



GALESBURG-CHARLESTON MEMORIAL DISTRICT LIBRARY BOARD OF TRUSTEES MEETING MINUTES

April 15, 2025

Board members present: Linda Behnke, Sara Hough, Kimber Shaffer

Board members absent: Scott Klien

Staff and guests present: Director Helena Hayes; Katie Winters, C2AE Interior Designer; Dennis Jensen (via Zoom), C2AE Design Architect

I. CALL TO ORDER / ROLL CALL

Meeting called to order at 5:27 p.m. by Ms. Behnke

II. APPROVAL OF AGENDA

Discussion:

Motion: Ms. Shaffer moved to approve the agenda

Support: Supported by Ms. Hough

Vote/Result: Motion carried

III. PUBLIC COMMENTS / CORRESPONDENCE

Discussion: None

IV. MINUTES – March 18, 2025

Motion: Ms. Shaffer moved to approve the Minutes

Support: Supported by Ms. Hough

Vote/Result: Motion carried

V. FINANCIAL REPORTS

a) March 2025

Discussion: Placed on file for auditor

b) 3rd Quarter (January – March) Budget Adjustments

Motion: Ms. Shaffer moved to approve the budget adjustments as presented by the Director

Support: Supported by Ms. Hough

Roll Call Vote/Result: Motion carried unanimously

VI. LIBRARY DIRECTOR'S REPORT

Discussion:

VII. CONTINUING BUSINESS

a) Bond Proposal – C2AE Presentation

Discussion: Katie shared printouts of possible presentation boards. They focus on the new “amenities” (new spaces) – café, small meeting rooms, children’s area.

Board questions: How many computers? How far down will the “baffles” hang? Are the windows in the new Children’s Area going away? (No, just being raised. Shelves will be installed below. Continues to provide natural light, but more “discreet.”) How many shelves? How high are the various shelving units? (Number of shelves indicated on floor plan.) Will there be room in the vestibule for displays? How long for construction?

Comments / answers: Electricity being put into floor. Flooring will be designed to show less dirt, fewer stains. Carpet squares will be easily replaceable. Finishes on presentation boards are neutral; final results may be slightly different.

Presentation boards: With input from Katie, it was determined that individual presentation boards will be more impactful than just one or two with multiple pictures. Especially if they are placed in each space. Katie will create boards for each of the renderings plus one with the floor plan (colors removed). We will send them to Printmill.

Director Hayes recommended getting some “before” pictures. Katie will take some before she leaves and send the best ones.

VIII. NEW BUSINESS

a) FY 25/26 Preliminary Budget

Discussion: Will be discussed at May meeting, with a public hearing scheduled for June.

IX. MEMBER ROUNDTABLE

Discussion:

X. NEXT MEETING: May 20, 2025 @ 5:30 pm

XI. ADJOURNMENT

Meeting adjourned at 6:30 p.m. by Ms. Behnke