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## WASHINGTON DISTRICT LIBRARY Regular Board Meeting Minutes January 16, 2018

Washington District Library Board met on January 16, 2018, and was called to order at 7:00 p.m. by President Joan Ruppman.

Members present: Alice Arn, Linda Fitzgerald, Aaron James, Stacey Morris, Stacy Smith, Roger Stevens, 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 19, 2017
  - b. Long Range Planning Meeting – January 9, 2018
  - c. Personnel and Policy Meeting – January 10, 2018
2. Financial Statements
  - a. Income Statement
  - b. Balance Sheet
  - c. Payroll Report
  - d. Check Register
  - e. Budget Worksheet

Roger Stevens asked to pull the Balance Sheet, Check Register, and Budget Worksheet. Roger stated the Balance Sheet is incorrectly showing numbers from June 2017, and the Check Register from June 2017-July 2017. Roger stated he found 4 formula errors in the Budget Worksheet, and the total line on the Budget Worksheet was hard entered instead of calculated by the spreadsheet software. Roger pointed out formula errors in T79, T91, T99, and T101 in the Budget Worksheet. Randall Yelverton asked to schedule a Board meeting on Monday, January 22, at 5:00pm to approve the financial reports including the Check Register, Balance Sheet, Budget Worksheet, and Income Statement. Randall added there was a name misspelled in the Regular Board Meeting minutes from December 19, 2017 that has been corrected.

Joan Ruppman asked for a motion to approve the Consent Agenda Items minus the minutes of the Regular Board Meeting from December 19, 2017, Balance Sheet, Check Register, and Budget Worksheet. Alice Arn made a motion to approve the January 9, 2018, Long Range Planning Meeting minutes, January 10, 2018, Personnel and Policy Meeting minutes, Payroll Report, and Income Statement. Roger Stevens seconded the motion. Roll call vote: Alice Arn, yes; Linda Fitzgerald, yes; Aaron James, yes; Stacey Morris, yes; Stacy Smith, yes; Roger Stevens, yes; and Joan Ruppman, yes. The motion passed.

### Treasurer's Report

Roger Stevens asked if it is possible to break the dates down into different funds that the total amount is deposited into on that date. Joan Ruppman asked if he would like that to be done moving forward or for this

particular monthly report. Roger responded it would be nice if at some point the bookkeeper would subdivide those amounts. Roger Stevens made a motion to receive and file the Treasurer's Report. Linda Fitzgerald seconded the motion. Roll call vote: Linda Fitzgerald, yes; Aaron James, yes; Stacey Morris, yes; Stacy Smith, yes; Roger Stevens, yes; Alice Arn, yes; and Joan Ruppman, yes. The motion passed.

### **Director's Report**

- Per Capita Grant has been sent to the state library.
- Spoke at the Washington Rotary Club about library services.
- The Board will review Title 1 and Title 2 from the library's by-laws tonight per our discussion at last month's Board meeting.
- Youth Services Director Lexie Walsh and I have been talking about Sunday hours for the trial in April, May, and June 2018. The trial begins on April 8, 2018.
- Reviewed and discussed active shooter preparedness at the last staff meeting.
- Youth Services Assistant Mary Penn will be leaving the library at the end of March this year. Have begun looking for a replacement staff member. Applications will be accepted through February 26. Will begin interviewing at the beginning of March and hiring done so that the new staff member can train with Mrs. Penn before her departure at the end of March.

The Board reviewed *Title 1: Statement of Purpose* of the library's by-laws. Linda Fitzgerald pointed out the need to change "Alliance Library System" to "Reaching Across Illinois Library System." Randall Yelverton stated he will make that change. Linda asked Randall to give the Board an updated copy. Randall responded he will make Title 1 and Title 2 an agenda item for next month's Board meeting.

The Board reviewed *Title 2: Board of Trustees – Organization* of the library's by-laws. Linda Fitzgerald questioned the need to have a separate Building & Grounds Committee. Randall Yelverton replied he would like to keep Building & Grounds Committee in *Title 2: Board of Trustees – Organization, E. Standing Committees* written the way it is for future Boards. Linda questioned developing and reviewing long range planning in 1 year, 5 years, and 20 years as written in *E. Standing Committees, Long Range Planning*. Randall stated the Board currently is looking at 2 to 3 years at a time; however, the Board must keep in mind the financial concerns and needs that have to be planned for the future. Randall added the strategic plan doesn't reach that far, but the library has a plan that looks at capital improvements in the future. Joan Ruppman asked if the Long Range Planning Committee should look at 1 year and 5 years, and put 20 year capital improvements under Building & Grounds. The Board agreed to move 20 year long range planning capital improvements into Building & Grounds.

Aaron James asked if the library's by-laws are requirements or recommendations. Aaron questioned the Building & Grounds committee currently being folded into the Long Range Planning Committee, and asked if the library is bound to the standing committees in the library's by-law as required committees. Randall Yelverton responded he would do some research and provide information for the Board to review at next month's Board meeting.

Stacey Morris asked why snow days are mentioned in Building & Grounds under *Title 2: Board of Trustees – Organization, E. Standing Committees*. Randall Yelverton responded he will make changes. Roger Stevens

asked that changes be made using the revision functions in Microsoft Word so that the original text can be seen along with the changes.

Linda Fitzgerald questioned the mention of an Ethics Officer in *Title 2: Board of Trustees – Organization, D. Officers - Duties*. Aaron James pointed out the mention of an Ethics Advisor and Ethics Commission. Randall Yelverton stated he will check with the library's attorney to see if these are required.

Joan Ruppman stated changes to Title 1 and Title 2 of the library's by-laws showing the original language and new language will be reviewed at next month's Board meeting.

### **Approve State-Mandated Sexual Harassment Policy**

Randall Yelverton stated on November 16, 2017, the State of Illinois mandated the library, and other state offices, to have a sexual harassment policy in place by January 15, 2018. Randall said he worked with the library's attorney to develop a policy for the library and took the policy to the library's Personnel and Policy Committee. Randall added the Personnel and Policy Committee had two meetings about this policy. Randall stated the policy has been vetted by the Personnel and Policy Committee and is being submitted for review and approval through the form of a resolution effective January 15, 2018. Randall informed the Board that he spoke with the library's attorney about the Board meeting dates and the ability to get the policy in front of a committee, and the attorney stated the resolution can have an effective date of January 15, 2018.

Roger Stevens asked if the motion is to approve the policy or resolution. Randall Yelverton responded the motion is to approve the resolution. Joan Ruppman asked if the state requires it as a resolution. Randall replied yes, a resolution or ordinance. Roger asked how the policy will become effective and added to our current policy. Randall responded it becomes effective through the approval of the resolution and will go into the library's by-laws intact as Title 18. Roger asked if, in the policy, number of days should be written as number of business days. Randall responded he can modify the document to number of business days. Randall added he will talk to the library's attorney about changes. Joan Ruppman asked for a motion to approve the sexual harassment policy resolution that may be modified in the future. Aaron James asked if the Board is approving what the Board originally saw at the meeting tonight. Joan replied that is correct. Stacy Smith made a motion to approve the sexual harassment policy resolution. Alice Arn seconded the motion. All ayes. The motion passed.

### **Committee Reports**

There were no reports.

### **WACC Report**

Linda Fitzgerald stated the WACC Board did not meet in December 2017.

### **Public Comment**

No comment was made.



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**WASHINGTON DISTRICT LIBRARY  
Regular Board Meeting Minutes  
January 16, 2018**

**Board Comment**

Alice Arn asked to talk to the Personnel and Policy Committee about closing the library in observance of Martin Luther King Jr. Day next year. Joan Ruppman asked Randall Yelverton to research the number of local libraries that close in observance of Martin Luther King Jr. Day.

**Adjourn**

Aaron James made a motion to adjourn the meeting. Roger Stevens seconded the motion. All ayes. The meeting was adjourned at 8:05 p.m.

Lori Haller (Recording Secretary)

Stacey Morris (Secretary)