



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

November 19, 2024

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

Board members absent: Sara Hough, Scott Klien

Staff and guests present: Robert Naughton, PFM Financial Advisors, Director Helena Hayes

I. CALL TO ORDER / ROLL CALL

Meeting called to order at 5:32 p.m. by Ms. Behnke

II. APPROVAL OF AGENDA

Motion: Ms. Behnke moved to approve the agenda w/ addition of new business.

Support: Supported by Ms. Nigg

Vote/Result: Motion carried

III. PUBLIC COMMENTS

Discussion: No public comments

IV. BOND PROPOSAL PRESENTATION

a) Mr. Naughton shared information with the Board to help them determine the feasibility of moving forward with a bond sale to finance library remodeling. Topics included appropriate total sale amount, bond millage rates and terms, and bond sale process. The board expressed appreciation to Mr. Naughton for his information.

V. MINUTES – October 22, 2024

Ms. Nigg pointed out that the dates indicated for the previous month's minutes and financial reports was incorrect (August instead of September). Director Hayes will correct prior to publication.

Motion: Ms. Shaffer moved to approve the Minutes with corrections.

Support: Supported by Ms. Nigg

Vote/Result: Motion carried

VI. FINANCIAL REPORTS

a) October 2024

Discussion: Director Hayes reported that PNC did not close/cancel our credit cards.

Treasurer Behnke requested the Director to contact PNC and cancel the cards. (Physical cards are in the Director's office.

Report reviewed and placed on file for the auditors

VII. LIBRARY DIRECTOR'S REPORT

In addition to printed report, Director Hayes also shared that, as part of the G-A Schools safety procedures, the library building will be utilized as a “re-unification” location (parents & students) in the event of an emergency evacuation of any of their buildings.

VIII. CONTINUING BUSINESS

a) Building remodel project

No action taken on the information presented earlier by Mr. Naughton.

b) MERS

Director Hayes shared information about a retirement savings plan that can be made available to all employees (full & part-time). The plan would include contributions from employees ONLY at this time.

Discussion: Board members present expressed approval for moving forward with this option for staff, however they want to wait until more members are present to vote on the necessary resolutions. Director will add to December agenda.

c) Director annual evaluation – not discussed

d) Staff holiday – Ms. Behnke will purchase gift cards for staff

IX. NEW BUSINESS

a) Board/Staff holiday gathering

- Prior to December meeting (5:30-6:30)
- Spouses/partners welcome
- Appetizer Potluck (8-15 people)
 - Behnke – jimmy johns sandwiches / wraps
 - Nigg – spinach dip

X. MEMBER ROUNDTABLE

Discussion:

XI. NEXT MEETING **December 17, 2024 @ 6:30 p.m. (Following Holiday Gathering)**

XII. ADJOURNMENT Meeting adjourned at 7:07 p.m. by Ms. Behnke