



**WASHINGTON DISTRICT LIBRARY  
Regular Board Meeting Minutes  
December 20, 2022**

Washington District Library Board met on December 20, 2022, and was called to order at 7:01 p.m. by Stacey Morris.

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

Linda Fitzgerald was absent.

Also present: Lexie Walsh (Director), and Alison Dixon (Recording Secretary)

Recognition of visitors: Visitors included Jason Hohulin, a CPA with Gorenz & Associates, Ltd., and fourteen members of the public, including Mark Dukes, Karen Williams, Ashley Mahoney, Brad Mahoney, Kim H, Dennis Hermann, Jill Hermann, Susan Schmidgall, Devin Moore, Jennice Woolever, Dan Leach, Pam Tomka, Cassie Schumacher, and Jennifer Sakata.

Jason Hohulin came in place of Tim Custis, as Jason will be replacing Tim as he moves into retirement. Jason presented the audit report to the Board giving explanations and answering questions as needed. Stacy Smith requested a chart tracking year to year changes in the fund balance. Jason took note of the request for next year's audit.

Public Comment: Public comment was made by Karen Williams, Ashley Mahoney, Jennifer Sakata, Pam Tomka, Susan Schmidgall, and Dan Leach. The majority of the commenters expressed their disappointment in the library management and board, as they feel no real change was affected after their presence at the April 2022 Board Meeting. They criticized the idea of a drag story hour taking place in the library and questioned the reasoning behind allowing it to happen. Pam Tomka asked for more details on the program in question. When it was explained that the program was not being hosted by the library, but was a result of a meeting room reservation, Pam espoused her belief that the library had taken the right course of action. She went on to say that if the meeting room guidelines were being followed then to deny the request would be discriminatory.

**Consent Agenda Items**

1. Minutes of Meetings
  - a. 11.15.22 Board Meeting
  - b. 12.09.22 Branch Renovation Committee Meeting
2. Financial Statements
  - a. Check Register—12.20.22
  - b. Budget Worksheet--December

Joan Ruppman asked to pull the Branch Renovation Committee Meeting Minutes. She pointed out that the time of the meeting was incorrect. Lexie Walsh made the necessary changes. Stacey Morris asked if it was possible to change and/or clarify the name of the committee as it has been called several different things. Branch Renovation Committee was chosen as the official name.

Joan also asked to pull the budget worksheet. She commented that general liability under tort seemed really high at 102% spent. Lexie explained that the cause was insurance as the cost came in high and the bond came in

low. She also mentioned that they were one time fees. Stacy Smith commented that building and equipment seemed high as well. Lexie reminded the Board that the Main library parking lot repair was billed on this fiscal year instead of the previous causing the overage.

Stacy Smith asked to pull the check register. She inquired about the larger credit card charges marked Donation expenses. Lexie explained that quite a few donations had been made recently necessitating the purchase of more supplies, such as new furniture and book plaques, as well as a new magnifying reader found in the adult seating area.

Joan Ruppman 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; Stacy Smith, yes; Shelby Yocum, yes; and Joann Bailey, yes. The motion passed.

### **Treasurer's Report**

Lexie Walsh reminded the Board that the money had been move out of CDs to the Money Market account hence the \$0. Stacy Smith briefly reviewed the latest report form Matt Moehle. Joann Bailey made a motion to receive and file the Treasurer's Report for audit. Stacy Smith seconded the motion. Roll call vote: Stacey Morris, yes; Joan Ruppman, yes; Stacy Smith, yes; Shelby Yocum, yes; Joann Bailey, yes; and Deb Dukes, 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. She began by covering a few things that did not make it into her written report due to timing. She announced that CI Pride had cancelled both of their meeting room reservations, likely due to the stern phone call they received about misrepresenting themselves to the library and their misrepresentation of the library's involvement on social media. Lexie also called the Board's attention to the predicted upcoming blizzard and the possibility of closure. To wrap up her notes not contained in the written report, Lexie informed the Board that the RTU had undergone regular maintenance and would need a replacement part costing \$9,000. Joan Ruppman asked about the lifespan of the unit. Lexie responded that it has a twenty-five year lifespan, and that the library's unit is currently at fifteen years.

In her report on organizational growth, Lexie informed the Board that the Main library has been experiencing short internet outages during peak usage hours. After consulting with Grok, it was determined that the issue is in maxing out our bandwidth. The suggested solution is to upgrade the library's MTCO plan from 75/10 to 150/20 for an extra \$41/month. The board deemed this a necessary change and gave their approval. Under the topic of administration & human resources, Lexie made special note of all the work that Carey Gibbons, the CTS Manager, does. She explained that Carey's work does not often show up in the director's report because a lot of it is behind the scenes; but that work is essential for the library's everyday operations. When discussing the Board of Trustees relationship, Lexie announced that she would need two board members to review the three sets of closed meeting minutes that are eligible for release. Deb Dukes and Joann Bailey volunteered.

To close out her report, Lexie presented the FoWL requests and the circulation stats, noting that Hoopla is doing great while LinkedIn remains largely unused.

### **Approve Laminator Quote**

Lexie Walsh opened the discussion by explaining that the laminator is used a lot and has been on its last leg for quite some time. The board discussed and asked questions about usage, with Lexie explaining that it is used by staff and patrons alike. Deb Dukes made a motion to approve the laminator quote of \$2,886.99. Joann Bailey seconded the motion. Roll call vote: Joan Ruppman, yes; Stacy Smith, yes; Shelby Yocum, yes; Joann Bailey, yes; Deb Dukes, yes; and Stacey Morris, yes. The motion passed.

### **Approve Changes to Policy & Ordinance Manual Title X: Use of Meeting/Study Rooms**

Lexie Walsh introduced the proposed changes. She explained that the changes would allow for the termination of any reservation that changed the purpose of the reservation or activity listed on the room application and made clear that any advertising must make apparent that the event is not being hosted and/or sponsored by the library. The board reviewed the changes at length and discussed the need for any additional changes in order to make the library's position clear. Deb Dukes made a motion to approve the changes to Policy & Ordinance Manual Title X: Use of Meeting/Study Rooms, Sections A. 1 & A. 14. Joan Ruppman seconded the motion. All in favor. The motion passed.

### **Committee Reports**

The Branch Renovation Committee met on December 9, 2022 at 2 p.m. In the director's report, Lexie Walsh had announced that she had sent the changes made to the plan decided on by the committee to Tiffany Nash. Tiffany had responded that the current plan was close enough to the budgeted amount to start the bidding process. Stacy Smith asked if Tiffany would send the updated plan so the board could see it. Lexie responded that she would pass it on as soon as it was received. Stacy also inquired as to what the next step would be. Lexie explained that the next steps would be to vote on an official budget and plan.

### **WACC Report**

Stacy Smith reported that the most recent WACC meeting had covered all of the usual end of the year business.

### **Other Discussion**

There was no other discussion.

### **Public Comment**

Public comment was made by Jennifer Sakata, Devin Moore, Ashley Mahoney, Karen Williams, and Dan Leach. They thanked the board for the changes made to the meeting room policy and pointed out the ways they thought a drag story hour would violate those policies. They further stated their belief that the library should be a safe place where they do not have to wonder what their children may see or hear. Pam Tomka commented that she appreciated everyone's involvement and concern.



**WASHINGTON DISTRICT LIBRARY**  
**Regular Board Meeting Minutes**  
**December 20, 2022**

**Board Comment**

There was no Board comment.

**Adjourn**

Stacy Smith made a motion to adjourn. Joann Bailey seconded the motion. All in favor. The motion passed. The meeting was adjourned at 8:30 p.m.

Ali Dixon (Recording Secretary)

Shelby Yocum (Secretary)

*\*\*Additional documents available upon request*