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WASHINGTON DISTRICT LIBRARY Regular Board Meeting Minutes February 20, 2018

Washington District Library Board met on February 20, 2018, and was called to order at 7:00 p.m. by President Joan Ruppman.

Members present: Alice Arn, Stacey Morris, Stacy Smith, Roger Stevens, and Joan Ruppman

Linda Fitzgerald and Aaron James were 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 – January 16, 2018
 - b. Special Meeting – January 22, 2018
2. Financial Statements
 - a. Income Statement
 - b. Balance Sheet
 - c. Payroll Report
 - d. Check Register
 - e. Budget Worksheet

Alice Arn made a motion to approve the Consent Agenda Items as written. Roger Stevens seconded the motion. Roll call vote: Alice Arn, yes; Stacey Morris, yes; Stacy Smith, yes; Roger Stevens, 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: Stacey Morris, yes; Stacy Smith, yes; Roger Stevens, yes; Alice Arn, yes; and Joan Ruppman, yes. The motion passed.

Randall Yelverton informed the Board that Linda Ruder, library bookkeeper, found that too much withholding was being deducted from one library employee's paycheck for Aflac insurance, and that it has been happening since 2011. Randall added no other employees were affected. Randall stated the correct amount was sent to Aflac with the balance being held in the library's General Fund. Randall stated he spoke with the library's accountant about reimbursing the employee for the mistake and was advised the employee needed to be repaid the amount of \$2,037.00. Randall stated a check has been issued to the employee. Joan Ruppman asked if the library owes any interest on the amount. Randall responded he would ask the library's accountant.

Director's Report

- Errors found in financials last month have been corrected. The library's bookkeeper, Linda Ruder, is doing an excellent job. Linda spotted the error with Aflac withholding and brought it to the director's attention.
- In the future, the Treasurer's Report will be broken down into funds.
- The library was closed on President's Day.
- The Peoria Riverfront Museum has provided a pass to area libraries so that patrons can check out the pass from the library at no cost to the patron or library. Randall said he is talking to other area directors about the lending period and other circulation policies for the pass.
- The library was closed briefly for snow on February 6 from 6:30-8:00pm. This is the only closing so far this season.
- Completed recertification of the library with the state library.
- Board members will be receiving a Statement of Economic Interest form soon.
- Completed travel arrangements for the Public Library Association (PLA) conference next month. Roger Stevens asked who will be attending PLA. Randall Yelverton responded Youth Services Director Lexie Walsh, Adult Services Manager Rhiannon Shoults-Wilson, and himself. Roger asked where PLA is being held. Randall replied Philadelphia, Pennsylvania.
- Talking with the library's accountant about the contract for the coming year. The accountant asked for an open-ended contract due to the possible change to state accounting regulations that would require additional work by the library's accounting firm. Randall Yelverton stated he asked for a contract with a definitive number and a statement of what the accounting policy will be.
- Next month's Board meeting will be on Tuesday, March 27, at 7:00pm.
- Starting to promote the library's Sunday hours through the library's Facebook page, postcards sent to patrons, and notices going out with items that are checked out.
- Patrons are now able to make payments online through the library's online public access catalog.

Discuss Appointment of an Ethics Officer

The Board discussed the appointment of an ethics officer as mentioned in *Title 2: Board of Trustees – Organization* of the library's bylaws. Stacey Morris asked how the appointment of an ethics officer came about and where the policy came from. Randall Yelverton replied the state mandated libraries have an ethics advisor 8-10 years ago, and the Attorney General provided a policy to libraries. Randall added he spoke with the library's attorney about the ethics committee being more ad hoc, but the library needs to have an ethics advisor. Stacey asked if the policy the library currently has is still required. Randall responded it is still required; the library needs an ethics advisor in place. Randall added the ethics advisor can be a Board member or staff member. Randall stated he wants to discuss it further with the library's Executive Committee after speaking with the library's attorney. Roger Stevens asked if the duty of ethics officer will be assigned annually or biannually. Randall replied the ethics officer is only mentioned in *Title 2: Board of Trustees – Organization* and states the position is Board appointed. Randall added he would ask the library's attorney about the length and term.

Discuss Rep. Sommer's Request for Issues of Importance to Libraries

Joan Ruppman informed the Board she received a letter from Representative Sommer stating his willingness to talk about issues important to libraries and invitation to contact him. The Board talked about issues they might want to discuss with Representative Sommer. Joan suggested the possible change to state accounting

regulations, and state mandates, such as requiring an ethics officer and commission, that can be burdensome to libraries. Randall Yelverton suggested restarting past library grants, receiving the Per Capita Grant in a timelier manner, and finding new ways to fund libraries. Roger Stevens suggested the ability of the state government to generate a budget and a balanced budget. Stacy Smith added getting his viewpoint of how the library system fits into the budgeting project.

Joan Ruppman stated she will respond to Representative Sommer's letter and invite him to the March 27, 2018, Board meeting; or, if he is unable to attend the March 27 meeting, then the April 17, 2018, Board meeting.

Approve Update to State Mandated Sexual Harassment Policy

Randall Yelverton stated he spoke with the library's attorney and was told he can change the wording in the policy from "number of days" to "number of business days". Randall stated he also added, "If the Director is absent from work for vacation, sick leave or other reasons, the Director will meet with the complainant three days after returning to work." on page 3 under Step 2. Roger Stevens made a motion to approve the updated sexual harassment policy. Stacy Smith seconded the motion. All ayes. The motion passed.

Revision to Board Bylaws

Randall Yelverton stated changes discussed at last month's Board meeting were made to *Title 2: Board of Trustees – Organization, E. Standing Committees*, and Alliance Library System was changed to RAILS on the *Title 1: Statement of Purpose* page. Rogers Stevens made a motion to approve the changes to Title 1 and Title 2 of the Board bylaws. Alice Arn seconded the motion. All ayes. The motion passed.

Committee Reports

There were no reports.

WACC Report

There was no report.

Public Comment

No comment was made.

Board Comment

No comment was made.

Adjourn

Stacy Smith made a motion to adjourn the meeting. Alice Arn seconded the motion. All ayes. The meeting was adjourned at 8:00 p.m.

Lori Haller (Recording Secretary)

Stacey Morris (Secretary)