

WASHINGTON DISTRICT LIBRARY

Sunnyland Branch Library

16 Washington Plaza

BOARD MEETING MINUTES

04.21.26

7:00 PM

MEETING CALLED TO ORDER/ ROLL CALL

Meeting called to order at 7:03 PM by Stacy Smith.

Board members present: Lorena Cary, Deb Dukes, Ashley Mahony, Chris Nichols, Pam Tomka, Stacy Smith. Absent Karen Williams.

Also present: Lexie Walsh and Cassie Shelton.

Cassie Shelton, Washington Library marketing person, spoke about her role doing library marketing, including print, social media and the website. She said that digital marketing works best for promoting the library and programming. She is working on developing a community calendar with other groups in Washington.

RECOGNITION OF VISITORS

No visitors present.

PUBLIC COMMENT

None

CONSENT AGENDA

MINUTES OF MEETINGS

3.17.26 Board Meeting Minutes

FINANCIAL STATEMENTS

CHECK REGISTER – April

BUDGET WORKSHEET – April

TREASURER'S REPORT – March

Approve 2026 Non-resident Card Agreement

Approve Updated FY 26 Salary Schedule

Approve FY 27 Meeting Date Ordinance

Approve Recommendation to Limit Hoopla to Five Circs Monthly

Approve Quote for Wall-off Carpet Replacement

Stacy asked about the date on the Treasurer's Report and Alissa Jachenko on the check register. She was told she was a staff training speaker. She was paid through a grant. Stacy asked about Employee Benefits being at 123% and was told some staff has been added causing that line to increase. It was noted that the July 14 Board Meeting will be at the Branch.

A motion was made by Deb Dukes to approve the Consent Agenda with a second by Lorena Cary. Ayes: Deb Dukes, Ashley Mohony, Chris Nichols, Pam Tomka, Stacy Smith. Nays: None.

DIRECTOR'S REPORT

There was discussion about the Branch lease. A 3 year lease was offered to be extended at the same terms, but Lexie recommended that she doesn't think it a good idea to lock into the lease for that amount of time. Chris Nichols said that he thought it would take that long to work through logistics related to closing the Branch. Lexie said we should look at having a balanced budget by FY 29. Stacy asked Lexie to find out if there would be a penalty for breaking the lease. Lexie suggested if the FY27 budget were approved now, there would be a buffer in the budget.

CIRCULATION STATISTICS-

Chris Nichols asked about low magazine usage and Deb Dukes mentioned a program she had heard about which was a dads'/ kids story time. Stacy noted an increase in database use.

Lexie shared with the board the incident where the light pole in front of the library had been hit and knocked down.

DONATIONS-

Deb Dukes asked if there were any current needs and Lexie said she could give some suggestions.

Stacy Smith explained how the Director's evaluation was done this year, using the same questions with Deb Dukes compiling the results.

CLOSED SESSION (5 ILCS 120/2)©1

Chris Nichols made a motion at 7:37 PM to go into closed session for the purpose of discussing personnel. Lorena Cary seconded the motion. All ayes approved.

Discuss Director's FY26 Review

Discuss Director's FY26 Salary

Deb Dukes made a motion at 8:14 PM to come out of closed session. Chris Nichols seconded the motion. All ayes approved.

A motion was made by Lorena Cary to approve the minutes of the closed session with a second by Ashley Mahony. All ayes approved.

A motion was made by Lorena Cary to approve a 5% increase in the Director's salary, bringing it to \$84,404 for FY27. A second was made by Ashley Mahony. Roll call vote: Ayes: Deb Dukes, Ashley Mohony, Chris Nichols, Pam Tomka, Stacy Smith. Nays: None.

REVIEW FY 27 DRAFT WORKING BUDGET

Lexie determined that the new FY27 total with the new salary would be \$1,701,738. That amount shows a deficit of \$140,421. Lexie said she would include the rent with an 8% increase. Chris Nichols commented that he appreciated the thorough information given.

APPROVE FY27 WORKING BUDGET

Deb Dukes made a motion to approve the FY27 Working Budget. Lorena Cary seconded. Roll call vote: Ayes: Deb Dukes, Ashley Mohony, Chris Nichols, Pam Tomka, Stacy Smith. Nays: None.

WACC REPORT

Stacy Smith shared that WACC received another \$650,000 donation towards their \$3 million goal. They are at over \$1 million.

BOARD COMMENT-

Ashley Mahony said she had a patron ask about requesting a book title to be added to the collection. Lexie said she would look at creating a form for this.

Chris Nichols made a motion to adjourn at 8:23 PM, with a second by Stacy Smith. All ayes approved.