

Washington District Library Board met on July 17, 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, Roger Stevens, and Joan Ruppman.

Stacy Smith was absent.

Also present: Lexie Walsh (Interim 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 – June 19, 2018
 - b. Executive Committee Meeting – May 22, 2018
 - c. Finance Committee Meeting – June 5, 2018
 - d. Executive Committee Meeting – June 18, 2018

2. Financial Statements
 - a. Income Statement
 - b. Balance Sheet
 - c. Payroll Report
 - d. Check Register
 - e. Final FY18 Budget Worksheet
 - f. July 2018 Budget Worksheet

Roger Stevens asked to look at the Check Register and Income Statement. Roger asked the Check Register be sent to the Board members as an Excel spreadsheet instead of a .pdf file. Aaron James inquired about the Internet and phone service costs at the branch library being more expensive than at the main library. Lexie Walsh responded that it is due to the difference in service providers; services used at the main library were not available at the branch library.

Roger questioned the *June 20-30, 2018* column on the Income Statement due to everything paid June 20, 2018, and after gets moved into the next fiscal year. Lexie Walsh asked if the Board would prefer *June 20-July 17, 2018*. Roger responded yes because the transactions aren't taking place until this fiscal year, and it affects the end of year analysis. Lexie said she would talk to the library's bookkeeper. Roger stated the salaries amounts in line items 62100, 62150, and 62160 should not be the same in columns *Jun 20 - 30, 18* and *Jul 1 - 17, 18*. Joan Ruppman asked Lexie to check on salary and benefits being paid to Randall Yelverton in the month of July. Lexie replied she would talk to the library's bookkeeper. Roger asked how often library staff are paid. Lexie

responded usually on the fifteenth and last day of each month. Roger suggested moving library pay periods to the first and fifteen of the month so that the last pay period for the fiscal year is before the end of the fiscal year instead of the day before the end of the fiscal year. Roger questioned the amount in line item 63001, IMRF – ER MN, being different in columns *Jun 20 - 30, 18* and *Jul 1 - 17, 18*. Roger stated amounts in both columns for line item 71601, LIAB SALARIES, should not be the same. Lexie responded she would check with the library's bookkeeper and email the Board.

Roger Stevens made a motion to approve the Consent Agenda Items with questions raised at tonight's Board meeting not answered. Alice Arn seconded the motion. Roll call vote: Alice Arn, yes; Linda Fitzgerald, yes; Aaron James, yes; Stacey Morris, yes; Roger Stevens, yes; and Joan Ruppman, yes. The motion passed.

Treasurer's Report

Aaron James 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; Roger Stevens, yes; Alice Arn, yes; and Joan Ruppman, yes. The motion passed.

Approve FY19 Budget

Lexie Walsh stated the budget for fiscal year 2019 was put together by former director Randall Yelverton and the library's Finance Committee. Lexie added the FY19 budget has been approved by the Finance Committee. Roger Stevens expressed concern over the difference between the 2017-18 actual amount of \$890,156 in Total General Operating and the 2018-19 budget amount of \$990,079 in Total General Operating. Roger expressed concern the increase is too high, and that the total 2018-19 budget amount of \$1,114,521.29 is too much. Linda Fitzgerald stated the library has had a surplus at the end of each year. The Board discussed the working budget for fiscal year 2019. Stacey Morris asked if the Board had to decide on the budget at this month's Board meeting. Lexie responded the Budget and Appropriations Ordinance has to be posted to the public 30 days before being approved by the Board at the September meeting. Joan Ruppman stated the library does have a surplus at the end of each year and may need to be pared down. Joan asked if the Board can approve the budget knowing that the library comes in under budget each year; or, not approve tonight, go back through the budget, and hold a special Board meeting to approve the budget. Stacey suggested the Finance Committee start the budgeting process earlier. Joan suggested starting the next budgeting process not later than February and to look at the content of the budget. Aaron James suggested looking at the budgeting process of other libraries.

Aaron James made a motion to approve the FY19 Budget. Stacey Morris seconded the motion. Roll call vote: Aaron James, yes; Stacey Morris, yes; Roger Stevens, no; Alice Arn, yes; Linda Fitzgerald, yes; and Joan Ruppman, yes. The motion passed.

Review Appropriations Ordinance

Lexie Walsh stated the Appropriations Ordinance is a reflection of the budget just approved and will be approved at the September 2018 Board meeting. The Board reviewed the Appropriations Ordinance. Roger Stevens pointed out the staff amount on the Appropriations tab of the FY19 Working Budget Proposal v8 spreadsheet should not be the same number as FY18. Lexie responded she would check amounts. Lexie stated the Appropriations Ordinance document being mailed to the Tazewell County Clerk is correct. Aaron James made a motion to approve the Appropriations Ordinance being sent to the county. Stacey Morris seconded the

motion. Roll call vote: Stacey Morris, yes; Roger Stevens, no; Alice Arn, yes; Linda Fitzgerald, yes; Aaron James, yes; and Joan Ruppman, yes. The motion passed.

Approve Hiring New Clerk

Lexie Walsh stated Andrew Stark was interviewed to fill a clerk position that became available when Pamela Kingham left library employment. Lexie added Mr. Stark is enrolled in the library technical assistant program at Illinois Central College. Stacey Morris asked about his actual title. Lexie responded the position is a clerk 1 position. Stacey asked if all clerk 1 positions have the same starting wage rate. Lexie replied not always, but this clerk 1 position was budgeted for \$9 - \$12 per hour, and due to Mr. Stark not having any library experience, he was offered \$9.00 per hour. Linda Fitzgerald made a motion to approve Andrew Stark be hired to work as a Clerk for 10 hours a week at a rate of \$9.00 an hour. Roger Stevens seconded the motion. Roll call vote: Roger Stevens, yes; Alice Arn, yes; Linda Fitzgerald, yes; Aaron James, yes; Stacey Morris, yes; and Joan Ruppman, yes. The motion passed.

Interim Director's Report

- Creating a survey for the library's September newsletter for public feedback regarding the library's summer reading programming.
- Summer reading has ended and the registration numbers for the kids' program, ages 0-11, was up by 110 registrations. Lexie stated she will have a report for the Board at next month's Board meeting containing the final numbers for the children's (ages 0-11), teen (ages 12-18), and adult (ages 19 and up) summer reading programming.
- Putting together a calendar of annual tasks of director responsibilities. Talking to the Illinois Library Association and other libraries to construct the calendar.
- Compiling a list of library vendors and suppliers.
- Linda Ruder, the library's bookkeeper, has decreased her hours from 20 to 13 hours per week.
- A few budget lines are outpacing the budgetary year.
- A change was made to the library's contract with Gorenz and Associates, Ltd. per Board request. The updated letter has been mailed to Gorenz and Associates, Ltd.
- The Illinois Public Library Annual Report (IPLAR) and the Per Capita Grant are coming up. IPLAR will be approved next month.
- Created a shared Google calendar for listing library committee meetings and Board meetings. Stacey Morris asked if the committee meetings can be put on the website. Lexie responded they can be included in the monthly calendar published on the website.

Aaron James asked for an update on attendance during Sunday hours. Lexie responded she will email those numbers to the Board.

Action Items for IPLAR Compliance

Lexie Walsh stated the Illinois Public Library Annual Report (IPLAR) will be approved at next month's Board meeting. The Board is required to review the previous fiscal year's regular Board meeting minutes to complete the IPLAR. Lexie asked for two volunteers from the Board to review the minutes before the next Board meeting. Aaron James and Linda Fitzgerald volunteered to review the previous year's regular Board meeting minutes.

Action Items for Per Capita Grant Compliance

Lexie Walsh stated all of the Board members are required to review chapters 6-10 of *Trustee Facts File Third Edition* as part of the Per Capita Grant application which is due in November 2018. The Board agreed to read chapter 6 for the August Board meeting.

Lexie stated as part of the Per Capita Grant application a Board member needs to complete training on serving patrons with disabilities and report back to the Board. Joan Ruppman volunteered to complete training on serving patrons with disabilities and report back to the Board at the August 2018 Board meeting.

Lexie stated as part of the Per Capita Grant application a Board member needs to read about the Illinois Veterans History Project and report back to the Board. Roger Stevens volunteered to read about the Illinois Veterans History Project and report back to the Board at the September 2018 Board meeting.

Discuss Parameters for Closing Library

Lexie Walsh stated after she contacted Joan Ruppman and discussed closing the library early, the library closed at 4:00pm on July 10, 2018, due to the air conditioning not working. Joan Ruppman asked if the Board wants to set up parameters for closing the library. Lexie stated she has worked in libraries where library closings followed school closings, which is an easy way for patrons to know if the library is closed. Stacey Morris asked about closing on Saturdays and Sundays. Lexie responded by director's discretion. Linda Fitzgerald stated the closings would be when it is unsafe for patrons to come to the library. Aaron James asked about delayed openings. Lexie responded there is no written policy. Linda Fitzgerald suggested the director contact the Board President and if the president is not available, then contacting the Board Vice President. Lexie will write a policy statement for the policy manual and bring it to next month's Board meeting.

Monthly Statistics

Lexie Walsh suggested changing the monthly statistics to better reflect trends by reformatting the current information to make it more effective. Linda Fitzgerald suggested leaving it the way it is until the library has a permanent director. Lexie stated she would format the monthly statistics both ways for Board review at next month's Board meeting.

Discuss Maintenance Plan

Shared Maintenance with Five Points

Roger Stevens stated when he was first elected to the library Board the library had a building committee that, in 2009, put a routine maintenance program in place. Roger added that David York of Five Points did the routine maintenance and the library received a bill. Roger stated there was also a check list of items needing to be done by the director every year, the number of times per year, and when needed to be done. Lexie responded she will be meeting with the library's bookkeeper to see what the library has paid to have done in the past, such as carpet cleaning and building maintenance. Roger suggested starting now with the new fiscal year. Stacey Morris suggested checking to see what companies were used in the past. Alice Arn suggested putting the routine maintenance plan and check list for the director in the library's policy manual.

Committee Reports

There were no reports.

WACC Report

Linda Fitzgerald reported Five Points is holding a *Summer Jam* in the parking lot on the south end of the building on July 28, 2018, from 12:00-11:00pm to benefit St. Jude. Five Points is trying to develop income through the theater by hosting a "Live at Five Points" series of different live performances. The WACC Board discussed the lack of payment and monitoring by the high school when using part of the Five Points parking lot for high school parking. The agreement states the high school parking lot will be monitored by the high school and designates where the students are to park. Students were not always parking in the agreed upon space and high school parking was not being monitored. The WACC Board President and Five Points Director talked to the high school and will discontinue allowing students to park in the Five Points parking lot if the high school does not monitor student parking.

Other Discussion

Lexie Walsh informed the Board of a need for more audio visual shelving in the main library. Stacey Morris stated additional shelving was part of the budget discussion for fiscal year 2019. Lexie estimated it will cost \$1500-\$2000 for shelving and installation. Joan Ruppman asked Lexie to get a quote and bring it to next month's Board meeting. Lexie shared a need for a laptop for the director. Lexie stated the previous director's laptop was taken to PTC of Peoria to repair a damaged hinge and was told the hinge cannot be repaired. The Board asked Lexie to find a suitable laptop and bring a quote to next month's Board meeting.

Joan Ruppman told the Board she received an email from Diana Schlueter who helped set up the genealogical database *FamilySearch* at the Eureka Public Library asking about doing the same for Washington District Library. Aaron James suggested waiting until a permanent director is in place. The Board agreed with waiting and Joan said she would send a reply to Diana.

Director Search Update

Joan Ruppman stated former director Randall Yelverton contacted RAILS (Reaching Across Illinois Library System) and the Illinois Library Association to advertise the director position job opening, and Lexie Walsh contacted the American Library Association and University of Illinois. Joan added Stacy Smith will receive information from potential candidates.

Roger Stevens made a motion for the Board to enter into closed session for the purpose of discussing the director search. Linda Fitzgerald seconded the motion. All ayes. The Board entered into closed session at 8:54pm.

Closed Session

Personnel (5 ILCS 120/2)(c)(3)
Discuss Director Search



Your pathway to discovery, enjoyment and knowledge

WASHINGTON DISTRICT LIBRARY
Regular Board Meeting Minutes
July 17, 2018

The Board returned to Open Session at 9:08 p.m.

Public Comment

No comment was made.

Board Comment

No Board Comment was made.

Adjourn

Roger Stevens made a motion to adjourn. Alice Arn seconded the motion. All ayes. The meeting was adjourned at 9:11 p.m.

Lori Haller (Recording Secretary)

Stacey Morris (Secretary)