



WASHINGTON DISTRICT LIBRARY
Rescheduled Regular Board Meeting Minutes
January 22, 2019

Washington District Library Board met on January 22, 2019 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: There were no visitors.

Public Comment: No public comment was made.

Consent Agenda Items

1. Minutes of Meetings
 - a. Committee of the Whole Meeting—11 October 2018
 - b. Regular Board Meeting—20 November 2018
 - c. Regular Board Meeting—18 December 2018

2. Financial Statements
 - a. Income Statement
 - b. Balance Sheet
 - c. Payroll Summary
 - d. Check Register
 - e. December 2018 Budget Worksheet

Aaron James made a motion to approve the Consent Agenda Items. Stacey Morris 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 questioned the \$75,000+ in outstanding checks in the Less Returned Checks, Fees & Automatic Withdrawals line. Lexie Walsh responded that they were approved expenditures. Roger Stevens made a motion to receive and file the Treasurer's Report for audit. 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

Overspending: Lexie Walsh started her report by stating that the budget will be overspent the next month due to a necessary replacement in the heating unit.

Customer Service & Community Relations

- The process of going through tornado items to establish criteria for disposal has been started. FOWL will help sort things weekly or biweekly once criteria have been written out.
- The final changes to the operations manual have been rolled out. Staff trained on these in the last two staff meetings, and the changes will streamline services for patrons and staff.
- The Peoria Riverfront Museum pass program will continue for 2019 with no changes anticipated. Lori Haller has been working with the museum to coordinate the program and explore ways to better reach patrons, with the hope of increasing use. The Board discussed marketing possibilities.

Organizational Growth

- The carpets at the Main Library have been cleaned and are looking much newer and better.
- Rhiannon Shoults has finished updating the new website. The Illinois State Department of Innovation and Technology is assisting in the transfer of the website's metadata to the new host. The website went live on January 16, 2019.
- The LED conversion was completed shortly before the new year. The library is now much brighter, and continually failing ballasts will no longer be an issue.
- The switch to a Keurig for public coffee has been positively received by both the public and staff.
- The Anime Club is doing so well that Emily Householter will be hosting two Anime Club meetings each month. One meeting will be for grades 6-8 and the other will be for grades 9-12.

Administration & Human Resource Management

- Ali Dixon has hired Cassie Tracy for the Youth Services Assistant position. She will begin working 34 hours a week starting the first full week of February.

Financial Management/Legal Compliance/Fundraising

- The planning of the B&A/budget process has begun. The goal is to have it completed before Lexie Walsh goes on maternity leave in March. Stacy Smith will aid in scheduling finance committee meetings in February and March to go through the budget.
- There are two places where spending has considerably outpaced the budget:
 - 68300 (Main New Equipment): purchased new public printer
 - 71550 (Legal Fees): overbudget from higher than usual number of conversations with attorney regarding hiring new director

Board of Trustees Relationship

- Rhiannon Shoults handled administrative tasks while Lexie Walsh was away on vacation. Things went well, and Rhiannon is set to take over while Lexie is on maternity leave.
- Five people filed election packets to fill three open four-year seats on the board. One person filed to fill the open two-year seat.

Circulation statistics and door counts were reviewed; no questions were asked.

Approve Recommendation for New Clerk

Stacy Smith made a motion to approve the recommendation of Carey Gibbons for the open clerk position for 20 hours a week at \$9 an hour. Linda Fitzgerald 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 Library Closure for Staff Training Day

Roger Stevens made a motion to approve the library closure for a staff training day on February 25th with a \$4,000 expenditure limit. Linda Fitzgerald seconded the motion. Roll call vote: Stacy Smith, yes; Roger Stevens, yes; Linda Fitzgerald, yes; Aaron James, yes; Stacey Morris, yes; and Joan Ruppman, yes. The motion passed.

Approve Authority to Make Changes to Credit Cards

Stacy Smith made a motion to approve the authority of the Library Director, Board President, and Board Treasurer to make changes to the credit card account. Roger Stevens seconded the motion. Roll call vote: Roger Stevens, yes; Linda Fitzgerald, yes; Aaron James, yes; Stacey Morris, yes; Stacy Smith, yes; and Joan Ruppman, yes. The motion passed.

Committee Reports

The Finance Committee met on January 22, 2019. The discussion centered on the status of accounts, updating monthly reports, and the plan for upcoming transfers to special reserve.

WACC Report

There was no WACC report.

Other Discussion

Several board members brought up their concerns with recent library closures. The library closed two weekends in a row due to inclement weather. Potential ways to determine closures and people to contact regarding road conditions were discussed.

Stacy Smith made a motion to go into Closed Session. Stacey Morris 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. The Board entered Closed Session at 7:55 pm.

Closed Session

Personnel (5 ILCS 120/2)(c)(1)

Determine Compensation for Secondary Administrative Officer

Returned from Closed Session at 8:07

Public Comment

There was no public comment.



Your pathway to discovery, enjoyment and knowledge

**WASHINGTON DISTRICT LIBRARY
Rescheduled Regular Board Meeting Minutes
January 22, 2019**

Board Comment

The Board makes a request to add an agenda item to the February Regular Meeting agenda to vote on the compensation for the Secondary Administrative Officer during the Director's absence.

Adjourn

Roger Stevens made a motion to adjourn. Aaron James seconded the motion. All ayes. The meeting was adjourned at 8:09 pm.

Alison Dixon (Recording Secretary)

Stacey Morris (Secretary)