

Washington District Library Board met on July 18, 2017, and was called to order at 7:02 p.m. by President Joan Ruppman.

Members present: Alice Arn, Linda Fitzgerald, Stacey Morris, Casey Pfeifer, Stacy Smith, 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.

Joan Ruppman read the library's mission statement to the Board. She asked the library's mission be kept in mind when working on long range planning.

Consent Agenda Items

1. Minutes of Meetings
 - a. Regular Board Meeting – June 20, 2017
 - b. Long Range Planning Committee Meeting – July 6, 2017
 - c. Executive Committee Meeting – July 10, 2017
2. Financial Statements
 - a. Income Statement
 - b. Balance Sheet
 - c. Payroll Report
 - d. Check Register
 - e. Final FY17 Budget Worksheet
 - f. July 2017 Budget Worksheet

Joan Ruppman stated the Long Range Planning Committee meeting minutes were not included in the Board packet. The minutes from that meeting will be included in next month's Consent Agenda Items.

Casey Pfeifer made a motion to approve the Consent Agenda Items minus the July 6, 2017, Long Range Planning Committee meeting minutes. Linda Fitzgerald seconded the motion. Roll call vote: Alice Arn, yes; Linda Fitzgerald, yes; Stacey, Morris, yes; Casey Pfeifer, yes; Stacy Smith, yes; and Joan Ruppman, yes. The motion passed.

Treasurer's Report

Stacey Morris made a motion to receive and file the Treasurer's Report. Alice Arn seconded the motion. Roll call vote: Linda Fitzgerald, yes; Stacey Morris, yes; Casey Pfeifer, yes; Stacy Smith, yes; Alice Arn, yes; and Joan Ruppman, yes. The motion passed.

Director's Report

- Asked the library's bookkeeper to review the FY17 budget worksheet line items used to pay the director's salary. The bookkeeper found the director's salary had not been overpaid. Randall Yelverton stated part of the director's salary is paid from the director's salary line item and part from liability expense; the portion taken from liability expense needs to be increased.
- The library did exceed the utilities expense budget for FY17, finishing the year at 108% of budget. Joan Ruppman asked if the library experienced increases with Ameren. Randall Yelverton responded the library has seen an increase there, and the Branch phone service costs were greater than anticipated. Randall stated he adjusted this year's budget accordingly. Randall added the overall budget for the last year was under budget. Linda Fitzgerald asked into what account the under budget amount of \$142,062 was placed. Randall responded it stays in the general operation budget. Stacey Morris asked if the library typically has a surplus at the end of each year. Randall responded that has been the case since he began working at the library.
- Attended Long Range Planning Committee meeting and presented a draft of the current strategic plan.
- The Executive Committee met with two candidates for the open Board member position.
- Completed a draft of the library's Appropriations Ordinance. Joan Ruppman requested mirror views of the budget for the ordinance and the current year's final budget.
- Youth Services Director Lexie Walsh will be attending next month's Board meeting to report on the library's summer reading programming.
- Circulation and visitors are up at the main library.
- Circulation and visitors are down at the branch library.
- Overall circulation is up 3% and visitors are down .9%.
- Contacted the library's insurance company about payment of a bill discussed at last month's board meeting. The insurance bill for workers compensation received in June should have been received in July. The insurance company agreed to allow the library to void the check written in June and pay the bill this month.
- New Board members need to complete an open meetings training.

Review Question About Director's Salary

Randall Yelverton stated the question was addressed in the director's report.

Review Question About Payment to the Insurance Company

Randall Yelverton stated the question was addressed in the director's report. The check paid to the insurance company in June 2017 was voided. A new check was issued in July 2017.

Approve the Selection of the New Board Member

Joan Ruppman stated the library's Executive Committee met with two candidates to fill a Board vacancy. The Executive Committee recommends Dr. Aaron James to fill the Board opening. Casey Pfeifer made a motion to approve Dr. Aaron James for the Board opening to serve a term that is slightly less than two years. Stacy Smith seconded the motion. Stacy asked when Dr. James will be sworn in as a new Board member. Randall Yelverton responded he will be sworn in at next month's Board meeting. All ayes. The motion passed.

Review Appropriations Ordinance

Randall Yelverton stated the Appropriations Ordinance will be approved at the September 2017 Board meeting. The Board reviewed the Appropriations Ordinance. Randall stated he would put the Appropriations Ordinance on next month's Board meeting agenda.

Randall Yelverton informed the Board he spoke with the library's attorney about a \$25,000 memorial gift donated to the library by Mr. Bill Witherell upon his passing. The library will be placing a plaque in the hallway in honor of Mr. Witherell. Linda Fitzgerald suggested doing something visible with the donation. Joan Ruppman suggested adding a "made possible by" donor plaque when the donation is expended.

Approve Revised Meeting Ordinance

Randall Yelverton stated a correction was made to the February 2018 and April 2018 Board meeting dates. The Board meeting will be held on the third Tuesday each month in FY18 with the exception of March 2018 when the meeting will be held on the fourth Tuesday of the month. Stacy Smith made a motion to approve the revised meeting ordinance. Alice Arn seconded the motion. All ayes. The motion passed.

Committee Reports

There were no reports.

WACC Report

Linda Fitzgerald stated Stacy Smith attended the May WACC Board meeting in her place. Stacy reported the roof repair is finished and a new swim team will be starting up. The WACC Board discussed what could be done to replace The Blend at Five Points. The parking lot contract to reserve 100 spaces at the south end of the parking lot for Washington Community High School's use has been approved and will become effective at the beginning of the school year.

Public Comment

No comment was made.

Board Comment

No comment was made.

Adjourn

Linda Fitzgerald made a motion to adjourn the meeting. Casey Pfeifer seconded the motion. All ayes. The meeting was adjourned at 7:52pm.

Lori Haller (Recording Secretary)

Stacey Morris (Secretary)