

Washington District Library Board met on December 18, 2018, and was called to order at 7:00 p.m. by President Joan Ruppman.

Members present: Linda Fitzgerald, Aaron James, Stacey Morris, Stacy Smith, Roger Stevens, and Joan Ruppman.

Alice Arn was absent.

Also present: Lexie Walsh (Director) and Alison Dixon (Recording Secretary)

Recognition of visitors: Debra Dukes and Pat England

Public Comment: No public comment was made.

Consent Agenda Items

1. Minutes of Meetings
 - a. Policy & Personnel Committee Meeting—5 November 2018
 - b. Policy & Personnel Committee Meeting—3 December 2018
2. Financial Statements
 - a. Income Statement
 - b. Balance Sheet
 - c. Payroll Report
 - d. Check Register
 - e. November 2018 Budget Worksheet

Stacy Smith made a motion to approve the Consent Agenda Items. Aaron James seconded the motion. Roll call vote: Linda Fitzgerald, yes; Aaron James, yes; Stacey Morris, yes; Stacy Smith, yes; Roger Stevens, yes; and Joan Ruppman, yes. The motion passed.

Treasurer's Report

Roger Stevens requested the total money received from tax dollars be shown divided out by fund. Lexie Walsh responded that she needs to talk to Stacy Smith about the format of the treasurer's report before the changes can be made. Stacey Morris made a motion to receive and file the Treasurer's Report. Stacy Smith seconded the motion. Roll call vote: Aaron James, yes; Stacey Morris, yes; Stacy Smith, yes; Roger Stevens, yes; Linda Fitzgerald, yes; and Joan Ruppman, yes. The motion passed.

Director's Report

- Gingerbread house decorating was again successful with 185 people in attendance on December 8.
- The library was closed on November 26 for weather and December 12 for a water main break. In both cases, the Facebook page was updated, and the closing was posted on the WEEK website, and no complaints from patrons were received.
- Working with the Historical Society regarding the found tornado items. They will be taking a limited amount after the new year. The Board discussed proper disposal of the items. Linda Fitzgerald suggested forming a committee with members of the Historical Society and the Board.
- The carpets at the Main Library are scheduled to be cleaned on December 21 and 22, after hours. Just Right Cleaning, a company from Washington, will be doing the work.
- Rhiannon Shoults is putting final touches on the website. It will launch at the end of this month or the beginning of January.
- The new AV shelves were installed on December 4, and the AV section is much more accessible now.
- The LED conversion started December 6. Work will be completed by the end of the month.
- The library will be switching to K-cups for public coffee purchases. The cost will be the same, and far less coffee will be wasted.
- The budget is being reviewed to determine if extra staff can be hired during summer reading. With the changes in staffing that have occurred this year, there should have room in the budget.
- Working with the State to update our Records Disposal Application. The new application should be more comprehensive and easier to understand, making destroying records more efficient.
- Interviews for the new circulation clerk began December 17. Carey Gibbons has been hired to replace Martha Troxell.
- A staff training day will be held regarding security in the library. The Board suggested hiring someone to hold this seminar.
- The first staff meeting to discuss changes to the operations manual was held on December 7. After the next meeting on January 11, the updated operations manual will go into effect.
- Kay DiVerde, Youth Services Assistant, will be resigning effective January 19, 2019. The open position has been posted.
- Work on drafting the budget will begin after the holidays. It will be finalized well in advance of the end of the fiscal year.
- Income is not divided by fund in this treasurer's report. Waiting to meet with the finance committee before making that change.
- There are two places where spending has considerably outpaced the budget:
 - 68041 (Periodicals, Adult, Main): many magazine subscriptions end with the calendar year and were renewed.
 - 68100 (Furniture, Main): AV shelves were installed and the remaining balance paid.
- Trustee election filing is underway from December 10-17. As of December 16, six people have filed election packets.
- Lexie Walsh will be on vacation for a week in January. During that time, administrative tasks and emergencies will be handled by Rhiannon Shoults.



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**WASHINGTON DISTRICT LIBRARY
Regular Board Meeting Minutes
December 18, 2018**

Roger Stevens asked if Outreach was also over budget as it is 72% spent. Lexie Walsh responded that all of the Outreach bags had to be replaced and that it is a small budget with little expenditure.

Stacy Smith asked about the success of Morning Movies as the Sunnyland Branch. Lexie Walsh responded that they are hit or miss, dependent largely on the month and the weather.

Circulation Statistics were given; there was no discussion.

Door Counts were given; there was no discussion.

FOWL Requests were announced, namely Emily Householter's request for continued funds for Young Adult monthly programs and for a new display in the department. The Board discussed and Lexie Walsh suggested that more funds may need to be added to the Young Adult budget in the future.

Approve Closed Session Minutes

Roger Stevens made a motion to approve and release the closed session minutes and destroy the audio for the following dates: 05/ 29/ 2014, 09/16/2014, 04/21/2015, 05/19/2015, 05/27/2015, 04/19/2016, 04/27/2016, 06/21/2016, 12/20/2016, 04/03/2017, and 04/18/2017. Linda Fitzgerald seconded the motion. All ayes. The motion passed.

Approve Changes to the Holiday Policy

The Board reviewed the changes to the Holiday policy. Linda Fitzgerald made a motion to approve the changes to the holiday policy. Aaron James seconded the motion. All ayes. The motion passed.

Approve Library Closings for 2019

Linda Fitzgerald made a motion to approve the library closing for 2019. Stacey Morris seconded the motion. All ayes. The motion passed.

Approve Changes to Leaves of Absence Policy

The Board reviewed the changes to the Leaves of Absence policy. Linda Fitzgerald stated that the paragraph explaining how personal days were to be calculated was too confusing. She proposed giving a flat 8 hours of personal time a year to all employees working 21-36 hours per week. Roger Stevens objected to the 8 hours of compensation as not all staff members work 8 hour days. Linda Fitzgerald made a motion approve the leaves of absence policy with the proposed changes. Stacy Smith seconded the motion. Roll call vote: Aaron James, yes; Stacey Morris, yes; Stacy Smith, yes; Roger Stevens, no; Linda Fitzgerald, yes; and Joan Ruppman, yes. The motion passed.

Approve Changes to Vacation Policy

The Board reviewed the changes to the Vacation policy. Roger Stevens stated that 160 hours a year is too much compensation as it is based on a 40 hour work week instead of a 37 hour work week. Lexie Walsh responded that this is a standard amount across libraries. Linda Fitzgerald confirmed. Stacey Morris stated concern at the lack of clarity in the formula used to figure vacation earned. She suggested amending the statement to read that an average number of hours worked will be used. Linda Fitzgerald made a motion to approve the Vacation policy with the suggested changes. Aaron James seconded the motion. Roll call vote: Stacey Morris, yes; Stacy Smith, yes; Roger Stevens, no; Linda Fitzgerald, yes; Aaron James, yes; and Joan Ruppman, yes. The motion passed.

Committee Reports

There were no reports.

WACC Report

The new officers to take affect January 1. Sherril West will be president.

Other Discussion

Stacy Smith informed the Board that the scheduled meeting of the Finance Committee was canceled because of weather. She stated that the plan was to reschedule for January and that she would send out an email of dates to choose from. Among the items that need to be discussed are cash flow, investments, the audit report, and the format of the treasurer's report.

Public Comment

No comment was made.

Board Comment

Joan Ruppman asked that the Strategic Planning Committee meet in January. A date will be chosen at a later time.

Roger Stevens made a motion to adjourn the meeting. Stacey Morris seconded the motion. All ayes. The meeting was adjourned at 8:05 pm.

Alison Dixon (Recording Secretary)

Stacey Morris (Secretary)