



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

**October 17, 2023 – In-person**

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

**Board members absent:** 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 5:31 p.m. by President Klien

**II. APPROVAL OF AGENDA**

**Motion:** Ms. Behnke made motion to approve the October 17, 2023 agenda as presented

**Support:** Supported by Ms. Shaffer

**Vote/Result:** Motion carried

**III. PUBLIC COMMENTS / CORRESPONDENCE**

None

**IV. REVIEW / APPROVAL OF MINUTES – SEPTEMBER 19, 2023**

**Motion:** Ms. Shaffer made motion to approve the Minutes from the September 19, 2023 meeting as presented

**Support:** Supported by Ms. Hough

**Vote / Result:** Motion carried

**V. FINANCIAL REPORTS**

**a. September 2023**

**Discussion:**

- Consumers Credit Union on the bank balances is correct, the balance sheet FY 2024 was not updated in QuickBooks.

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

**VI. LIBRARY DIRECTOR'S REPORT**

**a. September 2023**

**VII. CONTINUING BUSINESS**

**a. C2AE Preliminary Design**

**Discussion:**

- Progress report provided.

- Director Hayes met with Dennis and Katie on Monday. They provided preliminary design ideas, 3 of them. Director Hayes presented the proposed layouts to the Board. PDF versions will be available soon and shared with the Board. The Board agreed design #3 is the best option for a starting point. Staff to weigh in next.
- Ms. Shaffer proposed adding a tree and stage to the Children's area, making it a nature theme.
- Director Hayes proposed having a moveable wall between the smaller meeting rooms to allow for the option to convert to one large meeting room.
- President Klien suggested whiteboards in the meeting rooms, mentioned a building he's visited recently that all the walls of a conference room were whiteboard material.
- Director Hayes acknowledged fundraising will be necessary, consider approaching businesses to sponsor various initiatives and look at naming policies for larger donors wanting their name added to something.
- After the staff weighs in, Director Hayes to work with C2AE to determine stages of construction and the associated costs.
- Electrical will be a concern, likely will have to upgrade the wiring and panel.

## VIII. NEW BUSINESS

### a. Roof replacement estimates

#### i. Lyster

#### ii. Rasmussen

**Motion: Ms. Behnke made motion to accept Rasmussen Exteriors quote to replace the Library's roof for \$27,404 less the discount 3% they are offering but not to exceed \$30,000 for any additional expense that may occur.**

**Support: Supported by Ms. Shaffer**

**Discussion:**

- Discussed using Memorial Fund dollars but determined Memorial Funds will be better spent on the remodel of the interior.

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

## IX. MEMBER ROUNDTABLE

- Ms. Behnke learned shorthand at high school and KVCC.
- President Klien had a great birthday. It was low key but nice.

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

## XI. ADJOURNMENT Meeting adjourned at 6:54 p.m. by President Klien