



GALESBURG-CHARLESTON MEMORIAL DISTRICT LIBRARY BOARD OF TRUSTEES MEETING MINUTES

February 18, 2025

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

Board members absent:

Staff and guests present: Director Helena Hayes

I. CALL TO ORDER / ROLL CALL

Meeting called to order at 5:37 p.m. by Mr. Klien

II. APPROVAL OF AGENDA

Discussion: Director Hayes added correspondence and new business

Motion: Ms. Behnke moved to approve the agenda with additions

Support: Supported by Ms. Shaffer

Vote/Result: Motion carried

III. PUBLIC COMMENTS / CORRESPONDENCE

Discussion: Email correspondence from the State Librarian and Library of Michigan staff regarding federal funding. OMB memo included LSTA funds from IMLS which, if ended, could effect our ability to provide services like MeL and other statewide services and grants.

IV. MINUTES – January 21, 2024

Motion: Ms. Shaffer moved to approve the Minutes.

Support: Supported by Ms. Hough

Vote/Result: Motion carried

V. FINANCIAL REPORTS

a) January 2025

Discussion: Ms. Behnke and Director shared information related to CD that reached maturity this month. Those funds were rolled over into a new 12-month CD, along with \$20,000 of unrestricted funds from a low interest money market account.

Report reviewed and placed on file for the auditors

VI. LIBRARY DIRECTOR'S REPORT

Discussion: Director Hayes shared a corrected copy of the hotspot policy and notes from her meeting with C2AE. Members expressed concern over the high costs incurred by “non-resident” use of hoopla. Director Hayes is currently reviewing usage statistics. Staff have been asked to encourage use of Libby (different pay model). Programming continues,

including a repeat visit by Morel Hunting champion Anthony Williams in April. Annual statistics from 2018-2024 show the affect of COVID on library services.

VII. CONTINUING BUSINESS

a) Bond Proposal – C2AE Proposal for Professional Services

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

Support: Supported by Mr. Klien

Discussion: Director Hayes pointed out an error on page 5 of the proposal that had been brought to her attention by Dennis Jensen at C2AE. It will be addressed by both contracted parties upon signing. The Board was reassured to note that the library would be obligated to pay only the “Pre-Bond Vote” costs if the bond vote fails.

Roll Call Vote/Result: Motion carried unanimously

b) Bond Proposal – “Sales Pitch” ideas

Discussion: Ms. Shaffer shared some of the ideas that had been sent to her by other members of the Board. Director Hayes relayed her lack of success with both the local Postmaster and the City leadership in acquiring addresses for promotional mailings. She indicated that her next steps were checking with the main post office on Miller Rd. in Kalamazoo, as well as with a printer.

VIII. NEW BUSINESS

a) ESTA Compliant Sick Leave Policy

Motion: Ms. Shaffer moved to approve the Sick Leave Policy (front-load method) as presented by Director Hayes

Support: Supported by Ms. Behnke

Discussion: The Earned Sick Time Act allows the library as a “small business” to provide sick time in one of two ways – “accrual” and “front load.” Following discussion, the Board determined that the “front load” method would be the easiest and most straightforward.

Roll Call Vote/Result: Motion carried unanimously

b) Proposed 2025 Board Meeting and Library Closing Dates

Discussion: All meeting dates look good except for May which should be the 20th, not the 14th. Director Hayes will correct and post.

IX. MEMBER ROUNDTABLE

Discussion:

X. NEXT MEETING: March 18, 2025 @ 5:30 pm

XI. ADJOURNMENT

Meeting adjourned at 7:37 p.m.