



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

**January 23, 2024 – In-person**

---

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

**Board members absent:** N/A

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

---

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

Meeting called to order at 5:33 p.m. by President Klein

**II. APPROVAL OF AGENDA**

**Motion:** Ms. Behnke made motion to approve the January 23, 2024 as presented

**Support:** Supported by Ms. Hough

**Vote/Result:** Motion carried

**III. PUBLIC COMMENTS / CORRESPONDENCE**

None

**IV. MINUTES – DECEMBER 19, 2023**

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

**Support:** Supported by Ms. Nigg

**Vote / Result:** Motion carried

**V. FINANCIAL REPORTS**

a) December 2023

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

**VI. Library's Directors Report**

**Discussion:**

- Friday (2/26) is the applicant interview for the Programming at 11 am. Ms. Behnke and Ms. Shaffer will be present.
- Working on programs for April and May.
- Contacted by someone in Vicksburg to possibly revive the Library Hop.
- Poet contacted Director Hayes that does spoken word poetry, lives in Grand Rapids, sent along videos and he's quite talented. May have him come do an event, the cost is about \$200.
- April 15 and May 15 will be evening programs.

- Working on getting other libraries interested in having an animal expert come over from the east side of the state. He's said he can do 3 to 4 shows in a day so it will depend on the other libraries that are committed to hosting.
- Looking ahead to Greater Galesburg Days. Might do a Barbenheimer theme event, do a showing of Barbie and Oppenheimer movies. Barbie might not be appropriate for younger audiences.
- The building remodel is back in their court, need to get some more cost details.
- Lights have been acting up at night. Director Hayes will be keeping an eye on it but has sent an email. It may be triggered because of the reflection on the snow.
- Financials don't reflect the monies received in January. \$49k from the Township and \$22k from the City.

## VII. CONTINUING BUSINESS

## VIII. NEW BUSINESS

### a) Staff wages (C.O.L.A.)

**Motion:** Ms. Shaffer made a motion to increase the wages by 3.5% for the support staff.

**Support:** Supported by Ms. Nigg

**Discussion:**

- Social security C.O.L.A. is 3.2% for 2024
- Director Hayes proposed a C.O.L.A. increase of 3% to 3.5% for all support staff.
- Director Hayes will compile the information for the Board and send it via email to the members.

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

### b) Director Hayes Merit Increase

**Motion:** President Klien made a motion to increase the annual compensation by 4.5% as a merit increase to \$44,777 for Director Hayes.

**Support:** Supported by Ms. Nigg

**Discussion:**

- President Klein wanted to acknowledge that there has been remarkable improvement between the last time the performance appraisal was completed to this round. The Board expressed appreciation for Director Hayes' efforts.
- President Klein proposed 4.5%, and increase of \$1,928, yearly salary of \$44,777.
- The official performance appraisal will be presented to Director Hayes on Friday (2/26) by Ms. Behnke and Ms. Shaffer.

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

### c) Digitizing project (see attached)

**Motion:** Ms. Nigg made a motion to proceed with the digitizing project through American Digital Memories for an amount to exceed \$8,000.

**Support:** Supported by Ms. Shaffer

**Discussion:**

- The library has scrapbooks in the history room that cover various years.
- Some are personal and some were put together by groups that used to meet at the library, compiled various news articles.

- They're not indexed or sourced.
- It's expensive to have it outsourced. The price has almost doubled since the last time this was proposed for a total cost of \$7,000.
- Director Hayes would like to have it done but given her interest, she feels biased.
- Would make information more searchable and clear storage space.
- Ms. Behnke proposed that the cost be covered by the Memorial Fund. Director Hayes suggested that it be named honoring the Memorial Fund. Perhaps use CD proceeds after they mature or withdrawal the funds from the CD in which there was no penalty.
- The library used this service through ADM before to scan in all the yearbooks.

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

**IX. MEMBER ROUNDTABLE**

- Ms. Behnke went to an Eagle Scout pin court of honor at the Air Zoo for Lucas Lockner, her neighbor down the street. At the end of the ceremony, they called Ms. Behnke's husband up. Lucas had named John his mentor. It was such an honor.
- Ms. Nigg shared her son Korbin got accepted in Purdue. CONGRATS!
- President Klien shared that his oldest is back at Western after taking a break when COVID hit. His daughter has a lighter load this semester and is looking forward to getting to do other things outside of studying 24/7.

**X. NEXT MEETING **February 20, 2024 @ 5:30 p.m.****

**XI. ADJOURNMENT Meeting adjourned at 6:43 p.m. by President Klien**