



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

March 19, 2024 – In-person

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

Board members absent: Bobbi Nigg, Kimber Shaffer

Staff and guests present: Director Helena Hayes, Kristen Tidd, Anna Densmore

I. CALL TO ORDER / ROLL CALL

Meeting called to order at 5:37 p.m. by President Klein

II. APPROVAL OF AGENDA

Motion: Ms. Behnke made motion to approve the March 19, 2024 as presented

Support: Supported by Ms. Hough

Vote/Result: Motion carried

III. PUBLIC COMMENTS / CORRESPONDENCE

Anna Densmore attended the meeting.

Discussion:

- Asked why there were no minutes online for her to read. Director Hayes checked to make sure they were published. She confirmed that they had not been uploaded but will get them uploaded.
- How much of the proposed expense was related to moving things around? Ms. Densmore wanted to recommend that the library seek public volunteers. Director Hayes will investigate it to see if there is a liability issue.
- Ms. Behnke suggested staging areas to house books from one area while its permanent space is being renovated.

IV. MINUTES

a. February 20, 2024 (Regular Meeting)

Motion: Ms. Behnke made a motion to approve the Minutes from the February 20, 2024 (Regular Meeting) as presented

Support: Supported by Ms. Hough

Vote / Result: Motion carried

b. March 13, 2024 (Special Meeting)

Motion: Ms. Hough made a motion to approve the Minutes from the March 13, 2024 (Special Meeting) as presented

Support: Supported by Ms. Behnke

Vote / Result: Motion carried

V. FINANCIAL REPORTS

a) February 2024

Discussion:

- CD (#8831) is maturing this month on the 23rd and is set to auto-renew.
- Ms. Behnke asked how much is supposed to be the Memorial Fund? Director Hayes explained the breakdown as noted on the Bank Balances page. Ms. Behnke would like to have a new CD created with just Memorial Fund dollars to keep it clean.
- Ms. Behnke recommended that the CD not auto-renew so she and Director Hayes can determine the most advantageous place for the CD proceeds. Initially the proceeds will be held in the Money Market #5348.
- Ms. Behnke will call Consumers Credit Union.

February 2024 Financial Report was reviewed and placed on file for the auditors.

VI. Library's Directors Report

Discussion:

- Ms. Hough asked about connections made at the Primary and Middle schools. Lori met the media specialist at the Primary school and took flyers to both schools.
- Two new kids attended the painted bird houses event.
- Book discussion is tonight, hopeful that some patrons attend.
- Gerald R. Ford Museum passes will be available, one pass per month that will grant 6 people admission.
- Lori and Director Hayes visited Portage and Comstock libraries and took some photos, got some ideas.
- Director Hayes shared a couple of interactive toys she purchased – liquid floor tiles and magnetic board.
- Ms. Behnke asked how much the Dolly Parton reading program costs the Library every year. There are 85 kids enrolled right now for Galesburg and Charleston. It's about \$2/book for each child, every month. It equates to approximately \$2,040 annually.

VII. CONTINUING BUSINESS

a) Building remodel project

Discussion:

- Plans were shared with the staff along with a memo by Director Hayes.
- Shared with the staff that the plans were discussed at the Board meeting and the Board members had some questions.
- Director Hayes asked the staff to review the plans and let her know what their thoughts are and any questions they may have.
- Director Hayes asked the Board if anyone had visited other libraries or had additional questions.
- Ms. Hough suggested doing the circulation desk area, staff work spaces, business center first and then do paint and flooring to update the rest of the library while also considering alternative layouts.

b) Grant request for light replacement

i. Result from 03/13 Special Meeting

Discussion:

- Grant was submitted online and emailed in by Director Hayes.

VIII. NEW BUSINESS

Discussion:

- Decided to keep Officers as they are.
- Ms. Hough is willing to come volunteer to assist with programs.

IX. MEMBER ROUNDTABLE

None

X. NEXT MEETING **April 16, 2024 @ 5:30 p.m.**

XI. ADJOURNMENT Meeting adjourned at 6:34 p.m. by President Klien