't accurate, she will update it and send it to the Board later.
- Director Hayes may need help during the conference, 10/18 and 10/20. Ms. Behnke has the 18th open. Director Hayes will let the Board know for certain as the conference approaches.
- Seed activity would be a fun idea to implement sometime in the future.
- Library of Things is being offered at other area libraries. Director Hayes thought about having basketballs and bikes but hasn't yet.

VII. UNFINISHED BUSINESS

None

VIII. NEW BUSINESS

None

IX. MEMBER ROUNDTABLE

- President Klein's birthday is 9/24, same day and year as Ms. Nigg's husband.

X. NEXT MEETING **October 17, 2023 @ 5:30 p.m.**

XI. ADJOURNMENT Meeting adjourned at 6:18 p.m. by President Klien