



WASHINGTON DISTRICT LIBRARY
Regular Board Meeting Minutes
380 N Wilmor Rd, Washington IL
July 21, 2020

The Washington District Library Board met on July 21, 2020, and was called to order at 7:00 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)

Recognition of visitors: Ann Pieper, Attorney with Kavanaugh Scully

Public Comment: Ann Pieper introduced herself and stated that she was present to help the library whenever we need it.

Consent Agenda Items

1. Minutes of Meetings
 - a. Regular Board Meeting Minutes—06.16.20
2. Financial Statements
 - a. Check Register--July
 - b. Budget Worksheet—June
 - c. Budget Worksheet—July

Linda Fitzgerald asked to pull the July Budget Worksheet and she noted that the YA Books % (Column T) was blank, Lexie located and fixed the formula. Stacy Smith made a motion to approve the Consent Agenda Items. Deb Dukes seconded the motion. Roll call vote: Stacey Morris, yes; Aaron James, yes; Deb Dukes, yes; Joann Bailey, yes; Linda Fitzgerald, yes; Stacy Smith, yes; and Joan Ruppman, yes. The motion passed.

Treasurer's Report

Treasurer Stacy Smith noted that June was the end of the Fiscal Year. Aaron James made a motion to receive and file the Treasurer's Report for audit. Joann Bailey seconded the motion. . Roll call vote: Stacey Morris, yes; Aaron James, yes; Deb Dukes, yes; Joann Bailey, yes; Linda Fitzgerald, yes; Stacy Smith, 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.

It was noted that Circulation Statistics and Door Counts will not have a direct comparison to previous years due to the pandemic.

Regarding the FY20 budget being 11% underspent overall, Lexie was asked by Stacy Smith, if it was due to the pandemic. She replied that it was a little bit of a cause since some programming was cancelled, especially for summer reading. There were no surprises with the property tax payment from the county.

In her discussion of the Board of Trustees relationship, Lexie asked for two volunteers to review the regular meeting minutes before the August Board Meeting. Joann Bailey and Deb Dukes volunteered to review the meeting minutes.

Approve Budget & Appropriations Ordinance—FY21

Stacey Morris asked if the budget would be amended to include the 5% that was cut due to uncertainty due to the pandemic, since the first property tax payment was as expected and the State of Illinois sent a letter stating its intention to pay out grant money. Lexie did not want to consider amending the budget until December. Aaron James made a motion to approve the Budget & Appropriations Ordinance FY21. Stacy Smith seconded the motion. Roll call vote: Stacey Morris, yes; Aaron James, yes; Deb Dukes, yes; Joann Bailey, yes; Linda Fitzgerald, yes; Stacy Smith, yes; and Joan Ruppman, yes. The motion passed.

Approve Release of Closed Meeting Minutes: June 2018-November 2018

Joann Bailey made a motion to approve the closed meeting minutes. Aaron James seconded the motion. All ayes. The motion passed.

Approve Director's FY21 Goals

Stacy Smith and Stacey Morris both requested that Lexie Walsh add in a specific goal for space planning and the library refresh with sub-bullets. Stacey Morris made a motion to table the approval of the director's goals. Stacy Smith seconded the motion. All ayes. The motion passed.

Other Discussion

The Board discussed the WDL handling of the Covid-19 pandemic with our attorney. Lexie mentioned that RAILS would soon be coming out with specific recommendations for when employees or patrons test positive. Ann Pieper said the pandemic situation is new and not experienced before and that WDL was doing what it could by following all ILA and CDC (and RAILS when published) guidelines, including requiring masks and cleaning surfaces. Confirming positive cases in organizations with very small staffs can lead to privacy concerns. The Board asked our attorney to draft a template letter on the library's Covid-19 response. A copy of a recent patron complaint was provided to our attorney. The Board President will send this letter on behalf of the board to patrons that have voiced concerns to the board or library.

Ann Pieper and Lexie Walsh left the meeting.

Discuss Director's FY20 Evaluation

Linda Fitzgerald made a motion to enter into Closed session. Joann Bailey seconded the motion. All ayes. Closed session began at 7:53 pm.

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

Discuss Director's FY20 Evaluation



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The meeting returned to Open session at 8:15 pm. Lexie Walsh rejoined the meeting.

Aaron James made a motion to approve the Closed Meeting minutes as recited at the end of the Closed Session. All ayes. The minutes were approved.

Committee Reports

None.

WACC Report

None.

Public Comment

None.

Board Comment

Stacey Morris commented that the new magnetic WDL buttons for staff look nice and make it easy to identify WDL staff in the library. She thanked Lexie for implementing that board suggestion.

Deb Dukes asked how long materials are currently being quarantined. Lexie replied 3 days.

Linda Fitzgerald asked how long can patrons have overdue materials before they are considered lost. Lexie replied that it is 2 months before the lost material is billed to a patron.

Aaron James mentioned that returned but not checked in equipment prevented new borrows.

Stacey Smith asked if materials were flowing between WDL and other libraries and Lexie said yes.

Deb Dukes requested that WDL get a streaming service like Hoopla. Lexie responded that they are expensive.

Adjourn

Linda Fitzgerald made a motion to adjourn. Joann Bailey seconded the motion. All ayes. The meeting was adjourned at 8:22 pm.

Stacey Morris (Secretary)

***Additional documents available upon request*