

Washington District Library Board met on April 18, 2023, and was called to order at 7:00 p.m. by Linda Fitzgerald.

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

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

Recognition of visitors: Visitors included Pam Tomka and Ashley Mahony

Public Comment: No public comment was made.

### **Consent Agenda Items**

1. Minutes of Meetings
  - a. 03.21.23 Board Meeting
2. Financial Statements
  - a. Check Register—04.18.23
  - b. Budget Worksheet—April

Linda Fitzgerald asked to pull the check register. She had a question about a large expense marked as donation expense. Lexie Walsh explained that Ali Dixon had made several larger purchases for STEAM kits using donations to the children's department. Linda also asked about the amount spent on public relations. Lexie responded that the summer reading newsletter and postcard had been printed and sent. New information brochures for welcome packets had also been ordered.

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

### **Treasurer's Report**

Stacy Smith reviewed the treasurer's report, going into detail about the most recent transfer from the library's money market account. Joan Ruppman made a motion to receive and file the Treasurer's Report for audit. Deb Dukes seconded the motion. Roll call vote: Stacey Morris, yes; Joan Ruppman, yes; 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 report in organizational growth, Lexie informed the board that the Branch library would need to be closed for a few days to prepare for the renovation. She also reminded the board that the shelves would be looking a little bare at the moment as weeding and shifting were taking place to prepare for the renovation. Stacy Smith asked what was happening to the weeded

books and if it was possible to donate the books directly to the community. Lexie said she would make it happen.

#### **Approve Nonresident Card Agreement**

Lexie Walsh explained how nonresident cards work. This year's nonresident card cost came out to \$118.45. This number is determined by taking the cost of property taxes divided by the library's service population, and then multiplied by the average household size. Joan Ruppman made a motion to approve the nonresident card agreement. Stacy Smith seconded the motion. Roll call vote: Joan Ruppman, yes; Stacy Smith, yes; Shelby Yocum, yes; Joann Bailey, yes; Deb Dukes, yes; Stacey Morris, yes; and Linda Fitzgerald, yes. The motion passed.

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

The meeting entered closed session to discuss the Director's FY24 salary at 7:36 p.m. Regular session resumed at 7:55 p.m.

#### **Approve Director's FY24 Salary**

Stacey Morris made a motion to approve the director's FY24 salary of \$73,557.45, a 3.5% increase from FY23. Joann Bailey seconded the motion. Roll call vote: Stacy Smith, yes; Shelby Yocum, yes; Joann Bailey, yes; Deb Dukes, yes; Stacey Morris, yes; Joan Ruppman, yes; and Linda Fitzgerald, yes. The motion passed.

#### **Approve FY24 Working Budget**

Lexie Walsh introduced the FY24 working budget, explaining that it was the same budget that had been under review for the past few meetings, updated to reflect the approved director's salary and with the addition of a full-time outreach position. Stacy Smith made a motion to approve the FY24 working budget. Deb Dukes seconded the motion. Roll call vote: Shelby Yocum, yes; Joann Bailey, yes; Deb Dukes, yes; Stacey Morris, yes; Joan Ruppman, yes; Stacy Smith, yes; and Linda Fitzgerald, no. The motion passed.

#### **Approve Draft FY24 Budget & Appropriations Ordinance**

Lexie Walsh explained that the Budget & Appropriation ordinance is essentially the working budget in the format required for submission to the county clerk. Shelby Yocum made a motion to approve the draft FY24 Budget and Appropriations ordinance. Joan Ruppman seconded the motion. Roll call vote: Joann Bailey, yes; Deb Dukes, yes; Stacey Morris, yes; Joan Ruppman, yes; Stacy Smith, yes; Shelby Yocum, yes; and Linda Fitzgerald, yes. The motion passed.

#### **Committee Reports**

There were no committee reports.

#### **WACC Report**

Stacy Smith reported on the most recent WACC meeting. She reported that the fitness facility check-ins had yet to resume pre-COVID numbers.

**Other Discussion**

Lexie thanked Linda Fitzgerald, Joann Bailey, and Stacey Morris for their dedicated service to the library and the community as board members. She wished them well and let them know that they would be missed.

**Public Comment**

There was no public comment.

**Board Comment**

Stacy Smith asked that a motion be added to the May agenda to transfer money from gen op to special reserve. Stacy and Deb Dukes also suggested that a discussion be planned to come up with outreach goals in light of a full-time position being offered.

**Adjourn**

Stacey Morris made a motion to adjourn. Joann Bailey seconded the motion. All in favor. The motion passed. The meeting was adjourned at 8:13 p.m.

Ali Dixon (Recording Secretary)

Shelby Yocum (Secretary)

*\*\*Additional documents available upon request*