

Washington District Library Board met on April 18, 2017, and was called to order at 7:00 p.m. by President Joan Ruppman.

Members present: Alice Arn, Linda Fitzgerald, Stacey Morris, Sunita Shastry, John Thomas, and Joan Ruppman

Susan Newton was absent.

Also present: Randall Yelverton (Director) and Lori Haller (Recording Secretary)

Recognition of visitors: Stacy Smith

Public Comment: No public comment was made.

Consent Agenda Items

1. Minutes of Meetings
 - a. Special Board Meeting – April 3, 2017
 - b. Finance Committee Meeting – April 3, 2017
 - c. Personnel and Policy Meeting – April 10, 2017
 - d. Long Range Planning Committee – April 12, 2017
2. Financial Statements
 - a. Income Statement
 - b. Balance Sheet
 - c. Payroll Report
 - d. Check Register
 - e. Budget Worksheet

Joan Ruppman stated the minutes from the Special Board Meeting on April 3, 2017, and the Finance Committee Meeting on April 3, 2017, were not included in this month's Board meeting packet. Joan added the minutes from both meetings will be included on next month's Board meeting agenda.

Linda Fitzgerald asked why the children's books expense line item on the Budget Worksheet is at 65% when it should be at about 80% at this time. Randall Yelverton responded the youth services director keeps a detailed budget. She recently started placing the children's book orders herself and found the library is receiving a deeper discount on children's books than she realized. Linda inquired about building and equipment costs being under budget and if there is anything coming up that will be paid from that account. Randall responded part of the library's digitization project will be coming out of that budget along with some repairs next month. Randall added the library will probably end under budget for that line item.

Linda Fitzgerald made a motion to approve the Consent Agenda Items. Sunita Shastry seconded the motion. Roll call vote: Alice Arn, yes; Linda Fitzgerald, yes; Stacey Morris, yes; Sunita Shastry, yes; John Thomas, yes; and Joan Ruppman, yes. The motion passed.

Treasurer's Report

Stacey Morris made a motion to receive and file the Treasurer's Report. Alice Arn seconded the motion. Roll call vote: Linda Fitzgerald, yes; Stacey Morris, yes; Sunita Shastry, yes; John Thomas, yes; Alice Arn, yes; and Joan Ruppman, yes. The motion passed.

Director's Report

- Completed community interviews for Long Range Planning. Interviewed 15 people for the library's strategic plan, and will present a draft of the strategic plan next month.
- Held a staff in-service day on Friday, April 14, 2017. Brainstormed ideas for library improvements and strategic planning. Discussed ways to highlight the library as a learning center and how the library can instill lifelong learning.
- Working with Lexie Walsh, Emily Hunt, and Rhiannon Shoults-Wilson to complete some strategic plan goals.
- The Friends of Washington Library Spring Book Sale is coming up. The sale will be open to the public starting Saturday, April 22, 2017.
- The library is receiving \$18,327 for the fiscal year 2018 Per Capita Grant.
- Planning a combined reception in October 2017 to celebrate the library's 90th anniversary coming up in June and its 10th anniversary at Five Points coming up in October of this year. The library will have a display in June that celebrates 90 years of library history. Linda Fitzgerald suggested asking children and adults what they like about the library several months before the October reception and use the responses for the anniversary celebration.
- Spoke with Rotary about the library being a recipient for this year's literary grant.
- Working on a grant opportunity through RAILS.
- Will be working with the Washington Community High School to acquire a 3D printer for the library and high school to share.
- Half of the library's microfilm collection is currently being digitized. The other half will be done during the next fiscal year.
- Completed staff reviews this month.

Committee Reports

Randall Yelverton stated the Thursday, April 20, 2017, Finance Committee meeting is cancelled and will be rescheduled later.

WACC Report

Linda Fitzgerald stated she will provide a report at next month's Board meeting.

Public Comment

No comment was made.

Closed Session

Personnel (5 ILCS 120/2)(c)(1)

Review Staff Salary/Wage Recommendations for FY18

Discuss Director's Salary for FY18

Stacey Morris made a motion to enter into closed session for the purpose of reviewing staff salary/wage recommendations for fiscal year 2018, and to discuss the director's salary for fiscal year 2018. Alice Arn seconded the motion. All ayes. The motion passed. The Board entered into closed session at 7:30pm.

Sunita Shastry made a motion to come out of Closed Session. Alice Arn seconded the motion. All ayes. The motion passed. Return to open session at 8:25pm.

Modify Wage Compensation for FY 18

Linda Fitzgerald made a motion to approve the staff merit increase plus 2%. Sunita Shastry seconded the motion. Roll call vote: Alice Arn, yes; Sunita Shastry, yes; John Thomas, yes; Linda Fitzgerald, yes; Stacey Morris, yes; and Joan Ruppman, yes. The motion passed.

Linda Fitzgerald made a motion to increase the director's wage compensation by 6.5% for fiscal year 2018 to \$70,678.72. Alice Arn seconded the motion. Roll call vote: Alice Arn, yes; Sunita Shastry, yes; John Thomas, yes; Linda Fitzgerald, yes; Stacey Morris, yes; and Joan Ruppman, yes. The motion passed.

Board Comment

John Thomas stated that Randall does a great job and that the Director's salary was increased to support retention.

Adjourn

John Thomas made a motion to adjourn the meeting. Linda Fitzgerald seconded the motion. All ayes. The meeting was adjourned at 8:33pm.

Lori Haller (Recording Secretary)

Stacey Morris (Secretary)