

Washington District Library Board met on November 16, 2021 and was called to order at 7:00 p.m. by Linda Fitzgerald.

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

Stacey Morris and Joan Ruppman were absent.

Also present: Lexie Walsh (Director), Ali Dixon (Recording Secretary), and Tim Custis (Auditor)

Recognition of visitors: Visitors consisted of fifteen members of the public, including Gale Thetford, Dean Eric Collins, Diane Murphy, Barb Childers, Sandi Baker, Cindy Miller, Katrina Silas, Anita Hess, Nikki Dixon, Kathleen Wunder, Pam Tomka, Jace Mansfield, and Jen Miller.

FY21 Audit Report

Tim Custis presented the FY21 audit to the Board. He reviewed the material in depth and answered any questions about the information. Stacy Smith commented that this was the first full fiscal year that the library has been outsourcing bookkeeping and asked Tim if he had seen any issues or had any comments. Tim responded that he had only seen positives as the switch fixed the previous years' segregation of duties issues. Linda Fitzgerald asked whether he had any other comments or concerns. Tim replied that everything was good on his end.

Public Comment

Before the floor opened for public comment, Linda Fitzgerald welcomed all visitors and asked Lexie Walsh to clarify what was discussed at the first Branch Future Committee meeting in order to clear away some misinformation. Lexie explained that no official decisions had been made and no metrics had been decided upon for determining the Branch's future.

The following individuals made statements in support of the Sunnyland Branch remaining open and asserted their belief that it is an important community landmark: Jace Mansfield, Gale Thetford, Kathleen Wunder, Barb Childers, Nikki Dixon, Diane Murphy, and Dean Eric Collins.

At this point, the time allotted for public comment had run out and those who still wished to make a statement were asked to hold their comments until the end of the meeting.

Consent Agenda Items

1. Minutes of Meetings
 - a. 10.12.21 Committee of the Whole
 - b. 10.19.21 Regular Board Meeting
2. Financial Statements
 - a. Check Register--November
 - b. Budget Worksheet--November

Stacy Smith asked to pull the Budget Worksheet. She asked about the increase in cleaning expenses for this year. Lexie Walsh explained that we had received a late bill in July and so two had been paid in one month.

Joann Bailey made a motion to approve the Consent Agenda Items. Deb Dukes seconded the motion. Roll call vote: Deb Dukes, yes; Stacy Smith, yes; Shelby Yocum, yes; Joann Bailey, yes; and Linda Fitzgerald, yes. The motion passed.

Treasurer's Report

Stacy Smith reviewed a few points on the Treasurer's Report for the Board. She asked Lexie Walsh if the information about the building investment was up-to-date. Lexie explained that it had not as she had only received the information right before the meeting. Stacy also mentioned that a transfer was not recorded correctly. Lexie responded that it was a bank mistake that will be rectified. Stacy Smith made a motion to receive and file the Treasurer's Report for audit. Shelby Yocum seconded the motion. Roll call vote: Stacy Smith, yes; Shelby Yocum, yes; Joann Bailey, yes; Deb Dukes, yes; and Linda Fitzgerald, yes. The motion passed.

Director's Report**

Lexie Walsh gave her director's report over the following topics: customer service & community relations, organizational growth, administration & human resource management, financial management/legal compliance/fundraising, and board of trustees relationship. In her discussion of financial management/legal compliance/fundraising, Lexie presented the Board with a completed capital needs plan that spans the next twenty years. She gave an overview of what it entails and when some of the library's larger expenses may occur.

After the presentation of the circulation statistics, Stacy Smith asked Lexie if it would be possible to see the statistics in chart form with year to year and month to month comparisons. Shelby Yocum asked Lexie how the FoWL booksale went. She responded that it went well, but was not their highest earning.

Approve Per Capita Grant

Lexie Walsh reviewed the Per Capita Grant and explained its requirements. The only requirement that the library does not currently meet that Lexie suggested adding is a Reference service policy. This policy would outline what library staff can do for patrons and give guidelines on how to go about providing reference services. Stacy Smith made a motion to approve the Per Capita Grant. Deb Dukes seconded the motion. All in favor. The motion passed.

Approve Awning Quote

Lexie Walsh informed the Board of the need to replace the awnings near the front entrance of the building. Due to their current state of disrepair and age, they are not able to be repaired and must be replaced entirely. After reviewing the quote and some discussion of options, it was decided that Lexie would ask the awning company about the possibility of having the library's name added to the awnings and present the new quote at the next meeting. Stacy Smith made a motion to table the approval of the awning quote until the next meeting. Joann Bailey seconded the motion. All in favor. The motion passed.

Discuss Branch Future Committee Feedback

Lexie Walsh opened the discussion of the Branch Future Committee feedback by presenting the reasons for a survey and showing the Board a draft of the survey itself. She then asked the Board for their thoughts and any additional questions that might be added. The Board discussed the survey and possible questions, with Stacy Smith suggesting a question about frequency of use. She also requested a comparison between the questions and results of this survey and the last one conducted in 2019.

Committee Reports

There were no further committee reports.

WACC Report

There was no WACC report.

Other Discussion

There was no other discussion.

Public Comment

Public comment resumed with additional support for the Sunnyland Branch from the following people: Diane Murphy, Pam Tomka, Gale Thetford, Nikki Dixon, and Barb Childers.

Board Comment

There was no Board comment.

Adjourn

Joann Bailey made a motion to adjourn. Deb Dukes seconded the motion. All in favor. The motion passed. The meeting was adjourned at 8:37 p.m.

Ali Dixon (Recording Secretary)

Shelby Yocum (Secretary)

***Additional documents available upon request*