



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

May 21, 2024 – In-person

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

Board members absent: Sara Hough

Staff and guests present: Director Helena Hayes

I. CALL TO ORDER / ROLL CALL

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

II. APPROVAL OF AGENDA

Motion: Ms. Behnke moved to approve the agenda as presented.

Support: Supported by Ms. Nigg

Vote/Result: Motion carried

III. PUBLIC COMMENTS / CORRESPONDENCE

Letters to all Board members and Directors from State Representative Matt Hall recognizing National Library Week.

IV. MINUTES

a. April 16, 2024

Motion: Ms. Nigg moved to approve the Minutes from the April 26, 2024 as presented

Support: Supported by Ms. Shaffer

Vote / Result: Motion carried

V. FINANCIAL REPORTS

a) April 2024

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

b) Budget Adjustments (3rd Quarter)

Discussion: Director Hayes advised that the information for “Income” should be removed (old); Services Payroll increase likely due to additional staff; Audit increase due to their operational costs; IT support increase due to new phone system (KRESA); Misc. Expense increase due to digitization of scrapbooks (although was not as high as anticipated)

Motion: Ms. Behnke moved to approve the 3rd Quarter Budget Adjustments as presented by the Director

Support: Supported by Ms. Shaffer

Roll Call Vote / Result: Motion carried

VI. Library's Directors Report

Discussion: Highlighted upcoming programs – posted on Facebook & Community Calendar; will be promoted to schools; Growlers baseball game on July 27 – tailgate(?); encouraged Board to attend; did not receive Par Plan grant (probably should have mentioned that lights were original to building and didn't work)

VII. CONTINUING BUSINESS

a) Building remodel project

Discussion: Several fundraising ideas suggested – penny challenge, “thermometer,” QR code for online donations; Ms. Shaffer offered a recommendation to contact PrintMill about doing a postcard mailer (phases) – she will coordinate with Director Hayes in July.

VIII. NEW BUSINESS

a) Staff member Jeremy Allison tendered his resignation effective June 30, 2024

i. Will post open position later in the summer

b) Recommendation to move accounts from PNC to Consumers CU

Motion: Ms. Behnke made a motion to move all accounts from PNC to Consumers CU and to add Director Hayes as a signatory on those accounts.

Support: Supported by Ms. Shaffer

Discussion: Director Hayes will have access to all account information, both online and in-person. However, checks will continue to be signed by a designated Board member (Treasurer or alternate). Related to donations for building, etc. – Director Hayes suggests opening a separate account for online donations (when the time comes), one that's not connected to primary accounts, as an additional protective measure.

Roll Call Vote/Result: Motion carried

c) Director Hayes presented the Preliminary 2024-25 Budget for Board review. Vote will be taken in June.

IX. MEMBER ROUNDTABLE

None

X. NEXT MEETING **June 18, 2024 @ 5:30 p.m.**

XI. ADJOURNMENT Meeting adjourned at 6:45 p.m. by Mr. Klien