



GALESBURG-CHARLESTON MEMORIAL DISTRICT LIBRARY BOARD OF TRUSTEES MEETING MINUTES

January 21, 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 5:30 p.m. by Mr. Klien

II. APPROVAL OF AGENDA

Discussion: Ms. Hough pointed out that the start time should be 5:30, not 6:30; Mr. Klien asked for the addition of “Via Mail” under New Business

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

Support: Supported by Ms. Shaffer

Vote/Result: Motion carried

III. PUBLIC COMMENTS / CORRESPONDENCE

Discussion: No public comments. Ms. Behnke informed the Board that Mrs. Martin called her regarding the library’s hours of operation. The matter will be addressed further under “New Business.” Director Hayes will consult with the IT team about the Board’s email. Members expressed sadness at the resignation of staff member Lori West. A variety of options were suggested to ask if she would be willing to return. Ms. Behnke and Ms. Shaffer both shared their intention to contact her.

IV. MINUTES – December 17, 2024

Motion: Ms. Shaffer moved to approve the Minutes.

Support: Supported by Ms. Behnke

Vote/Result: Motion carried

V. FINANCIAL REPORTS

a) December 2024

Discussion: Ms. Shaffer pointed out that we budget more for IT support than for staff wages. Report reviewed and placed on file for the auditors

VI. LIBRARY DIRECTOR’S REPORT

Discussion: Board expressed appreciation for “annual statistics,” and that they might be useful for capital campaign.

VII. CONTINUING BUSINESS

a) Bond Proposal – “Sales Pitch”

Discussion: Ms. Shaffer suggested starting to work on a public “sales pitch” for the bond; she asked for other board members to email her their ideas (at least four) by 1/31/25. A few ideas were mentioned during the discussion / brainstorming:

- What do we want to “sell”
- Why do we want to improve the library building
- Renovate / refurbish / update (as opposed to a new building?)
- Adapt to public / community needs
- Gathering spaces
- Demographics (statistics?) – people want “green spaces,” libraries, good schools when considering moving to a community
 - Current residents deserve a library they can be proud of
- Meeting spaces
 - Small groups
 - Tutoring
 - “Your Business Office”
- “Elevator Pitch”
- Bullet points
- Tri-fold flier
 - Bulk mailing – “buy” addresses?
- Renderings from C2AE
- Outreach to local businesses
 - Harding’s – “round up”

VIII. NEW BUSINESS

a) Hotspot Lending Policy

Motion: Ms. Behnke moved to approve the Hotspot Lending Policy as presented by Director Hayes

Support: Supported by Ms. Shaffer

Discussion:

Vote/Result: Motion carried

b) Staff Wages

(Following the votes, Ms. Behnke requested that Director Hayes email the new rates to the payroll company, copying Ms. Behnke when doing so.)

Part-time Staff

Motion: Ms. Behnke moved to apply a 5% C.O.L.A. wage increase for all part-time staff, effective on January 1, 2025

Support: Supported by Ms. Shaffer

Discussion: Board will consider wage increase tonight and re-assess base rates at the February meeting

Roll Call Vote/Result: Motion carried

Director

Motion: Ms. Behnke moved to apply a 4% C.O.L.A. wage increase for the director, effective on January 1, 2025

Support: Supported by Ms. Hough

Discussion:

Roll Call Vote/Result: Motion carried

c) Via Mail (Homebound Delivery)

- i. Mr. Klien shared information about a service being offered by KPL to their patrons. He will ask his wife, who works there, to attend a meeting so the Board can consider a similar service for our library.

IX. MEMBER ROUNDTABLE

Discussion:

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

XI. ADJOURNMENT

Meeting adjourned at 7:35 p.m.