



GALESBURG-CHARLESTON MEMORIAL DISTRICT LIBRARY BOARD OF TRUSTEES MEETING MINUTES

June 17, 2025

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

Board members absent: Scott Klien

Staff present: Director Helena Hayes

I. CALL TO ORDER / ROLL CALL

Meeting called to order at 5:30 p.m. by Ms. Behnke

II. APPROVAL OF AGENDA

Motion: Ms. Shaffer moved to approve the agenda

Second: Supported by Ms. Hough

Discussion: None

Vote/Result: Motion carried

III. PUBLIC COMMENTS / CORRESPONDENCE

Discussion: None

IV. PUBLIC HEARING – BUDGET

a) No public present for hearing

V. MINUTES – May 20, 2025

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

Second: Supported by Ms. Shaffer

Vote/Result: Motion carried

VI. FINANCIAL REPORTS

a) May 2025

Discussion: Report placed on file for auditor

b) 4th Quarter Budget Adjustments

Discussion:

Motion: Ms. Behnke moved to approve the 4th quarter budget adjustments as presented

Second: Supported by Ms. Hough

Roll Call Vote/Result: Motion carried unanimously

VII. LIBRARY DIRECTOR'S REPORT

Discussion: Director Hayes shared that she attended the Charleston Township Board meeting earlier in the day (4:00 pm) to share renovation plans.

VIII. OLD BUSINESS

a) Vote – FY 25/26 Preliminary Budget

Motion: Ms. Shaffer moved to approve the preliminary budget as presented

Second: Supported by Ms. Hough

Discussion: Comparison of FY25 4th quarter adjusted budget with preliminary budget

Roll Call Vote/Result: Motion carried unanimously

b) Open House (Renovation)

Discussion: Director Hayes will work with PrintMill to create postcard mailers. Ms. Shaffer will investigate cookies, table covers and napkins. We will have cookies, small water bottles, possibly lemonade. Each Board member will “man” a section of the library, where we will have presentation boards (renderings) posted. Director Hayes will also work on creating an informational flyer as well as small signs with a few of the slogans that members found earlier in the process.

IX. NEW BUSINESS (None)

X. MEMBER ROUNDTABLE

Discussion: Ms. Hough shared that she and her friend, Anna, attended a “Crow Party” (trinket trade) at a thrift store in Grand Rapids. She thinks it would be easily replicated by the library and would be of interest to both teens and adults.

XI. NEXT MEETING: August 19, 2025 @ 5:30 pm

a) Open House on July 15 in lieu of meeting

XII. ADJOURNMENT

Meeting adjourned at 6:10 p.m. by Ms. Behnke