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WASHINGTON DISTRICT LIBRARY Regular Board Meeting Minutes December 19, 2017

Washington District Library Board met on December 19, 2017, and was called to order at 7:00 p.m. by Board Vice President Linda Fitzgerald.

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

Also present: Randall Yelverton (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. Regular Board Meeting – November 21, 2017
 - b. Personnel and Policy Meeting –December 13, 2017
2. Financial Statements
 - a. Income Statement
 - b. Balance Sheet
 - c. Payroll Report
 - d. Check Register
 - e. Budget Worksheet

Linda Fitzgerald asked to pull the Personnel and Policy meeting minutes from December 13, 2017. Stacy Smith made a motion to approve the Consent Agenda Items minus the December 13, 2017, Personnel and Policy meeting minutes. Alice Arn seconded the motion. Roll call vote: Alice Arn, yes; Aaron James, yes; Stacey Morris, yes; Stacy Smith, yes; and Linda Fitzgerald, yes. The motion passed.

Aaron James made a motion to approve the corrected December 13, 2017, Personnel and Policy meeting minutes to show the meeting adjourned at 5:55pm. Alice Arn seconded the motion. All ayes. The motion passed.

Treasurer's Report

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

Approve Treasurer's Reports for Fiscal Year 2017

Stacey Morris made a motion to approve the Treasurer's Reports for Fiscal Year 2017. Stacy Smith seconded the motion. Roll call vote: Stacey Morris, yes; Stacy Smith, yes; Alice Arn, yes; Aaron James, yes; and Linda Fitzgerald, yes. The motion passed.

Director's Report

- The Illinois legislature passed a law in November 2017 mandating the library have a sexual harassment policy in place by January 2018. Worked with the library's attorney and the Personnel and Policy Committee to prepare a policy for the library.
- Reviewing Per Capita Grant application tonight.
- The Board will be reviewing safety guidelines for the Per Capita Grant application tonight. The library will be implementing some but not all. Stacy Smith asked if the library has a safety procedure policy for outside groups using the library's rooms. Randall Yelverton responded the library has an evacuation policy. Randall added might want to put an evacuation poster in the library's meeting spaces.
- The library is purchasing computers for a mobile computer lab.
- Approving the hiring of two new pages tonight.
- The library's winter newsletter will be sent out soon.
- Library staff is planning new programming for the library.
- Marble runs were made at the branch library as part of a children's program, and will be kept as semi-permanent features at the library.

Aaron James asked if there is any coordination between Five Points and the library. Randall Yelverton responded someone from Five Points will contact the library if they think there will be parking congestion at Five Points. Randall added Five Points will position attendants out in the parking lot at times. Linda Fitzgerald asked if the library could coordinate with Five Points. Randall responded he could ask Five Points' program coordinator.

- Randall shared a thank you note from library staff to the Board for the staff Christmas party.

Swear In New Board Member

Roger Stevens was sworn in as a new Board member by Board Vice President Linda Fitzgerald.

Approve Hiring of New Library Pages

Aaron James made a motion to approve Stormy Carr and Tatem Davis be hired permanently to serve as Library Pages 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: Stacy Smith, yes; Roger Stevens, yes; Alice Arn, yes; Aaron James, yes; Stacey Morris, yes; and Linda Fitzgerald, yes. The motion passed.

Review FOWL Requests

Randall Yelverton stated Friends of Washington Library (FOWL) request information is reviewed to give the Board an understanding of what is being requested and does not need Board approval. Randall stated the library's young adult librarian requested funds from FOWL for a Harry Potter young adult program, pizza and snacks, and furniture for the young adult area.

Review and Approve Per Capita Grant Application

Randall Yelverton reviewed with the Board chapter 12, "Safety," of *Serving Our Public 3.0: Standards for Illinois Public Libraries* as required for the Per Capita Grant. Aaron James asked if Randall found anything urgent or important. Randall responded currently emergency contacts come to him and he needs to make others

more aware of emergency contact numbers. Linda Fitzgerald asked if there was anything the library was not currently doing. Randall responded there are instances where the branch library does not have two staff present. Randall added he strives for two people to be there at all times for safety reasons. Alice Arn asked if there is a volunteer at the branch. Randall replied volunteers cover staff lunch hours and the branch has a page there also.

Randall Yelverton stated the Personnel and Policy Committee discussed chapter 12, #6, and determined it would be beneficial to review a section of the library's by-laws at every Board meeting; not for revision at that time, but for review and meeting to discuss at a Personnel and Policy Committee meeting. Randall added reviewing a part of the library's by-laws will begin at next month's Board meeting and will be included in next month's Board packet.

Randall Yelverton stated that once Roger Stevens has completed an Economic Interest Statement, he will fill out that part of the Per Capita Grant application. Randall informed the Board that he contacted the City Clerk about a Conflict of Interest Statement part in the Per Capita Grant application because the library has never sent out a Conflict of Interest Statement. Randall stated he was told the State Library says to ignore that section; only the Economic Interest Statement is needed.

Randall Yelverton stated he asked Stacy Smith to watch a safety video as required for the Per Capita Grant, and report on it at this month's Board meeting. Stacy Smith presented a summary of the safety video to the Board. Randall stated he would be sharing the safety information with library staff at a staff meeting.

Aaron James asked if the Per Capita Grant is a competitive grant. Randall Yelverton responded it is not a competitive grant. Stacy Smith asked when the grant application is due. Randall responded January 15, 2018. Alice Arn made a motion to accept the Per Capita Grant application with the exception of the Economic Interest Statement. Stacy Smith seconded the motion. Roll call vote: Roger Stevens, yes; Alice Arn, yes; Aaron James, yes; Stacey Morris, yes; Stacy Smith, yes; and Linda Fitzgerald, yes. The motion passed.

Committee Reports

Randall Yelverton stated the Personnel and Policy Committee met on December 13, 2017. Stacey Morris asked for a meeting template for committee meeting minutes. Randall stated he would email Joan Ruppman to set up a Personnel and Policy Committee meeting.

WACC Report

Linda Fitzgerald reported two WACC Board members will leave the Board in December 2017. Kirk Johnson and Kathy Davidson will be leaving. Sherril West will be joining the WACC Board. The WACC Board wants to do strategic planning next year. Enrollment continues to rise. Five Points is sponsoring a new swim team.

Public Comment

No comment was made.

Board Comment

No comment was made.



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**WASHINGTON DISTRICT LIBRARY
Regular Board Meeting Minutes
December 19, 2017**

Adjourn

Aaron James made a motion to adjourn the meeting. Stacy Smith seconded the motion. All ayes. The meeting was adjourned at 7:51pm.

Lori Haller (Recording Secretary)

Stacey Morris (Secretary)