

Washington District Library Board met on June 20, 2017, and was called to order at 7:01 p.m. by President Joan Ruppman.

Members present: Alice Arn, Linda Fitzgerald, Casey Pfeifer, Stacy Smith, and Joan Ruppman

Stacey Morris was 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 – May 16, 2017
 - b. Finance Committee Meeting – May 23, 2017
2. Financial Statements
 - a. Income Statement
 - b. Balance Sheet
 - c. Payroll Report
 - d. Check Register
 - e. Budget Worksheet

Casey Pfeifer made a motion to approve the Consent Agenda Items. Linda Fitzgerald seconded the motion. Roll call vote: Alice Arn, yes; Linda Fitzgerald, yes; Casey Pfeifer, yes; Stacy Smith, yes; and Joan Ruppman, yes. The motion passed.

Treasurer's Report

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

Director's Report

- Randall Yelverton explained two issues found when updating the budget worksheet for this month's Board meeting:
 - 1) Randall pointed out the salary line item for the director indicating 101% of budget. Randall stated the salary has not been overpaid; the director's salary is partly taken from liability expense which is at 61%. Randall added it will be less than 100% by the last pay period at the next Board meeting. Linda Fitzgerald asked why the director's salary is paid from two different line items. Randall responded the director is bonded, and so part of the salary is taken out of liability. Joan

Ruppman asked Randall to report on the status of the directory's salary line item at the next Board meeting.

- 2) Randall Yelverton pointed out the workers' compensation line item shows 116% of budget. Randall explained the library has been paying this bill every July; however, this year the library it was received in June and paid with the June bills. Randall said he will call the library's insurance company to find out why the bill was received in June instead of July. Randall suggested voiding the check paid in June and paying it out of next year's budget. Randall stated the Board will receive a final 2017 fiscal year budget worksheet at next month's Board meeting.
- The library participated in the Good Neighbor Days festival.
 - Visited Microsystems, the company digitizing the library's microfilm, and observed their work on the project. Linda Fitzgerald asked if it will be accessible on the library's website. Randall Yelverton responded not on the website. The library will have a dedicated station for viewing and printing. Joan Ruppman asked when it will be finished. Randall responded within the next 3 to 4 weeks.
 - Met with Shae Harris at Five Points regarding the Five Points' 10th anniversary celebration.
 - The library received a complaint about a particular group of people meeting at the library. The person who called to complain did not leave their name or phone number. The meeting was not a library-run program or endorsed by the library. The space was reserved according to library policy.
 - Did not receive the RAILS grant for a 3D printer. However, it can still be incorporated into library programming this year. Stacy Smith asked about the cost of a 3D printer. Randall Yelverton responded approximately \$2000.00. Stacy asked about the materials cost. Randall replied approximately \$75 for a variety of filament. Joan Ruppman suggested asking the Friends of Washington Library for help with funding.
 - The Long Range Planning committee needs to meet to discuss strategic plan goals, and to set goals for the next year. Randall Yelverton added he wants to incorporate tech programming in children, young adult, and adult services. Joan Ruppman asked when the director's goals for fiscal year 2018 will be reviewed by the Board. The Board decided to review the director's goals in January 2018.
 - Summer Reading is in full swing. Programming has been well-attended.

Approve Hiring of Library Pages

Randall Yelverton asked for the Board's formal approval of hiring three library pages. Linda Fitzgerald made a motion to approve Olivia Bennett, Morgan Dempsey and Alexandra Rickard be hired permanently to serve as Library Pages at the rate of \$8.25 an hour, working 13 hours a week and earning \$5,577 a year. Stacy Smith seconded the motion. Roll call vote: Casey Pfeifer, yes; Stacy Smith, yes; Alice Arn, yes; Linda Fitzgerald, yes; and Joan Ruppman, yes. The motion passed.

Prevailing Wage Ordinance

Stacy Smith made a motion to approve the Prevailing Wage Ordinance. Alice Arn seconded the motion. Roll call vote: Stacy Smith, yes; Alice Arn, yes; Linda Fitzgerald, yes; Casey Pfeifer, yes; and Joan Ruppman, yes. The motion passed.

FY18 Meeting Dates Ordinance

Randall Yelverton stated the Board will meet on the third Thursday of each month at 7:00pm except in March. Randall asked the Board to change the March 2018 Board meeting because he will be attending the Public

Library Association conference on March 20. The Board agreed to change the March 2018 meeting date to the 4th Tuesday at 7:00pm. Linda Fitzgerald made a motion to approve the fiscal year 2018 meeting dates. Stacy Smith seconded the motion. All ayes. The motion passed.

Resolution to Transfer Funds from General Operating to Special Reserve

Alice Arn made a motion that \$60,000 be transferred from the General Operating Fund to the library's Special Reserve Fund. Casey Pfeifer seconded the motion. Roll call vote: Alice Arn, yes; Linda Fitzgerald, yes; Casey Pfeifer, yes; Stacy Smith, yes; and Joan Ruppman, yes. The motion passed.

Adoption of FY18 Budget

Randall Yelverton stated the Finance Committee met four times to review the budget expenses line by line. Randall stated the fiscal year 2018 budget is being presented as proposed by the Finance Committee. Joan Ruppman asked if the budget reflects the salaries approved by the Board. Randall responded yes. Stacy Smith asked if the budget reflects the adding of Sunday hours. Randall responded yes. Alice Arn asked if the budget leaves Saturday hours unchanged. Randall responded yes. Linda Fitzgerald asked if the Sunday hour's pilot would affect the months of March and April in 2018. Randall responded the fiscal year 2018 budget has room for a three month pilot adding three additional employees at eight hours per week. The Board reviewed the fiscal year 2018 library budget. Stacy Smith made a motion to approve the fiscal year 2018 budget. Casey Pfeifer seconded the motion. Roll call vote: Linda Fitzgerald, yes; Casey Pfeifer, yes; Stacy Smith, yes; Alice Arn, yes; and Joan Ruppman, yes. The motion passed.

Committee Reports

Linda Fitzgerald asked if the Personnel and Policy Committee needs to meet about a new Board member. Randall Yelverton replied potential candidates have until June 23, 2017, to bring in a Board application, and then the Executive Committee must interview the candidates. Randall added he has received two applications so far.

WACC Report

Linda Fitzgerald reported on the May WACC Board meeting. The WACC Board announced the Washington Community High School WACC Board representative has been replaced. There was no WCHS representative at the meeting. The Blend's contract with Five Points ends on July 1, 2017. The Blend is not going to renew the contract. The Board discussed the high school parking lot agreement, and Bob Brown is working on a contract for the WACC Board to discuss and vote on. The parking lot issue needs to be settled before school starts. The library's gas hookup was mentioned, and the Board recommended the library contact the gas company about getting their own gas hookup.

Linda Fitzgerald stated she cannot attend the next WACC meeting. Stacy Smith volunteered to go to the next WACC Board meeting as the alternate library representative. Joan Ruppman stated she will attend if Stacy Smith cannot attend.

Public Comment

No comment was made.



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**WASHINGTON DISTRICT LIBRARY
Regular Board Meeting Minutes
June 20, 2017**

Board Comment

Alice Arn stated it was nice to see more about library events in the Washington Reporter newspaper. Joan Ruppman asked about looking into the possibility of having library programming included in the information received by members of OLLI (Osher Lifelong Learning Institute). Randall Yelverton stated he will look into it. Joan said she would forward to Randall one of the weekly emails she receives from OLLI.

Adjourn

Linda Fitzgerald made a motion to adjourn the meeting. Stacy Smith seconded the motion. All ayes. The meeting was adjourned at 8:05pm.

Lori Haller (Recording Secretary)

Stacey Morris (Secretary)