



Your pathway to discovery, enjoyment and knowledge

WASHINGTON DISTRICT LIBRARY Regular Board Meeting Minutes January 17, 2017

Washington District Library Board met on January 17, 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: There were no visitors.

Public Comment: No public comment was made.

Consent Agenda Items

1. Minutes of Meetings
 - a. Regular Board Meeting – December 20, 2016
 - b. Personnel and Policy Meeting – January 16, 2017
2. Financial Statements
 - a. Income Statement
 - b. Balance Sheet
 - c. Payroll Report
 - d. Check Register
 - e. Budget Worksheet

Susan Newton asked to pull the Budget Worksheet. Susan inquired about the periodicals line item showing 84% for the year. Randall Yelverton explained the library receives the periodicals in batches and many are paid for at the beginning of the year. Sunita Shastry asked about the legal expense line item. Randall explained the line item is almost at 100% because of the sale of land which has been completed but took longer than expected. Sunita inquired about automated services. Randall replied automated services are the services the library receives from belonging to a co-op with other libraries, including the ILS used and online access catalog services. Randall added the automated services line item (auto services) is close to 55% because of when the library receives the bill.

Alice Arn made a motion to approve the Consent Agenda Items. Linda Fitzgerald 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

Stacey Morris 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

- Contacted library attorney regarding the need for errors and omissions insurance. The attorney responded the library should be looking at insurance coverage for contested employment decisions, and director and officer coverage. Randall Yelverton spoke with the library's insurance agent and was told the library currently has errors and omissions coverage through the library's general liability up to \$2,000,000, with a \$2,500 deductible. The library also has employment coverage up to \$1,000,000, with a \$5,000 deductible. The library's insurance agent told Randall the library does not need any additional insurance.
- Submitted the Annual Per Capita Grant application to the Illinois State Library.
- Adult Services Manager Rhiannon Shoults-Wilson began working on January 9, 2017.
- Met with the Personnel and Policy Committee and discussed the library's list of observed holidays. Randall researched holiday schedules observed by other area libraries and found them to have the same or more days off than the Washington District Library; however, Randall noted that many are also open seven days per week. Randall added he did not think the library's holiday schedule is extraordinary when compared to other area libraries' holiday schedules. Susan Newton asked for more details about libraries open seven days per week. Joan Ruppman stated the Long Range Planning Committee will be discussing the possibility of Sunday hours.
- There will be four people running in the spring Board election.
- Adding shelving to expand the library's collection.

Sunita Shastry inquired about programming at the branch library. Randall Yelverton responded the branch library provides more children's programming than adult due to space limitations. Sunita asked if the adult services manager will be doing more with the branch library. Randall replied the adult services manager can look into what more can be done with that space. Sunita suggested surveying branch library patrons. Randall commented the space at the branch library works well for drop-in type programs because of the smaller size and smaller number of staff.

Director's Goals

Randall Yelverton stated the director's goals were discussed at the Personnel and Policy Committee meeting on January 16, 2017. Randall added he will be sharing the next steps with the Long Range Planning Committee on January 26, 2017.

- All staff having worked for a year or more will receive an evaluation.
- Looking into providing staff learning opportunities for the year.
- Looking at holding a staff day in April 2017.
- Circulation is up 4% at the main library but down at the branch library. Working to determine what could be causing the decline in circulation at the branch library.
- Working with Rhiannon Shoults-Wilson on updating the library's website.
- Selected a company to digitize the library's microfilm collection.
- Applying for three grants this year.
- Assembled a staff marketing team and met for the first time with the team today.
- Exceeded 18 programs for the year including the programs scheduled for the rest of this year.

- Developing a staff team to review the library's core documents. Joan Ruppman asked Randall Yelverton to check with other local libraries about their policies.
- Hired an adult services manager. Sunita Shastry asked if the hiring of an adult services manager has been publicized. Randall responded a community introduction has not been made. Randall added an introduction can be included in a press release about programming.

Stacey Morris asked for measureable goals to be included in the website development goal.

Circulation Statistics

Randall Yelverton stated some of the library's weeding of titles was counted in the circulation statistics. Randall added this has been corrected and will not continue to occur.

Approve Contract for Annual Audit

Randall Yelverton recommended the library continue to work with Gorenz and Associates Ltd. given the past work with them. Randall stated Gorenz's fee will remain the same as last year which was not to exceed \$6,850. Randall pointed out that Gorenz and Associates Ltd. billed the library \$6,750 for services for the last fiscal year. Susan Newton made a motion to approve the contract with Gorenz and Associates Ltd. not to exceed \$6,850. Sunita Shastry seconded the motion. Roll call vote: Stacey Morris, yes; Susan Newton, yes; Sunita Shastry, yes; John Thomas, yes; Alice Arn, yes; Linda Fitzgerald, yes; and Joan Ruppman, yes. The motion passed.

Committee Reports

Linda Fitzgerald stated the Personnel and Policy Committee met on January 16, 2017. Linda passed out the minutes of the Personnel and Policy Committee meeting to the Board. Linda stated the committee discussed additional reviews for new hires, and gave Randall Yelverton two handouts from the Illinois Library Association conference for the Board to review and for new Board members regarding the roles and responsibilities of the Board. Sunita Shastry asked if the library had a probationary period for new hires. Randall replied the library does not currently have a probation period. Linda commented Randall does work personally with new hires. Susan Newton asked if the library requested a background report on the new hire. Randall responded Rhiannon Shoults-Wilson will be going for fingerprinting.

WACC Report

Linda Fitzgerald stated the WACC Board did not meet in December.

Public Comment

No comment was made.

Board Comment

Linda Fitzgerald shared that a person expressed to her how well they like the library. Linda told the Board they were very complimentary of the library's staff and programs. Sunita Shastry asked if the library's outreach is included in the library's circulation statistics. Randall Yelverton replied outreach is included. Sunita asked how the library's outreach program is promoted. Randall responded it is promoted in the library's newsletter.



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Adjourn

Susan Newton made a motion to adjourn the meeting. Sunita Shastry seconded the motion. All ayes. The meeting was adjourned at 7:39pm.

Lori Haller (Recording Secretary)

Stacey Morris (Secretary)