

Washington District Library Board met on June 19, 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 – May 15, 2018
 - b. Finance Committee Meeting – May 16, 2018
 - c. Executive Committee Meeting – May 22, 2018
 - d. Finance Committee Meeting – June 5, 2018
2. Financial Statements
 - a. Income Statement
 - b. Balance Sheet
 - c. Payroll Report
 - d. Check Register
 - e. Budget Worksheet

Randall Yelverton informed the Board he did not receive the minutes from the June 5, 2018, Finance Committee meeting. Aaron James pointed out the May 22, 2018, Executive Committee meeting minutes mentioned an attachment but no attachment was received. Randall stated the minutes from the June 5, 2018, Finance Committee meeting and updated minutes from the May 22, 2018, Executive Committee meeting will be included in the Board packet for next month's Board meeting.

Stacy Smith made a motion to approve the Consent Agenda Items minus the May 22, 2018, Executive Committee meeting minutes and the June 5, 2018, Finance Committee meeting minutes. Alice Arn seconded the motion. Roll call vote: Alice Arn, yes; Aaron James, yes; Linda Fitzgerald, yes; Stacey Morris, yes; Stacy Smith, yes; Roger Stevens, yes; and Joan Ruppman, yes. The motion passed.

Treasurer's Report

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

- Accepted position as Executive Director of the Peoria Public Library, and will begin employment there in July.
- Preparing for interim director.
- Meeting with Stacy Smith to go over Budget and Appropriations Ordinance.
- Met with Executive Committee to talk about transition plans. The meeting minutes will be part of the Consent Agenda Items for next month's Board meeting.
- Lori Haller asked to retire from the recording secretary position; a volunteer position she has held for the past five years.
- Prepared a check for a performer who failed to show up for their performance this week. This performer was not paid, but because the expense was approved and the check was written, it still shows up on the budget worksheet as an expense. Had to cut another check when Youth Services Director Lexie Walsh, with the help of staff member Jamie Carr, contacted another performer to step in and complete the program.
- Closed the main library early on Sunday, June 17, 2018, due to problems with the air conditioning.
- Emailed a document to the Board members this evening that shows a breakdown of staff compensation, wages, social security withholding, health insurance, and IMRF.

Stacy Smith asked if Sunday hours have been posted in the library. Randall Yelverton responded Sunday hours have been posted on the main library doors, drive-up window, community board, and website. Stacy asked if the main library Sunday hours have been posted at the branch library. Randall responded he will check.

Approve Hiring New Clerk

Randall Yelverton stated he interviewed Mackenzie Kelly to fill a clerk position that became available when Sandi Biagini left library employment. Randall added Ms. Kelly is completing the library technical assistant program at Illinois Central College to prepare for library service. Randall recommended hiring Ms. Kelly permanently. Aaron James asked what position Ms. Kelly will be hired in as. Randall replied she will be starting as a clerk I. Joan Ruppman stated the Personnel and Policy Committee will be looking at clerk job descriptions. Roger Stevens made a motion to approve Ms. Kelly be hired to work as a Clerk for 22 hours a week at a rate of \$9.00 an hour. Linda Fitzgerald seconded the motion. Roll call vote: Aaron James, yes; Stacey Morris, yes; Stacy Smith, yes; Roger Stevens, yes; Alice Arn, yes; Linda Fitzgerald, yes; and Joan Ruppman, yes. The motion passed.

Approve Hiring New Page

Randall Yelverton recommended hiring Addison Gray to fill a library page position made available when Tatem Davis left library employment. Roger Stevens made a motion to approve Addison Gray be hired to serve as a Library Page at the rate of \$8.25 an hour, working 13 hours a week. Stacy Smith seconded the motion. Roll call vote: Stacey Morris, yes; Stacy Smith, yes; Roger Stevens, yes; Alice Arn, yes; Linda Fitzgerald, yes; Aaron James, yes; and Joan Ruppman, yes. The motion passed.

Prevailing Wage Ordinance

Randall Yelverton stated the library is required by the State of Illinois to pay prevailing wage. Linda Fitzgerald made a motion to approve the Prevailing Wage Ordinance. Stacy Smith seconded the motion. Roll call vote: Stacy Smith, yes; Roger Stevens, yes; Alice Arn, yes; Linda Fitzgerald, yes; Aaron James, yes; Stacey Morris, yes; and Joan Ruppman, yes. The motion passed.

FY19 Meeting Dates Ordinance

Randall Yelverton stated the library Board will meet on the third Tuesday of each month at 7:00pm. Stacy Smith made a motion to approve the Fiscal Year 2019 Meeting Dates Ordinance. Roger Stevens seconded the motion. All ayes. The motion passed.

Resolution to Transfer Funds from General Operating to Special Reserve

Stacey Smith made a motion to approve transferring \$60,000 from the General Operating Fund to the library's Special Reserve Fund. Alice Arn seconded the motion. Roll call vote: Roger Stevens, yes; Alice Arn, yes; Linda Fitzgerald, yes; Aaron James, yes; Stacey Morris, yes; Stacy Smith, yes; and Joan Ruppman, yes. The motion passed.

Adoption of FY19 Budget

Randall Yelverton asked if the Board would like to wait to adopt the fiscal year 2019 budget until after the Budget and Appropriations Ordinance meeting. The library Board decided to wait to approve the fiscal year 2019 budget until the July 2019 Board meeting.

Accept Resignation of Library Director

Stacey Morris made a motion to accept Library Director Randall Yelverton's resignation. Aaron James seconded the motion. All ayes. The motion passed.

Discuss Plans for Hiring a New Director

Joan Ruppman stated the Executive Committee met on June 18, 2018, and discussed plans for hiring a new director and hiring an interim director. Joan stated both of the managers in the library are interested in being interviewed for the interim director position. Joan informed the Board she talked with Joe Filapek at RAILS (Reaching Across Illinois Library System) about what the Board can and cannot do at the Board meeting tonight. Joe recommended she call attorney Julie Tappendorf of Ancel Glink. Joan talked to Julie and was advised the Board can go into closed session and discuss but cannot make a decision for hiring or determining a wage because those are not part of the posted agenda. The Board decided not to go into closed session.

The Board decided to hold a special meeting in Executive Session on Saturday, June 23, 2018, to conduct interviews of interim director candidates Youth Services Director Lexie Walsh and Adult Services Manager Rhiannon Shoults-Wilson and determine salary; then, in Open Session, name the interim director and salary. Linda Fitzgerald and Stacy Smith will re-write the job description for the director position and compile interview questions for the interim director interviews. Randall Yelverton will post the agenda and coordinate getting the candidates' resumes to the Board.

Committee Reports

There were no reports.

WACC Report

Linda Fitzgerald reported long range planning was discussed at the last WACC Board meeting, and the swim team formed at Five Points will be turned over to another swim team company.

Public Comment

No comment was made.

Board Comment

Joan Ruppman stated she was approached by a staff member regarding closing the main library on Sunday for the Memorial Day and Labor Day holidays when those holidays fall on a Monday since the Bloomington, Normal, and East Peoria public libraries having Sunday hours close on Sunday and Monday for those holidays. Joan expressed concern about closing on Sunday right now when the library is trying to promote awareness of Sunday hours and build Sunday usage numbers. Linda Fitzgerald suggested taking it into consideration when the Board discusses the closing dates at the November 2018 Board meeting for the next fiscal year. Roger Stevens asked if the library hired two new staff for Sunday hours. Randall Yelverton replied yes, but one hire has left library employment and needs to be replaced. Randall added he is in the process of hiring another person for Sunday hours. Roger Stevens asked if staff were allowed to trade Sunday shifts. Randall replied staff can trade Sunday shifts. Stacy Smith commented it could be a test case for how many patrons come into the library on Labor Day this year. Randall stated the Board will need to consider Easter Sunday also.

Joan Ruppman asked the Board to plan and host a reception on Thursday, June 28, from 3:00-5:00pm at the main library for Randall Yelverton to thank him for his service.

Adjourn

Roger Stevens made a motion to adjourn the meeting. Linda Fitzgerald seconded the motion. All ayes. The meeting was adjourned at 8:50 p.m.

Lori Haller (Recording Secretary)

Stacey Morris (Secretary)