



GALESBURG CHARLESTON MEMORIAL DISTRICT LIBRARY BOARD OF TRUSTEES MEETING MINUTES

October 21, 2025

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

Board members absent: Kimber Shaffer

Staff present: Director Helena Hayes

I. CALL TO ORDER / ROLL CALL

Meeting called to order at 5:30 p.m. by Mr. Klien

II. APPROVAL OF AGENDA

Motion: Ms. Behnke moved to approve the agenda

Second: Supported by Ms. Hough

Discussion: None

Vote/Result: Motion carried

III. PUBLIC COMMENTS / CORRESPONDENCE

Discussion: Just hugs (from Mr. Klien's granddaughter) 😊

IV. MINUTES – September 21, 2025

Motion: Ms. Hough moved to approve the Minutes as presented

Second: Supported by Ms. Behnke

Vote/Result: Motion carried

V. FINANCIAL REPORTS

a) September 2025

Discussion: Report placed on file for auditor

VI. LIBRARY DIRECTOR'S REPORT

a) October 2025

Discussion: Director Hayes shared information about recent and upcoming programs. Staff members Kauffman and Densmore will attend a Readers Advisory workshop at Lincoln Twp. Library in November. The annual audit is in progress; computers were upgraded to Windows 11, public computers had other software updates as well. IT team continues to work on remote access to the electronic sign laptop. The library's primary book vendor, Baker & Taylor, is closing its doors at the end of the year. Researching various options for new vendor(s).

VII. CONTINUING BUSINESS

a) Remodel / Bond Proposal

Discussion: Director Hayes will contact all advisors regarding a bond proposal resolution to be presented at the November meeting. Fundraising – Ms. Hough will work to gather baskets for a raffle during Greater Galesburg Days. Other possibilities include a silent auction, and a “vote for your favorite” contest. Director Hayes will research a couple of other options.

VIII. NEW BUSINESS

a) Director’s Review

Discussion: Ms. Behnke reminded the Board that the Director’s review should be conducted in November. She will reach out to Ms. Shaffer.

b) Holiday Gathering

Discussion: All present agree that it should go forward as in past years, prior to the December Board meeting. Director Hayes shared that several staff members have dietary restrictions. Ms. Behnke will provide sandwiches, Ms. Hough will bring chips. Director Hayes will inform / invite staff members and volunteers.

IX. MEMBER ROUNDTABLE

Discussion:

X. NEXT MEETING: November 18 @ 5:30 pm

XI. ADJOURNMENT

Meeting adjourned at 6:30 p.m. by Mr. Klien