

Washington District Library Board met on August 21, 2018, and was called to order at 7:00 p.m. by President Joan Ruppman.

Members present: Alice Arn, Linda Fitzgerald, Aaron James, Stacey Morris, Stacy Smith, Roger Stevens, and Joan Ruppman.

Also present: Lexie Walsh (Interim Director) and Lori Haller (Recording Secretary)

Recognition of visitors: There were no visitors.

Public Comment: No public comment was made.

Consent Agenda Items

1. Minutes of Meetings
 - a. Executive Committee Meeting – July 9, 2018
 - b. Regular Board Meeting – July 17, 2018
 - c. Executive Committee Meeting – August 13, 2018

2. Financial Statements
 - a. Income Statement
 - b. Balance Sheet
 - c. Payroll Report
 - d. Check Register
 - e. August 2018 Budget Worksheet

Roger Stevens asked to pull the Income Statement, Balance Sheet and Budget Worksheet. Roger asked that interest generated for the month be broken out for all funds on the Income Statement. Lexie Walsh responded she would talk to the library's bookkeeper. Roger asked for clarification of where the amounts in lines 6, 7, 9, 27 and 28 come from on the Balance Sheet so the Board can tell where the library will be financially at the end of the year. Alice Arn suggested the library's bookkeeper attend the next few Board meetings to address questions. Roger expressed concern about line items on the Budget Worksheet being at 14% for the fiscal year. Lexie responded budget lines are higher at the beginning of the fiscal year because there are more purchases than at the end of the year. Linda Fitzgerald stated the Board usually approves the OCLC bill before it is paid. Stacey Morris pointed out some items have been paid for the entire year in this month. Stacy Smith stated the budget is supposed to be at 14% and the Budget Worksheet shows the library is at 13% for the fiscal year. Lexie stated library programming checks have been cut for through December 2018. Stacy Smith asked about the approximately \$29,000 in line item 36, Per Capita, on the Income Statement. Lexie responded the Illinois State Library accepts Public Library Per Capita Grant applications every year. Roger asked when the Per Capita Grant application is due. Lexie responded December 1, 2018. Lexie stated she would email answers to the Board and put them in next month's director's report.

Roger Stevens made a motion to approve the Consent Agenda Items with questions awaiting answers. Alice Arn seconded the motion. Roll call vote: Alice Arn, yes; Linda Fitzgerald, yes; Aaron James, yes; Stacey Morris, yes; Stacy Smith, yes; Roger Stevens, yes; and Joan Ruppman, yes. The motion passed.

Treasurer's Report

Roger Stevens asked if a Working Cash Fund CD he thought the library has had matured. Roger asked that interest be broken out to each fund, and how the amount in line item 11 was determined. Lexie Walsh responded she will check with the library's bookkeeper. Roger asked that line 34, Real Estate Taxes collected to date, be divided out by fund. Roger stated he would like to see a Treasurer's Report spreadsheet.

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

Review and Approve IPLAR

Affirm Fiscal Year 2018 Board Meeting Minutes

Joan Ruppman stated Aaron James and Linda Fitzgerald reviewed the Fiscal Year 2018 Regular Board meeting minutes.

Roger Stevens made a motion to approve Fiscal Year 2018 Regular Board Meeting Minutes for the Illinois Public Library Annual Report (IPLAR). Stacy Smith seconded the motion. All ayes. The motion passed.

Interim Director's Report

Monthly Statistics

New Format

Monthly Door Counts

- The library has been a repository for found tornado items for nearly five years. Many items are still unclaimed, and they take up a lot of storage space. Lexie Walsh proposed announcing to the public that items need to be picked up by December 31, 2018. The Board discussed different ways of notifying the public.
- Summer reading went really well. Adult summer reading sign up was huge. Combining the children, young adult, and adult summer reading programming, along with the more manageable goal for parents with young children, got a lot of parents to sign up with the kids.
- A summary reading survey was included with the library's fall newsletter and can be found on the home page of the library's website.
- Will be meeting with Rhiannon, Erin, and Emily to discuss summer reading programming.
- Would like to implement the library's staff policy and procedures manual that was updated in March of 2017, and train staff by having a staff training day to go through the updated manual. Roger Stevens suggested renaming the manual to lessen confusion with the library's policy manual. The manual was renamed Operations Manual. Linda Fitzgerald felt going over the entire manual in one day is too much information for one day. Linda suggested going over parts of the manual in staff meetings. Linda also suggested waiting until the permanent director is in place. Stacy Smith suggested starting with those

areas really needing to be standardized in a staff meeting. Stacey Morris expressed concern about closing the library for an entire day. Stacey Morris suggested giving each staff member a copy of the manual and taking questions. Lexie Walsh stated one change in the updated manual is to have all staff trained on how to make a library card. Stacey Morris suggested finding other creative ways to train staff. Joan Ruppman suggested educating and training staff in pods so that the library would not need to be shutdown.

- The main library's windows will be cleaned on August 23, 2018.
- Met with David York, maintenance foreman for Five Points and discussed window repairs or replacements, power washing the outside of the main library, the need for an inspection of the main library's roof, and the need to purchase an OSHA approved fiberglass ladder for the library. Roger Stevens suggested finding out what company did the application on the roof. Lexie Walsh stated she is working on quotes and will give the information to the Board.
- Patty Kweram, the library's technology instruction coordinator and acquisitions clerk, resigned and that position will be posted until August 24, 2018.
- Next month the Board will review chapters 7 and 8 of the *Trustee Facts File Third Edition*.
- Next month Roger Stevens will report on the Illinois Veterans' History Project.

Stacy Smith commented she liked the director's report format change. Lexie Walsh pointed out she provided two formats for the circulation statistics. Joan Ruppman requested Lexie continue to provide both formats for a couple of more months. Roger Stevens asked if the door counts are divided by 2 because of people entering and exiting the library. Lexie responded she will check if the report is divided before providing it to the Board.

Approve Implementation of and Staff Training Day for Policy & Procedures Manual

Roger Stevens made a motion to approve the implementation of and staff training day for the Operations Manual (formerly named the Policy & Procedures Manual). Alice Arn seconded the motion. The motion did not pass with 1 aye and 6 nays.

Review and Approve Policy Language for Library Closing Parameters

Lexie Walsh stated the library will close when Washington schools are closed due to inclement weather. Aaron James suggested including language for other unforeseen emergencies. Stacey Morris made a motion to approve the library closing parameters. Linda Fitzgerald seconded the motion. All ayes. The motion passed.

Review and Approve Purchase of AV Shelving

Lexie Walsh stated purchasing additional shelving for the main library was talked about at last month's Board meeting. Lexie stated the shelving in the quote matches the main library's current shelving and includes the cost of the shelving, delivery, and installation. Stacy Smith made a motion to approve the purchase of AV shelving for the main library. Roger Stevens seconded the motion. Roll call vote: Aaron James, yes; Stacey Morris, yes; Stacy Smith, yes; Roger Stevens, yes; Alice Arn, yes; Linda Fitzgerald, yes; and Joan Ruppman, yes. The motion passed.

Review and Approve Replacement of Lightbulbs and Ballasts

Lexie Walsh stated it has been a year since lightbulbs and ballasts have been replaced at the main library. Roger Stevens stated if the library changes to LED, the bulbs will last longer and the library will save more in the long run. Stacey Morris asked for a quote to change to LED lighting. Linda Fitzgerald made a motion to get a quote for lighting improvement which includes LED lights; then, if that is not possible, will replace with current bulbs and ballasts. Stacey Morris seconded the motion. Roll call vote: Stacey Morris, yes; Stacy Smith, yes; Roger Stevens, yes; Alice Arn, yes; Linda Fitzgerald, yes; Aaron James, yes; and Joan Ruppman, yes. The motion passed.

Discuss Hiring Procedure for Technology Instruction Coordinator/Acquisitions Clerk

Lexie Walsh stated the position is a full-time staff position. Lori Haller and Rhiannon Shoults are helping to fill the gap. Lexie said she received five applications. Lexie asked for the ability to hire someone to fill the position as soon as possible. Linda Fitzgerald asked if a two year library degree is required. Lexie responded a two year library degree is not required, but is preferred. Lexie asked to start interviewing candidates on Monday, August 27, 2018. Roger Stevens asked if the new person will move into Patty Kweram's clerk 2 position. Lexie responded yes.

Discuss Per Capita Grant Requirement: *Trustee Facts File Third Edition, Chapter 6*

The Board reviewed Chapter 6, Intellectual Freedom, of the *Trustee Facts File Third Edition*.

Discuss Per Capita Grant Requirement: *Serving Patrons with Disabilities*

Joan Ruppman reviewed and reported on the topic of serving patrons with disabilities.

Committee Reports

There were no reports.

WACC Report

Linda Fitzgerald reported the WACC Board continues to work on long range planning. The WACC Board discussed the use of the Five Points parking lot by Washington Community High School. The Board decided if the high school uses the lot then the high school must provide a crossing guard and someone to patrol the lot; otherwise, the high school will not be able to use the lot for student parking. Five Points has met with the high school's principal but does not have a new contract with the high school. High school students are still using the Five Points parking lot.

Director Search Update

Joan Ruppman stated the Board is continuing to do a director search. The Executive Committee has met and the Board has had twelve applicants. Joan stated application submission is open until September 3, 2018.

Public Comment

No comment was made.

Other Discussion

There was no other discussion.

Board Comment

Roger Stevens asked to include the statute in the agenda when the Board will be going into closed session. Joan Ruppman asked if the Board would like to ask the library's bookkeeper to attend the next two Board meetings, as suggested earlier by Alice Arn. Aaron James asked if the bookkeeper would be able to answer the questions right away. Lexie Walsh suggested it might be more effective if the bookkeeper gets questions ahead of time. Stacy Smith, Linda Fitzgerald, and Roger Stevens stated they will not be able to attend the next Board meeting. Stacey Morris suggested tabling having the bookkeeper come to the next meeting. Joan asked Roger to submit questions ahead of time when he receives the Board packet. Roger replied he would do that.

Roger Stevens made a motion for the Board to enter into closed session for the purpose of discussing the director search. Aaron James seconded the motion. Roll call vote: Stacy Smith, yes; Roger Stevens, yes; Alice Arn, yes; Linda Fitzgerald, yes; Aaron James, yes; Stacey Morris, yes; and Joan Ruppman, yes. The motion passed. The Board entered into closed session at 8:48pm.

Closed Session

Personnel (5 ILCS 120/2)(c)(3)
Discuss Director Search

Returned to Open Session at 9:16 p.m.

Roger Stevens made a motion to approve the Closed Session minutes as reviewed during Closed Session. Alice Arn seconded the motion. All ayes; the motion passed.

Roger Stevens made a motion to adjourn the meeting. Aaron James seconded the motion. All ayes. The meeting was adjourned at 9:17 p.m.

Lori Haller (Recording Secretary)

Stacey Morris (Secretary)