



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

**November 21, 2023 – In-person**

---

**Board members present:** Linda Behnke, Sara Hough, Bobbi Nigg

**Board members absent:** Scott Klien, Kimber Shaffer

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

---

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

Meeting called to order at 5:34 p.m. by Ms. Behnke

**II. APPROVAL OF AGENDA**

**Motion:** Ms. Hough made motion to approve the November 21, 2023 agenda as presented

**Support:** Supported by Ms. Nigg

**Vote/Result:** Motion carried

**III. PUBLIC COMMENTS / CORRESPONDENCE**

None

**IV. REVIEW / APPROVAL OF MINUTES – OCTOBER 17, 2023**

**Motion:** Ms. Hough made a motion to approve the Minutes from the October 17, 2023 meeting as presented

**Support:** Supported by Ms. Nigg

**Vote / Result:** Motion carried

**V. FINANCIAL REPORTS**

a) October 2023

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

**VI. 1<sup>ST</sup> QUARTER BUDGET ADJUSTMENTS**

**Motion:** Ms. Behnke made a motion to accept the 1<sup>st</sup> Quarter Budget Adjustments as presented by Director Hayes.

**Support:** Supported by Ms. Hough

**Discussion:**

- Income – “transfer from fund balance” of \$40,000 is not actual money movement, it’s just on paper. After it’s been approved it will be reflected on the budget.

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

**VII. Library's Directors Report**

**Discussion:**

- Christmas with Gators – booked for December 13th
- Paleo Joe – booked for June 20th
- Remodel – Not a lot of feedback from staff.
- Roof – Hasn't heard from Rasmussen about when they'll get started.
- The retention wall has been removed from the back of the building due to a complaint made to the city.
- Advocacy – Director Hayes will keep the Board posted re “right to read” legislation pending in the Michigan House.

**VIII. CONTINUING BUSINESS**

**a) C2AE Preliminary Design**

- Covered in the Director's report.

**b) Roof**

- Covered in the Director's report.

**IX. NEW BUSINESS**

**a) Holiday Party for Board, Staff & Volunteers**

- i. December 19, 2023 @ 5:30 pm**

**X. MEMBER ROUNDTABLE**

**XI. NEXT MEETING **December 19, 2023 @ 6:30 p.m., following Holiday party.****

**XII. ADJOURNMENT Meeting adjourned at 6:06 p.m. by Ms. Behnke**