



**GALESBURG CHARLESTON MEMORIAL DISTRICT LIBRARY
BOARD OF TRUSTEES MEETING MINUTES**

February 17, 2026

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 as presented

Second: Supported by Ms. Hough

Vote/Result: Motion carried

III. PUBLIC COMMENTS / CORRESPONDENCE

Discussion:

IV. MINUTES – December 16, 2025

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

Second: Supported by Ms. Behnke

Vote/Result: Motion carried

V. FINANCIAL REPORTS

a) December 2025

Discussion: Report placed on file for auditor

b) 2nd Quarter Budget Adjustments

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

Second: Supported by Ms. Shaffer

Roll Call Vote/Result: Motion carried unanimously

c) January 2026

Discussion: Report placed on file for auditor

VI. LIBRARY DIRECTOR'S REPORT

a) Wage recommendations for staff

Discussion: Director Hayes shared that minimum wage increased on January 1 to \$13.73 and will go up to \$15.00 on January 1, 2027

Motion: Ms. Shaffer moved to approve the Director's recommended wages for all staff.

Second: Supported by Ms. Hough

Roll Call Vote/Result: Motion carried unanimously

- b) Several city resident names were put forward as possible “candidates” for the open Board positions. Director Hayes suggested that it might be appropriate for current Board members to contact these individuals to determine their interest.
- c) A day/time change for board meetings will be discussed at a later meeting. Suggestions could be effected by conversations referenced above.
- d) Estimate of \$500 (parts & labor) received from Scott Haist for tile/grout repair in the lobby and by the rear emergency exit, also to “fix” the inside doors (“shaving” the bottom and greasing hinges).

Motion: Ms. Behnke moved to authorize Director Hayes to hire Mr. Haist to conduct the proposed repairs at a cost not to exceed \$500

Second: Supported by Ms. Shaffer

Roll Call Vote/Result: Motion carried unanimously

- e) Several programs scheduled for the year, including Santa’s visit in December.
- f) A request was made by AFGAK to advertise an upcoming fundraising event (lasagna supper at Dig-In Café in Augusta) on our outside sign.

Discussion: It was pointed out that the schools have electronic signs at two locations, as well as the community sign in Augusta. Decision will be left to the Director’s discretion.

- g) The current owners of the old high school property (Battle Creek St. across from the current Primary School), Edwin Allen Builders, are attempting to have the site designated as a “Brownfield Redevelopment.” If they are successful, the library’s millage(s) will be subject to capture.

VII. CONTINUING BUSINESS

a) Millage

Ms. Hough will get donation letters to Director Hayes so that they can be put on library letterhead.

b) Director’s Performance Review

Ms. Behnke and Ms. Shafer met with Director Hayes prior to today’s meeting to present her annual review. A copy was signed by Ms. Behnke and Director Hayes and placed on file.

VIII. NEW BUSINESS

IX. MEMBER ROUNDTABLE

Discussion:

X. NEXT MEETING: March 17, 2026 @ 5:30 pm

XI. ADJOURNMENT

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