

Washington District Library Board met on February 21, 2017, and was called to order at 7:00 p.m. by President Joan Ruppman.

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

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 – January 17, 2017
 - b. Long Range Planning Meeting – February 1, 2017
2. Financial Statements
 - a. Income Statement
 - b. Balance Sheet
 - c. Payroll Report
 - d. Check Register
 - e. Budget Worksheet

Joan Ruppman pointed out the Long Range Planning Meeting minutes were not included in the February Board packet. Randall Yelverton told the Board he will include them in next month's Board meeting packet. Linda Fitzgerald asked about a payment made by the library for a summer reading party. Randall explained the payment was made to reserve the Washington Pool for the library's upcoming summer reading program. Susan Newton asked from what account the iPads for the main library's children's area were paid. Randall responded the iPads were paid for out of the library's new equipment budget.

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

Treasurer's Report

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

Director's Report

- The library is state certified for another year.

- Working with the adult services manager on summer programming. The adult services manager has taken over ordering adult materials.
- Working with staff members reviewing and updating the library's procedures manual.
- Need to meet with the Personnel and Policy Committee to discuss a travel expense policy for the library. The library does not have an explicit policy specifically for travel expenses. Randall Yelverton stated he will speak with the library's attorney to get clarification about travel expense reimbursement.
- Began meeting with different people in the community as part of the library's Strategic Planning.
- Added iPads in the children's area to replace outdated desktop computers. Sunita Shastry asked how many iPads were added. Randall responded three. Susan Newton asked what was done with the desktop computers removed from the children's area. Randall responded the old computers were put in storage to be used for parts if needed.
- The branch library has a new Chromebook that can be circulated within the library.
- The library's winter newsletter was mailed to Washington residents.
- AARP tax aide-volunteers are conducting tax preparation services in the library by appointment.

Linda Fitzgerald noted DVD circulation is up. Linda also noted that circulation statistics for the branch library have gone up. Randall Yelverton responded he has been talking to the branch library staff and adult services manager about ways to increase circulation at the branch. Randall added as the months progress away from December the library should see an increase that peaks in June, July, and August.

Discuss Necessity of Travel Expenses Policy

Randall Yelverton asked that the Personnel and Policy Committee meet to discuss a specific policy for library-related travel expenses. Randall stated the library currently uses the IRS per diem guidelines. Randall informed the Board he received a sample policy from the State of Illinois, and the library must have a policy in place before June 2017.

Request for Staff In-service Day

Randall Yelverton requested the library be closed on Friday, April 14, 2017, for staff training and strategic planning. Sunita Shastry asked how the public would be informed that the library will be closed that day. Randall responded signs will be posted in the library and information about the closing will be posted on the library's website. Linda Fitzgerald made a motion to approve that the main and branch libraries close on Friday, April 14th, 2017, for a staff in-service day. Sunita Shastry seconded the motion. All ayes. The motion passed.

Committee Reports

John Thomas stated the Long Range Planning Committee will meet on February 28, 2017. Randall Yelverton stated he will continue to meet with community members as part of the library's strategic planning goals.

WACC Report

Linda Fitzgerald reported the WACC Board met on January 25, 2017. Vikki Poorman shared Five Points' 2017 business plan and overall objectives. The Board discussed allowing beverages in the theater. The Board voted to allow beverages for some venues when Five Points thinks it is appropriate. Linda added the WACC Board will not meet in February 2017. Joan Ruppman asked if there was any more discussion about the SilverSneakers



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program. Linda responded at a previous meeting the WACC Board unanimously voted not to offer the SilverSneakers program.

Public Comment

No comment was made.

Board Comment

No comment was made.

Adjourn

Alice Arn made a motion to adjourn the meeting. John Thomas seconded the motion. All ayes. The meeting was adjourned at 7:40pm.

Lori Haller (Recording Secretary)

Stacey Morris (Secretary)