

Washington District Library Board met on August 15, 2017, and was called to order at 7:00 p.m. by President Joan Ruppman.

Members present: Alice Arn, Linda Fitzgerald, Stacey Morris, Casey Pfeifer, Stacy Smith, and Joan Ruppman

Also present: Randall Yelverton (Director), Lexie Walsh (Youth Services Director), Aaron James (Board member candidate) and Lori Haller (Recording Secretary)

Recognition of visitors: There were no visitors.

Public Comment: No public comment was made.

Aaron James was sworn in as a Board member by Board President Joan Ruppman.

Consent Agenda Items

1. Minutes of Meetings
 - a. Regular Board Meeting – July 18, 2017
 - b. Long Range Plan Meeting – July 6, 2017
 - c. Long Range Plan Meeting – Aug 1, 2017
2. Financial Statements
 - a. Income Statement
 - b. Balance Sheet
 - c. Payroll Report
 - d. Check Register
 - e. Budget Worksheet

Casey Pfeifer made a motion to approve the Consent Agenda Items. Alice Arn seconded the motion. Roll call vote: Alice Arn, yes; Linda Fitzgerald, yes; Aaron James, abstained; Stacey Morris, yes; Casey Pfeifer, yes; Stacy Smith, yes; and Joan Ruppman, yes. The motion passed.

Treasurer's Report

Stacey Morris made a motion to receive and file the Treasurer's Report. Stacy Smith seconded the motion. Roll call vote: Linda Fitzgerald, yes; Aaron James, yes; Stacey Morris, yes; Casey Pfeifer, yes; Stacy Smith, yes; Alice Arn, yes; and Joan Ruppman, yes. The motion passed.

Youth Services Director Lexie Walsh reported on the library's summer reading programming from June 5, 2017 through July 14, 2017. Lexie expressed overall satisfaction with the library's summer reading program and numbers.

- Summer reading registration was up at the main library and down at the branch library. The total registration was a little bit higher over last year, with more of those participating finishing their summer reading goals.

- Program attendance numbers were down a little bit and, in general, make & take crafts participation was down. Casey Pfeifer asked Lexie if she speaks with staff at Washington schools. Lexie Walsh replied she and Youth Services Assistant Mary Penn go to all of the schools to talk to kindergarten through fifth grade students about summer reading and how to sign up.

Stacy Smith asked if the numbers have been going down at the branch library over the years. Lexie Walsh responded the branch numbers were up last year. Lexie added this year's summer reading numbers at the branch library are more equivalent to previous years.

- Two reasons for the slight decrease could be because: 1) both library circulation and visitor numbers were down for the year, and 2) the library was closed on Tuesday, July 4. Lexie Walsh explained the library's biggest programs are held on Tuesday at the main library, and the branch library has evening programming on Tuesdays during summer reading. Stacy Smith asked how many programs are held during summer reading. Lexie replied 32 at the main library and 10 at the branch library. Lexie said next year she would like to work with Emily Hunt, the library's young adult librarian, and Rhiannon Shoults-Wilson, the library's adult services manager, to find a way to combine programs to make attending more convenient for families. Lexie added she is happy with the library's youth services.

Stacy Smith asked if most programs are during the day or evening. Lexie Walsh responded most main library summer reading programs are during the day while most branch programs are during the evening, which seems to be a better time for them. Lexie added a couple of programs are also held on Saturday at the main library. Stacy asked if a survey was done about summer reading programming. Lexie replied surveys have been used in the past but not this year; if summer reading programming is changed to combined programming, next year's summer reading will be very different from this year's summer reading. Stacy asked about qualitative measurements, such as how well liked was summer reading. Lexie responded there has been very positive feedback. Lexie added Mary Penn and the branch library staff do a great job.

Lexie Walsh left at 7:25pm.

Director's Report

Randall Yelverton handed out the Director's Report to the Board members.

- Temporarily hired a new page to replace Olivia Bennett who paged for the library over the summer.
- The library's newspaper digitization project is finished.
- Compiled the Illinois Public Library Annual Report for the library, which will be reviewed tonight.
- The library's annual Appropriations Ordinance is complete. The library finance committee will meet after tonight's Board meeting.

Approve Hiring of New Library Page

Stacy Smith made a motion to approve permanently hiring Leann Kemper to serve as a Library Page at the rate of \$8.25 an hour, working 13 hours a week and earning \$5,577 a year. Alice Arn seconded the motion. Roll call vote: Aaron James, yes; Stacey Morris, yes; Casey Pfeifer, yes; Stacy Smith, yes; Alice Arn, yes; Linda Fitzgerald, yes; and Joan Ruppman, yes. The motion passed.

Approve Library's Strategic Plan

Joan Ruppman stated the Long Range Planning Committee met to discuss and create the library's strategic plan. Randall Yelverton asked for Board approval so the library can begin to implement some of the items in the plan. Joan stated it is important to stress the library's mission statement in the strategic plan. Joan added the library's mission statement needs to be a prominent part of everything the library does. Aaron James asked if the strategic plan is for the 2017-2018 year or longer. Joan responded it is a working document and will be revised over time. Randall told the Board he would like to bring an annotated copy back to the Board at next month's Board meeting with additional metrics and timeline. Aaron James made a motion to approve the library's strategic plan. Casey Pfeifer seconded the motion. All ayes. The motion passed.

Review and Approve Illinois Public Library Annual Report

Randall Yelverton stated the library annual report is something the library sends to the State of Illinois every year. Randall stated there needs to be an audit of the regular Board meeting minutes. Joan Ruppman stated the minutes need to be reviewed for accuracy and asked for two volunteers from the Board. Alice Arn and Linda Fitzgerald volunteered to review the library's regular Board meeting minutes. Randall pointed out an error in the annual report. Casey Pfeifer made a motion to table the approval of the Illinois Public Library Annual Report until corrections have been made. Linda Fitzgerald seconded the motion. All ayes. The motion passed.

Review Annual Appropriations Ordinance

Joan Ruppman stated the Annual Appropriations Ordinance will have to be approved at next month's Board meeting. Joan added it will be discussed at the Finance Committee following this Board meeting.

Committee Reports

There were no reports.

WACC Report

Linda Fitzgerald reported the WACC Board discussed a capital expansion for the purchase of a spotlight for the theater. Gloria McNett will be a WACC Board member at large. The high school representative to the WACC Board is Jennifer Essig. The WACC Board reached an agreement with Washington Community High School about the use of specific spaces within the Five Points parking lot for high school parking. Use of the parking lot by the high school will be monitored by high school personnel. A crossing guard will be present to monitor use of the designated parking spaces. The WACC Board approved World of Vitamins to replace The Blend.

Public Comment

No comment was made.

Board Comment

With great regret, Casey Pfeifer announced she has decided to resign as a Washington District Library Board Member. Casey expressed how proud she is of our library. Joan Ruppman thanked Casey for her service.



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**WASHINGTON DISTRICT LIBRARY
Regular Board Meeting Minutes
August 15, 2017**

Adjourn

Linda Fitzgerald made a motion to adjourn the meeting. Alice Arn seconded the motion. All ayes. The meeting was adjourned at 8:03pm.

Lori Haller (Recording Secretary)

Stacey Morris (Secretary)