



WASHINGTON DISTRICT LIBRARY  
Regular Board Meeting Minutes  
May 16, 2017

Washington District Library Board met on May 16, 2017, and was called to order at 7:03 p.m. by President Joan Ruppman.

Members present: Susan Newton, Stacey Morris, Linda Fitzgerald, John Thomas, Sunita Shastry, Alice Arn and Joan Ruppman.

Also Present: Randall Yelverton (Director)

Recognition of visitors: Trustees Elect Stacy Smith and Casey Pfeifer.

Public Comment: None

**Thanks to Departing Board Members:** The WDL thanks Sunita Shastry for her 6 years of service and John Thomas for his 3 years of service. Sunita and John then exited the meeting.

**Swearing In of New Board Members:** President Joan Ruppman swore in Stacy Smith and Casey Pfeifer

**Consent Agenda Items**

1. Minutes of Meetings
  - a. Regular Board Meeting—March 21, 2017
  - b. Regular Board Meeting—April 18, 2017
  - c. Finance Committee Meeting Minutes—April 26, 2017
  - d. Finance Committee Meeting Minutes—May 2, 2017
  - e. Finance Committee Meeting Minutes—May 10, 2017 \*
2. Financial Statements
  - a. Income Statement
  - b. Balance Sheet
  - c. Payroll Report
  - d. Check Register
  - e. Budget Worksheet

\*Note: Section 1, bullet e. was included in error, there was no May 10<sup>th</sup> Finance Committee Meeting

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



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### Treasurer's Report

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

### Director's Report

- Review a draft of the Strategic Plan
- RSA was hosted at the WDL
- On the cusp of the start of the Summer Reading Program.
- The library is losing its clerk that is funded through the state of Illinois job skills program. She will be added to the substitute clerk rotation.
- A music program was held at Five Points funded by the Friends of Washington Library (FOWL). Susan Newton asked Randall which schools were invited and who attended. Randall said he would gather that info for the board.

Randall distributed copies of the Strategic Plan and presented 2 of the 9 concrete steps of the plan in detail for the board. The last long range plan was 4 years old with 1 year of interim state.

1. Expand library hours as needed.
  - a. Conduct a two month pilot program in March and April of 2018 to test Sunday hours.
  - b. Determine what will indicate success or failure of Sunday hour expansion
  - c. Count number of patrons who use the library on Sunday to see if use justifies the expansion.
  - d. Adjust the budget as needed for FY19 if use justifies the expansion of hours.
2. Assess the location of the branch library
  - a. Work with the Building Committee to look at the long-term costs of renting versus the theoretical costs of purchasing space for the branch library.
  - b. Assess circulation and visitation trends at branch library to see if greater investment in branch space is justified.
  - c. If determined that purchasing is a good decision, look for new library space.

Stacy Smith asked what was the biggest change in this plan. Randall responded Sunday hours, branch location, and more Adult programming facilitated by the new hire for this purpose. Stacy Smith asked if the strategic plan was comparable to that of other area libraries. Randall responded that he does benchmark with an informal network.

Regarding expansion of hours, Linda Fitzgerald stated that there are area libraries with Sunday hours year round. Susan Newton stated that she is very much in favor of the expansion of hours and the library has the funding available to do it and also that the Finance Committee had suggested piloting in October of 2017. Joan Ruppman stated that the Long Range Planning Committee needs to consider the timing of the pilot and determine what the success criteria will be, such as patron count. Randall feels that a spring pilot is ideal because there are higher patron counts in the spring vs the fall and if the pilot were successful in the spring it could move forward continuously without a gap into next summer and could be included into the next fiscal year budget at that time. Alice Arn stated a preference for consistent hours year round for the library vs varying them by season. Susan feels that 2 months is a short measurement period and is a limiting factor. Linda stated



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that Sunday was the busiest day of the week for the Bloomington library. Joan Ruppman brought the discussion to a close by stating that the Long Range Planning Committee needs to meet soon to take into consideration these discussion points.

### **OCLC Contract**

Randall presented the quote for next year's OCLC contract and stated that it was accounted for in the proposed budget. Linda Fitzgerald made a motion to approve the OCLC Services Program Agreement for FY2018 at a cost of \$4,467.74. Stacy Smith seconded the motion. Roll call vote: Susan Newton, yes; Casey Pfeifer, yes; Stacey Morris, yes; Linda Fitzgerald, yes; Stacy Smith, yes; Alice Arn, yes; and Joan Ruppman, yes. The motion passed.

### **Committee Reports**

Susan stated that the Finance Committee will plan a date for a committee meeting to finalize next year's budget.

Joan brought up a committee concern sent to her via email from Stacey Morris. Stacey Morris stated that she is the chair of the Building and Technology Committee and it has not been asked to meet by the Director in the last 2 years. "During that time technology has been acquired for the library such as computers, iPads, and a new website direction and design. Building funding for main and branch has been discussed in the Finance Committee, Long Range Planning Committee and regular Board meetings. What is the purpose of the Building and Technology Committee and do we still need this committee?" Joan Ruppman agreed to discuss the future of this committee with Randall prior to making this year's board member committee assignments.

Linda Fitzgerald gave the WACC committee report. Five Points is replacing their lighting with LED bulbs. The library is not replacing our lighting at this time. Utilization of the Five Points parking lot by high school students was discussed. The library board is concerned about increased traffic and availability of parking spots for library patrons.

### **Board Comment**

Susan Newton stated that she was concerned about the increasing cost of Periodicals and provided some current examples. Randall responded that library staff is comparing periodical pricing and will implement in the new budget year.

Susan Newton submitted her resignation letter from the Washington District Library Board effective June 1, 2017. Joan Ruppman thanked her for her service and stated that the Executive Committee will now need to interview potential replacement candidates.

### **Election of New Officers**

Alice Arn made a motion to nominate Joan Ruppman for President. Linda Fitzgerald seconded the motion. All ayes, the motion passed.



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Susan Newton nominated Linda Fitzgerald for Vice President. Stacy Smith seconded the motion. All ayes, the motion passed.

Alice Arn made a motion to nominate Stacey Morris for Secretary. Susan Newton seconded the motion. All ayes, the motion passed.

Linda Fitzgerald made a motion to nominate Stacy Smith for Treasurer. Casey Pfeifer seconded the motion. All ayes, the motion passed.

**Board Comment**

Stacy Smith asked how many standing committees there are. Joan Ruppman stated that there are five: Executive Committee, Personnel and Policy, Finance, Long Range Planning, and Building and Technology. Stacy Smith stated that based on the fact that Building and Technology had not met for a while she was in favor of removing this committee since there is overlap with other committees. Linda stated that it could be collapsed into Finance and Long Range Planning.

**Adjourn**

Casey Pfeifer made a motion to adjourn the meeting. Linda Fitzgerald seconded the motion. All ayes. The meeting was adjourned at 8:24 p.m.

Stacey Morris (Secretary)