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WASHINGTON DISTRICT LIBRARY Regular Board Meeting Minutes March 27, 2018

Washington District Library Board met on March 27, 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: Representative Keith Sommer

Public Comment: No public comment was made.

Joan Ruppman introduced Representative Sommer and thanked him for attending the Board meeting. Representative Sommer spoke to the Board about what is happening in Springfield and answered questions from the Board members about mandated changes to the accounting system, grants, and the state budget.

Representative Sommer told the Board the Illinois legislature is currently on break until the next session beginning in April. Representative Sommer felt the spring session was slow and light, which may have been due to the elections. He stated the session ahead will probably be similar to the last two months.

Representative Sommer acknowledged the Board's concern over the Illinois Comptroller's office mandate that would force the library to change from a cash basis accounting system to an accrual basis accounting system. Joan Ruppman asked Representative Sommer if there was a possibility to change the required switch from a cash basis to an accrual basis accounting system. Roger Stevens expressed the change would also be bad for Illinois schools. Representative Sommer spoke to the Board about a bill in the Illinois House of Representatives that could reverse the dictate action. He stated in December 2017 the bill was sitting in the Rules Committee but last week the Rules Committee checked it back to the Standing Committee in the House. It will probably be heard in April 2018. House Bill 4104 could reverse the dictate action and allow for municipalities and other government bodies to use a cash basis accounting system or accrual basis accounting system.

Randall Yelverton expressed concern over the time it takes to receive the library's Per Capita Grant award. Representative Sommer responded he does not believe that will change because the state is financially unable to do it. Randall voiced concern about a property tax freeze. Representative Sommer responded it affects all units of government and there are seventeen votes in the House on various things about a property tax freeze affecting different units. Representative Sommer added the sense of it right now is it will not pass now.

Joan Ruppman asked how libraries fit as a priority into the whole budgeting process in the state. Representative Sommer expressed the importance of libraries to everyone and when something is common to all legislators it will get attention; that libraries serve a function in communities; are important to communities; and that libraries may not be on the top of the list but cannot let them slip out of view.

Roger Stevens inquired about the current state budget taking three years and Representative Sommer's feeling about legislature working together to pass a budget now. Representative Sommer expressed disappointment in the current atmosphere and felt it will come to what the Speaker of the House thinks best to do. Roger questioned how quickly it will happen. Representative Sommer responded not quickly, but understands when there is a budget impasse Boards cannot plan and citizens aren't served. Representative Sommer expressed his appreciation for what libraries do. Randall Yelverton expressed appreciation for Representative Sommer speaking with the library Board. The Board thanked Representative Sommer for coming.

Consent Agenda Items

1. Minutes of Meetings
 - a. Regular Board Meeting – February 20, 2018
2. Financial Statements
 - a. Income Statement
 - b. Balance Sheet
 - c. Payroll Report
 - d. Check Register
 - e. Budget Worksheet

Roger Stevens made a motion to approve the Consent Agenda Items as presented. Alice Arn 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 of the funds listed how much is in savings and how much is in CD or invested. Randall Yelverton responded there is some in CD which will expire one year from now. Stacy Smith stated the Treasurer's Report shows \$213,000 in CD. Stacy added the bank fund total is \$1.9 million, so about 10% invested. Roger asked for a cash flow to be developed. Stacy Smith suggested the library's bookkeeper put together a cash flow for the next finance meeting. Roger asked for the library's bookkeeper to also provide revenue and expense reports by fund per month.

Stacey Morris 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

- Preparing for Sunday hours and looking at staff for that and for the Youth Services Assistant position. Stacy Smith asked if the staff being hired for Sunday hours were prepared that Sunday hours may not continue. Randall Yelverton responded they were told it is a temporary position for now and may become permanent. Roger Stevens asked if the staff being hired for Sunday hours will be signing a contract. Randall responded they will not be signing a contract.
- Just returned from the Public Library Association (PLA) Conference. Rhiannon Shoults-Wilson and I will be looking at circulating Wi-Fi hot spots, especially for branch library patrons. We attended a session at PLA about circulating Wi-Fi hot spots. Roger Stevens asked who will pay for the data

connection. Randall Yelverton responded the library will pay a monthly fee but at a reduced fee. Stacy Smith asked if Randall will present it to the Board when he has all of the information. Randall replied he would.

- Purchased and received a 3-D printer for the library to use for library programs at first. Randall added the printer was purchased with some of the donated funds and a plaque will be made.
- Need to meet with the Finance Committee and the Personnel and Policy Committee.
- AARP continues to help people with tax preparation by appointment, which is going well.
- The children's Valentine Tea was held again this year was very successful.
- Took two sick days on the 26th and 27th of February.

Linda Fitzgerald asked about the financials for summer reading programming showing about 90% spent. Randall Yelverton responded he gives a lot of flexibility to Youth Services Director Lexie Walsh and she has already spent funds on this year's summer reading. Randall added Lexie is great at planning and preparing ahead of time.

Stacy Smith asked about attendance numbers for movie programming for adults and children's storytimes at the branch library. Randall Yelverton replied the storytime numbers are good but movie attendance is not where they would like it to be. Stacy asked if movies the library owns are shown. Randall responded the library has to pay a studio license fee to show movies publicly.

FoWL Requests

1. Young Adult Requests
2. Adult Requests

Joan Ruppman stated the Friends of Washington Library (FoWL) requests are informational only for the Board. Young adult requests totaled \$1,825 and adult requests totaled \$1,500.

Non-Resident Card Recommendation

Randall Yelverton stated the non-resident card provides the opportunity to purchase a library card and is based on a mathematical computation formula. Stacy Smith asked how many the library has sold. Randall responded none have been sold since he began working at the library. Randall stated the cost has increased \$2.00 to \$112.51. Aaron James asked if a non-resident card covers a household. Randall replied the library does issue for family once the non-resident card is purchased. Aaron asked if the formula was created by the library or the State of Illinois. Randall responded it is a state formula. Aaron asked if the amount can be adjusted based on income. Randall replied to the best of his knowledge the library is not allowed to adjust based on income. Roger Stevens asked if the amount can be rounded. Randall replied he thought it could be rounded to \$113.00.

Roger Stevens made a motion to approve the library offer non-resident cards for a fee of \$113.00. Aaron James 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.

Hiring New Personnel

a. Recommendation for Library Clerk

Randall Yelverton stated the library has staffing needs due to the expansion of Sunday hours. Cassie Tracy has a lot of experience at the Washington District Library and knows the library's system well. Stacy Smith asked if Cassie will be working more than just on Sunday. Randall replied the library clerk position is a 10 hour position so she will work other days also. Stacy Smith made a motion to approve Ms. Tracy be hired to work as a Clerk for 10 hours a week at a rate of \$9.00 an hour. Linda Fitzgerald 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.

b. Recommendation for Library Clerk

Randall Yelverton stated Pamela Kingman has been working at the Germantown Hills branch of the Illinois Prairie District Public Library, and would step into the clerk position with great ease. Alice Arn made a motion Ms. Kingman 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: 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.

c. Recommendation for Youth Services Assistant

Randall Yelverton stated he and Youth Services Director Lexie Walsh had a good interview with Kay DiVerde. Randall added Mrs. DiVerde has school library experience and experience working with children, including story times and programming. Aaron James made a motion that Mrs. DiVerde be hired to work as a Youth Services Assistant for 30 hours a week at a rate of \$9.00 an hour. Stacy Smith 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.

Future Grant Opportunities

Joan Ruppman stated she received two grant opportunities: one for purchasing more books that is due on March 30, 2018; and a digital imaging grant that is due April 16, 2018. Linda Fitzgerald asked if the grant opportunities are from the Illinois Secretary of State. Randall Yelverton responded they are. Randall said he would like to pursue the book grant next year. Randall added the books must be for an already laid out plan and for specific educational goals. Randall expressed concern over the digital imaging grant because of the library's recently completed newspaper digitization project, but stated the youth services director has some ideas about how to make the library's historical collection available to patrons. Randall stated he would like to pursue the "Back to Books" grant and talk with the youth services director further about digitizing portions of the library's historical collection. Joan asked if it should be discussed by the library's Long Range Planning Committee. Randall responded the Long Range Planning Committee should discuss.

Update on Ethics Officer Question

Randall Yelverton stated the library's attorney said the library can make the Ethics Committee an ad hoc committee, and it will be discussed at the next Personnel and Policy Committee meeting. Joan Ruppman asked to discuss the ethics officer appointment at the next Personnel and Policy Committee meeting also before bringing it to the Board.

Schedule Committee Meetings

Randall Yelverton asked to schedule a Finance Committee meeting, Personnel and Policy Committee meeting, and Executive Committee meeting. The Finance Committee will meet on April 10, 2018, at 5:00pm. Linda Fitzgerald asked to have a cash flow report for this meeting. The Personnel and Policy Committee will meet on April 18, 2018, at 5:00pm to discuss the ethics committee being an ad hoc committee and the Martin Luther King Jr. Day holiday. The Executive Committee will meet on April 26, 2018, at 5:00pm to discuss the director evaluation. Roger Stevens asked to review the Board members on each committee. Joan Ruppman read the members of each committee.

- Finance Committee – Stacey Morris, Roger Stevens, Stacy Smith, Joan Ruppman (ad hoc), and Aaron James
- Personnel and Policy Committee – Alice Arn, Linda Fitzgerald (Chair), Roger Stevens, Joan Ruppman, and Aaron James
- Executive Committee – Joan Ruppman, Linda Fitzgerald, Stacey Morris, and Stacy Smith

Committee Reports

There were no reports.

WACC Report

Linda Fitzgerald reported the WACC Board is starting their long range planning, headed by Sherril West. There have been changes to WACC Board members. The current Board consists of: Jim Linsley, Bob Brown, Julie Smith, Chris Dubois, Sherril West, Jennifer Essig, Keith Steffen, Mike Brownfield, Jeromee Hermann, Jim Bremner, and Linda Fitzgerald. The Five Points fitness center's retention rate is 82% and use is going up. The WACC Board is exploring different ways to use the auditorium to keep it productive. Linda stated she was able to talk to Vikki Poorman about coordinating programs and advertising. Randall Yelverton said he was contacted by Vikki and they will be meeting together along with Youth Service Director Lexie Walsh and Adult Services Manager Rhiannon Shoults-Wilson.

Public Comment

No comment was made.

Board Comment

Roger Stevens asked about the payment to Special Reserves built into the Budget Worksheet and when it is made. Randall Yelverton replied the payment to Special Reserves is for long range capital needs and is made at the end of the budget year. Roger asked if there was a reason it is done at that time. Randall responded that is when it has been done in the past.



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Adjourn

Roger Stevens made a motion to adjourn the meeting. Alice Arn seconded the motion. All ayes. The meeting was adjourned at 8:29 p.m.

Lori Haller (Recording Secretary)

Stacey Morris (Secretary)