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**WASHINGTON DISTRICT LIBRARY
Regular Board Meeting Minutes
February 19, 2019**

Washington District Library Board met on February 19, 2019, and was called to order at 7:00 pm by President Joan Ruppman.

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

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

Recognition of visitors: Joann Bailey

Public Comment: No public comment was made.

Consent Agenda Items

1. Financial Statements
 - a. Income Statement
 - b. Balance Sheet
 - c. Payroll Report
 - d. Check Register
 - e. January 2019 Budget Worksheet

Roger Stevens asked to pull the Income Statement, Balance Sheet, Check Register, and Budget Worksheet. Roger asked Lexie Walsh to explain the amount spent on item number 64500 Public Relations in the Income Statement. Lexie explained that new signs and donation plaques had to be purchased. Roger asked for an explanation of item numbers 68320/68340 Equipment Maintenance, and 71201 Risk Management. Lexie explained that item numbers 68320/68340 Equipment Maintenance were mostly Bibliotheca costs such as gate repair and maintenance, as well as printer repair costs. She explained that item number 71201 Risk Management was also a Bibliotheca cost. Lexie offered to email Roger an itemized list of Bibliotheca costs per year. Roger also asked about line number 88000 Special Reserve. Lexie responded that it was the total cost for the light replacements with the rebate from Ameren.

Roger Stevens asked why item number 11600 E-Pay Clearing on the Balance Sheet has not been closed as discussed. Lexie Walsh responded that it is in progress.

Roger Stevens asked if the amount listed on line 54 under Equipment in the Check Register was the total cost of the new public printer. Lexie responded that it is the total cost.

Roger Stevens expressed concern about the number of line items overspent in the Budget Worksheet and asked when they can be expected to go down. Lexie Walsh explained that while some of the items are monthly, many are not and the timing means they all come due at the same time. She also mentioned that cleaning for the Branch was not budgeted for properly. Joan Ruppman stated that item number 91013 Cleaning- BR needs to be looked over as it has been off for some time. Lexie commented that a big one-time expense for Main was the new AV shelving. Roger asked if the new public printer could have been on a different line item. Lexie

explained that added items come from the New Equipment and replaced items come from Equipment Maintenance. Linda Fitzgerald asked if there is a schedule for equipment replacement. Lexie replied that it is being worked on.

Linda Fitzgerald made a motion to approve the Consent Agenda Items. Aaron James 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.

Treasurer's Report

Roger Stevens made a motion to accept the Treasurer's Report. Aaron James seconded the motion. Roll call vote: Stacey Morris, yes; Stacy Smith, yes; Roger Stevens, yes; Linda Fitzgerald, yes; Aaron James, yes; and Joan Ruppman, yes. The motion passed.

Director's Report

Customer Service & Community Relations

- FOWL members are continuing to help sort through the remaining tornado items. They've gone through about one-third of the items. Staff is assisting as time allows.
- Document shredding has been arranged with Confidential Security Corporation. They will be shredding the remaining tornado documents and photos to protect privacy. It will cost a \$.12 per lb. with a minimum of \$30.
- A WDL bookmark has been added to the Chamber of Commerce welcome packets. People who move to Washington will now receive information on the library when they arrive. Library brochures have also been added to the spinner in the Chamber lobby.

Organizational Growth

- The Branch lease will expire at the end of July.
- The new website has been launched. Rhiannon Shoults did a wonderful job designing the website and negotiating the transition. New emails with the "washingtondl.org" domain name are live this week.
- Twenty-one kids attended the first Anime Club meeting for grades 6-8.

Administration & Human Resource Management

- Lexie Walsh has completed the Annual Library Certification in January. This is required to maintain the library's system membership and eligibility for state grants.
- Annual evaluations for staff have been scheduled for the end of February. This is about two weeks earlier than usual.

Financial Management/Legal Compliance/Fundraising

- Lexie has been working towards creating a working budget for FY20. She has been in touch with other directors to find out their budgeting processes. She has also been using ALA, ILA, and RAILS recommendations for the budgeting process.
- Cops, Inc. has repaired the broken security cameras in the library.
- Equipment Maintenance (68320, 68340) and Risk Management (71201) have significant costs this month. This is a yearly subscription to Bibliotheca for our security software and gates.

Board of Trustees Relationship

- In March, Lexie plans to recommend approval of the nonresident card agreement, meeting date ordinance, and prevailing wage ordinance.

- On March 6, Lexie will be meeting with Joe Filapek from RAILS to talk about new trustee training in May. The conversation will be reported on in the March meeting.

Stacey Morris asked for the total number of cameras repaired. Lexie Walsh responded that 2 of the 8 cameras were repaired. Roger Stevens asked how they were damaged. Lexie responded that the damage was caused by general wear. Joan Ruppman asked if the cameras should be on a yearly maintenance schedule. Lexie replied that they are now on a twice year schedule. Stacy Smith asked if there were security cameras at the Branch library. When Lexie responded no, Joan asked that it be explored.

Stacy Smith asked for clarification on several item types found in the Circulation Statistics: equipment, vertical file, and kit. Lexie Walsh explained that they are as follows: equipment refers to equipment that can be checked out such as the slide projector; a vertical file refers to things you may check out to use in the library; and kits are a catch-all for things sent out as a group such as books in a bag and phonics sets. The Door Counts were presented, no questions were asked.

Approve Recommendation for Youth Services Assistant

Lexie Walsh announced that Cassandra Tracy, a current employee, has been selected to take the Youth Services Assistant Position. Roger Stevens questioned the need for an increase in pay and hours from Cassandra's previous position. Lexie explained that the Assistant position has a considerable increase in responsibilities. Linda Fitzgerald made a motion to approve the hire of Cassandra Tracy as Youth Services Assistant to work 34 hours per week at a rate of \$10 per hour. Stacey Morris seconded the motion. Roll call vote: Stacy Smith, yes; Roger Stevens, no; Linda Fitzgerald, yes; Aaron James, yes; Stacey Morris, yes; and Joan Ruppman, yes. The motion passed.

Approve Compensation for Secondary Administrative Officer

Roger Stevens made a motion to approve that Rhiannon Shoults be paid \$150 per week in addition to her regular salary for the duration of Lexie Walsh's leave. Stacy Smith seconded the motion. Roll call vote: Roger Stevens, no; Linda Fitzgerald, yes; Aaron James, yes; Stacey Morris, yes; Stacy Smith, yes; and Joan Ruppman, yes. The motion passed.

Approve Resolution to Transfer Funds to the Special Reserve Fund

Roger Stevens made a motion to approve the resolve that \$120,000 be transferred from the General Operating Fund to the library's Special Reserve Fund, and that said resolution will be in full force and effect from and after its adoption. Stacy Smith 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.

Approve Resolution for Investment of Funds

Roger Stevens made a motion to approve the resolve that the Director and Board Treasurer shall, by joint agreement, be empowered to invest monies from all library funds. 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.

Approve Recommendation for Electronics Recycling

Aaron James made a motion to approve the recommendation that the library's obsolete and/or broken equipment be removed from storage and sent to an electronics recycling center for a cost of no more than \$500. Roger Stevens seconded the motion. Roll call vote: Stacey Morris, yes; Stacy Smith, yes; Roger Stevens, yes; Linda Fitzgerald, yes; Aaron James, yes; and Joan Ruppman, yes. The motion passed.

Approve Language for Board Candidate Opening Post

The wording of the post and qualifications required was discussed briefly. Aaron James expressed concern for the delay in posting. Linda Fitzgerald made a motion to approve the language for the Board Candidate Opening Post. Stacy Smith seconded the motion. All ayes. The motion passed.

Committee Reports

Stacy Smith reported that the Finance Committee would be meeting with Morton Community Bank. The next meeting of the Finance Committee will be on March 4, 2019 and they will be discussing the budget and recommendations for investment.

WACC Report

In the January meeting, WACC decided they will meet every other month. They also discussed a variety of topics including the following: conveyance, financial audit, nominating, operations, ad hoc, and the possibility of solar energy. Vicki presented a 2019 Business Plan, something the library might consider doing as well.

Other Discussion

Joan Ruppman asked that Linda Fitzgerald begin the evaluation process for Lexie Walsh, giving permission to call a committee meeting is needed. After some discussion it was decided that the evaluation would take place in March. Joan also announced that she has received a letter from Illinois Representative Keith Sommer about attending a spring Board Meeting. After some discussion it was decided that Joan will respond via email to set up a visit during the June Board Meeting.

Public Comment

There was no public comment.

Board Comment

There was no Board comment.

Adjourn

Roger Stevens made a motion to adjourn. Aaron James seconded the motion. All ayes. The meeting was adjourned at 8:13 pm.

Alison Dixon (Recording Secretary)

Stacey Morris (Secretary)