

Washington District Library Board met on December 20, 2016, and was called to order at 7:01 p.m. by President Joan Ruppman.

Members present: Alice Arn, Linda Fitzgerald, Stacey Morris, Susan Newton, and Joan Ruppman

Sunita Shastry and John Thomas were 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. Regular Board Meeting – November 15, 2016
 - b. Personnel and Policy Meeting – December 16, 2016
2. Financial Statements
 - a. Income Statement
 - b. Balance Sheet
 - c. Payroll Report
 - d. Check Register
 - e. Budget Worksheet
 - f. Treasurer's Report

Joan Ruppman asked to pull the Treasurer's Report. Joan asked Randall Yelverton about budget worksheet line items greater than 50%. Randall responded the only item of concern for him is the non-print items. Randall added he will adjust spending accordingly for that line item. Susan Newton asked about the Branch phone expense at 58% of budget. Randall responded he may have underestimated that line item. Randall added the total budget is under budget for the year at 41%. Susan asked Randall to look into the Branch phone expense.

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

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

Susan Newton asked Randall Yelverton about the utilities budget discussed at last month's Board meeting. Randall responded he spoke with the library's bookkeeper and the increase in payment was due to two utility bills being paid before last month's Board meeting (October 2016 and November 2016). Randall added it had to

do with when the Board meeting was held last month. Susan asked if the excess cash on the audit report discussed at last month's Board meeting reflected the library spending less than budgeted. Randall replied that is correct.

Director's Report

- The sale of land is complete. Randall Yelverton added the library paid \$1000 for the survey of land which was \$2000 less than the \$3000 the library budgeted.
- The staff Christmas party expenses came in under budget. The library spend \$440 instead of the \$490 budgeted. Susan Newton asked where the Christmas party was held. Randall Yelverton responded it was held in the senior room at Five Points and catered by Chef's Catering.
- The annual list of receipts and disbursements has been submitted to the county and will appear in the Courier this week.
- Conducted several interviews for the Adult Services Manager position.
- Met with the Personnel & Policy Committee to discuss the Adult Services Manager position.
- Received four board packets for the four open Board positions.
- Will be reviewing the annual Per Capita Grant application at tonight's Board meeting.
- Lexie Walsh, Youth Services Director, will be helping with staff scheduling beginning next year.

Joan Ruppman asked if there are any concerns in regards to the circulation statistics. Randall Yelverton replied there is nothing of concern to report.

Linda Fitzgerald inquired about DVD circulation. Randall Yelverton responded the increase in DVD checkouts allowed has not been publicized yet. Randall added signs are being put out within the library and information about the increase to 6 DVDs per card will be in the next library newsletter.

F.O.W.L. Requests

The Board reviewed the Friends of Washington Library (F.o.W.L.) requests from the young adult librarian and youth services director. Randall Yelverton commented the library has requested assistance for the children's summer reading prizes and snacks in the past. Randall explained that young adult librarian Emily Hunt is requesting help from F.o.W.L. to incorporate some coding and maker space events into the young adult programming. Stacey Morris asked how the library usually purchases computer equipment. Randall responded the library has used bulk purchasing and special government pricing for large orders, and researching prices for individual laptops. Stacey asked how library computers are repaired. Randall responded through purchased service agreements.

Review the Per Capita Grant Application

The Board reviewed the annual Per Capita Grant application. Randall Yelverton stated the library will receive approximately \$12,000. Randall asked the Board to review chapter 6 regarding access. Randall stated the library meets most of the goals except for offering foreign language materials and no materials restriction. Randall explained the library does restrict R rated materials from younger patrons. Stacey Morris requested the Board revisit discussing a change in library weekend hours for the next year. Susan Newton suggested the approximately \$90,000 not spent from the library's last budget be earmarked for a change in weekend hours. Randall responded the library would most likely have to hire new part-time staff or increase current staff hours.

Randall suggested the library could flip the summer and winter Saturday hours. Joan Ruppman suggested bringing in the community. Linda Fitzgerald stated the library has \$20,000 no longer being paid to WACC. Stacey pointed out the Per Capita Grant application standards state to maximize weekends which would include Sundays.

The Board reviewed the trustee section of the Per Capita Grant application. No changes were made. Randall Yelverton stated he would send the library's annual Per Capita Grant application to the State of Illinois.

Approve the Transfer of Interest from the Working Cash Fund

Stacey Morris made a motion to approve the transfer of \$738.88 from the Working Cash fund to the General Operating fund. Linda Fitzgerald seconded the motion. Roll call vote: Stacey Morris, yes; Susan Newton, yes; Alice Arn, yes; Linda Fitzgerald, yes; and Joan Ruppman, yes. The motion passed.

Visitor Stacy Smith left the meeting at 7:34pm.

Closed Session

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

Approve the Hiring of the Adult Services Manager

Linda Fitzgerald made a motion to enter into closed session for the purpose of approving the hiring of the adult services manager. Alice Arn seconded the motion. All ayes. The motion passed. The Board entered closed session at 7:35pm.

Linda Fitzgerald made a motion to return to open session. Susan Newton seconded the motion. All ayes. The Board returned to open session at 8:00pm.

Linda Fitzgerald made a motion to approve the hiring of Rhiannon Christine Shoults-Wilson for the adult services manager position at the starting salary of \$39,000. Alice Arn seconded the motion. Roll call vote: Susan Newton, no; Alice Arn, yes; Linda Fitzgerald, yes; Stacey Morris, yes; and Joan Ruppman, yes. The motion passed.

Committee Reports

There were no reports.

WACC Report

Linda Fitzgerald was unable to attend the November WACC board meeting due to illness. Linda stated the WACC board does not meet in December.

Public Comment

No comment was made.



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**WASHINGTON DISTRICT LIBRARY
Regular Board Meeting Minutes
December 20, 2016**

Board Comment

Susan Newton commented she was not pleased with the 2016 library holiday closing dates and felt it was excessive. Susan added she does not think closing on January 2, 2017 in observance of New Year's Day and at 1:00pm on Friday, December 29, 2017 in observance of New Year's Eve are necessary. Randall responded the library policy states these are the paid holiday dates the library staff should be given. Susan requested the library consider the holiday on the day of the holiday regardless of what day it falls on, including Sunday. Joan Ruppman commented the Policy & Personnel Committee should meet to discuss the fiscal year's goals. Stacey Morris asked about the Long Range Planning Committee. Randall Yelverton replied he would speak with John Thomas about scheduling a January 2017 long range planning meeting.

Adjourn

Alice Arn made a motion to adjourn the meeting. Susan Newton seconded the motion. All ayes. The meeting was adjourned at 8:09pm.

Lori Haller (Recording Secretary)

Stacey Morris (Secretary)