



WASHINGTON DISTRICT LIBRARY
Regular Board Meeting Minutes
June 16, 2020
Zoom Meeting

Washington District Library Board met on June 16, 2020, and was called to order at 7:04 p.m. by President Joan Ruppman.

Members present: Joann Bailey, Debra Dukes, Linda Fitzgerald, Aaron James, Stacey Morris, Stacy Smith, and Joan Ruppman.

Also present: Lexie Walsh (Director), and Ali 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. 05.19.20 Board Meeting Minutes
 - b. 05.26.20 Executive Committee Meeting Minutes
2. Financial Statements
 - a. Check Register--June
 - b. Budget Worksheet--June

Stacy Smith asked to pull the Check Register. She noted that the late fees had been removed and asked Lexie to clarify. Lexie explained that the bookkeeper had contacted the credit card company about the late fees that had been levied due to the missed Board Meeting in March. The company reversed the charges. Aaron James made a motion to approve the Consent Agenda Items. Joann Bailey seconded the motion. Roll call vote: Deb Dukes, yes; Linda Fitzgerald, yes; Aaron James, yes; Stacey Morris, yes; Stacy Smith, yes; Joann Bailey, yes; and Joan Ruppman, yes. The motion passed.

Treasurer's Report

Stacey Morris made a motion to receive and file the Treasurer's Report for audit. Stacy Smith seconded the motion. Roll call vote: Linda Fitzgerald, yes; Aaron James, yes; Stacey Morris, yes; Stacy Smith, yes; Joann Bailey, yes; Deb Dukes, yes; and Joan Ruppman, yes. The motion passed.

Director's Report**

Lexie Walsh gave her Director's Report on the following topics: closure updates, customer service & community relations, organizational growth, administration & human resource management, financial management/legal compliance/fundraising, and the board of trustees relationship. In the discussion of closure updates, Joan Ruppman asked Lexie for clarification on how quarantining items works in terms of delivery. Lexie explained that per our consortiums policy all returned items must be held in quarantine before they can be put in transit. The current recommended quarantine time is seven days, but Lexie is waiting to hear results from an IMLS realm study that may drop that time to three days. Lexie also outlined the library's phase four reopening plan and answered questions about the different aspects.

Under the topic organizational growth, Lexie brought up the possibility of moving forward with the refresh project at least in regards to the staff work areas as they are extremely cluttered, lacking in privacy, and difficult to work in. After some discussion it was decided that Lexie would contact Tiffany to draw up the plan for the entire library, then have the space planning committee meet to go over it and formulate a recommendation for the Board's approval.

In her discussion of the Board of Trustees relationship, Lexie asked for two volunteers to review the closed meeting minutes before the July Board Meeting. Joann Bailey and Deb Dukes volunteered to review the sixteen meetings in question.

Approve Director's FY21 Compensation and Goals

Joan Ruppman opened the discussion by stating that the executive committee greatly appreciated Lexie Walsh's leadership in requesting only a COLA raise this year in light of the current circumstances. After some additional discussion Aaron James made a motion to approve the Director's FY21 compensation. Joann Bailey seconded the motion. Roll call vote: Aaron James, yes; Stacey Morris, yes; Stacy Smith, yes; Joann Bailey, yes; Deb Dukes, yes; Linda Fitzgerald, yes; and Joan Ruppman, yes. The motion passed.

Closed Session (5ILCS 120/2)(c)(1)

Approve Director's FY21 Compensation

Approve Director's FY21 Goals

Given the difficulties presented by holding a closed meeting via Zoom, Stacey Morris made a motion to table the closed session to discuss the director's evaluation and goals until the next regular Board Meeting. Stacy Smith seconded the motion. Roll call vote: Stacey Morris, yes; Stacy Smith, yes; Joann Bailey, yes; Deb Dukes, yes; Linda Fitzgerald, yes; Aaron James, yes; and Joan Ruppman, yes. The motion passed.

Committee Reports

The Executive Committee met on May 26, 2020 to discuss the Director's performance evaluation and compensation recommendation.

WACC Report

There was no official WACC report, however Linda Fitzgerald reported that Five Points' reopening had gone smoothly.

Other Discussion

There was no other discussion.

Public Comment

There was no public comment.

Board Comment

There was no Board comment.



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Adjourn

Aaron James made a motion to adjourn. Joann Bailey seconded the motion. Roll call vote: Stacy Smith, yes; Joann Bailey, yes; Deb Dukes, yes; Linda Fitzgerald, yes; Aaron James, yes; Stacey Morris, yes; and Joan Ruppman, yes. The meeting was adjourned at 7:57 p.m.

Ali Dixon (Recording Secretary)

Stacey Morris (Secretary)

***Additional documents available upon request*