



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

**June 20, 2023 – In-person**

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

**Board members absent:** Veronica Bolhuis

**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. Behnke moved to accept the June 20, 2023 revised agenda

**Support:** Supported by Ms. Shaffer

**Discussion:**

- Add board member resignation (Item a)
- Add new board member application has been received (Item b)

**Vote/Result:** Motion carried

**III. PUBLIC COMMENTS / CORRESPONDENCE**

None

**IV. PUBLIC HEARING ON PROPOSED FY 2023-24 BUDGET**

No public present.

**V. PRESENTATION ON REMODEL PROJECT**

Presenter: Dennis Jensen with C2AE

**Motion:** Ms. Behnke moved to accept the Proposal for Master Planning Services for the Galesburg Charleston Memorial District Library as presented by Dennis Jensen with C2AE for a fee not to exceed \$12,000.

**Support:** Supported by President Klien

**Discussion:**

- Proposed to prepare a master plan, analyze the plan, determine costs for each item to break it down.
- Fee to create the master plan and analysis is estimated to cost \$12,000.
- Schematic plan will be produced after the discussion to help prioritize the various pieces of the plan, to serve as a guideline.
- Major focus will be on the circulation desk area to make plans for bidding to contractors.

- Using a 3-D software system for the planning eats up a large portion of the upfront costs but will be available for future planning purposes.
- Covers up to 3 meetings with staff and board.
- New floor plan, with costs detailed, and some renderings of the front desk area.
- Went over the contract and what services are covered for the initial fee of \$12,000.
- Next round of planning will be about \$12,000 to cover the bidding process to appropriately plan for electrical, HVAC, interior design services, with all in-house services with various design experts, architects, and engineers on staff.

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

**VI. REVIEW / APPROVAL OF MINUTES – MAY 16, 2023**

**Motion: Ms. Shaffer moved to approve the Minutes from the May 16, 2023 meeting as presented**

**Support: Supported by Ms. Nigg**

**Vote / Result: Motion carried**

**VII. FINANCIAL REPORTS**

**a. May 2023**

**Discussion:**

- Ms. Behnke shared that PNC charged a fee for the balance in the account dropping below the minimum balance, \$12 fee was not waived despite Trustee Behnke making the request.
- Director Hayes has placed funds in the account so it's above the minimum required balance.
- Consumers Credit Union has 5% for CDs that are funded with new monies.
- Director Hayes would like the Memorial Funds to be grouped together, no longer co-mingled with general funds.

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

**VIII. LIBRARY DIRECTOR'S REPORT**

**a. June 2023**

**IX. UNFINISHED BUSINESS**

**a. Budget FY 2023-24 – Final Review & Vote**

**Motion: Ms. Behnke moved to approve the RESOLUTION APPROVING BUDGET AND CERTIFYING TAX LEVY**

**Support: Supported by Ms. Shaffer**

**Discussion:**

- Ms. Behnke inquired about a line item for the C2AE expense related to the Master Plan. Director Hayes pointed out there is \$5,000 budgeted for 930.100 Bldng. Remodel Projs.
- Discussed the underestimating of the tax revenue and not taking into account penal fees. Ms. Behnke suggested Director Hayes bump up the revenue from the City to

\$40,000 to be more in line with what the library received and suggested \$5,000 be noted as Penal Fine income to be in line with the current fiscal year.

- A revised budget will be sent in by Director Hayes to the Township.

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

**b. Materials Selection Policy – Final Review & Vote**

**Motion: Ms. Shaffer moved to approve the Materials Selection Policy as presented**

**Support: Supported by Ms. Nigg**

**Discussion:**

- President Klien inquired if any patrons have asked for particular books. Director Hayes indicated no, there have been no requests.
- Director Hayes shared how books are categorized.
- Requests for books not available at the library can be obtained via MEL.

**Vote / Result: Motion carried**

**X. NEW BUSINESS**

**a. Board Member Resignation – Veronica Bolhuis**

**Motion: Ms. Shaffer moved to accept the resignation of Ms. Bolhuis.**

**Support: Supported by Ms. Nigg**

**Vote / Result: Motion carried**

**b. New Board Member Application – Sara Hough**

**Motion: Ms. Shaffer moved to accept the application of Ms. Hough.**

**Support: Supported by Ms. Behnke**

**Discussion:**

**Vote / Result: Motion carried**

**XI. MEMBER ROUNDTABLE**

**XII. NEXT MEETING **July 18, 2023 @ 5:30 p.m.****

**XIII. ADJOURNMENT Meeting adjourned at 7:22 p.m. by President Klien**