

Washington District Library Board met on September 21, 2021, and was called to order at 7:00 p.m. by President Linda Fitzgerald.

Members present: Joann Bailey, Deb Dukes, Stacey Morris, Joan Ruppman, Stacy Smith, Shelby Yocum, and Linda Fitzgerald.

Stacy Smith was absent.

Also present: Lisa Koski (Branch Operations Manager), Lexie Walsh (Director), and Ali Dixon (Recording Secretary)

Recognition of visitors: There were no visitors.

Public Comment: There was no public comment.

Consent Agenda Items

1. Minutes of Meetings
 - a. 08.17.21 Board Meeting
 - b. 09.17.21 Washington Community Foundation Meeting
2. Financial Statements
 - a. Check Register—September
 - b. Budget Worksheet—September

Joan Ruppman asked to pull the budget worksheet. She questioned Lexie on the overspending in several areas of the budget. Lexie explained that some was due to the timing of bills and would even out in the next few months; others were yearly expenses. Joann Bailey made a motion to approve the consent agenda items. Deb Dukes seconded the motion. Roll call vote: Deb Dukes, yes; Stacey Morris, yes; Joan Ruppman, yes; Shelby Yocum, yes; Joann Bailey, yes; and Linda Fitzgerald, yes. The motion passed.

Treasurer's Report – August

The treasurer's report was presented. Stacey Morris made a motion to file the treasurer's report for audit. Deb Dukes seconded the motion. Roll call vote: Stacey Morris, yes; Joan Ruppman, yes; Shelby Yocum, yes; Joann Bailey, yes; Deb Dukes, yes; and Linda Fitzgerald, yes. The motion passed

Director's Report**

Lexie Walsh began her director's report by covering the following topics: customer service & community relations, organizational growth, administration & human resource management, financial management/legal compliance/fundraising, and the Board of Trustees relationship. Under the topic customer service & community relations, Lexie informed the board of her intention to take out a large full-color ad in the Courier about the Branch future discussions using the public infographic. Stacey Morris cautioned against this action as it may make it seem as if a decision had already been made. Joan Ruppman seconded this concern. Stacey suggested a "black border" notice of the meeting with less detail so as to make it clear that this was a discussion not a decision. She also questioned whether it was wise to solicit the papers for interviews or let them approach. Deb

Dukes stated that she felt it was important to reach out as community engagement on this topic is of the utmost importance. In her discussion of administration & human resource management, Lexie reminded the board that she would be bringing her recommendation to approve funds for the yearly staff Christmas party to the next meeting. Joan Ruppman requested a 3-year history for comparison.

Lexie continued her report by presenting the circulation and door count statistics, as well as the Refresh expenditures. She also formally thanked the Five Points staff for help with the library's AC issues in August. Lexie completed her report by reviewing the FoWL requests from staff that would be made at the upcoming meeting on October 12.

Discuss Branch Location

Lexie Walsh began the discussion by making it clear that this was an informational discussion only and no decisions would be made. She also clarified that her role in the process was to inform the board of the committee's recommendation and how that recommendation was reached, not tell them what should be done. She continued by presenting the compiled Branch stats from 2016 to 2019, as well as the results of an informal usage survey conducted at the Branch library in 2021. The board discussed the stats and what they could possibly mean for the Branch's future as well as what may be best for the library district as a whole. The board gave Lexie suggestions on information they felt needed to be added in order to create a clear picture of the present circumstances and options. They concluded their discussion by talking about the best way to present the information and options to the public. It was decided that a public forum would take place on October 12 at 7:00pm in order to better reach the public and hear concerns and questions from the community.

Committee Reports

The Washington Community Foundation Meeting was held on September 19. The course of action for joining the committee was reviewed and questions were compiled for the attorney. The next step in the process would be for the committee to meet to discuss the attorney's response.

WACC Report

There was no WACC report.

Other Discussion

There was no other discussion.

Public Comment

There was no public comment.

Board Comment

There was no board comment.

Adjourn

Joann Bailey made a motion to adjourn. Shelby Yocum seconded the motion. All in favor. The motion passed. The meeting adjourned at 8:53 p.m.



WASHINGTON DISTRICT LIBRARY
Regular Board Meeting Minutes
September 21, 2021

Alison Dixon (Recording Secretary)

Shelby Yocum (Secretary)

***Additional documents available upon request*