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## WASHINGTON DISTRICT LIBRARY Regular Board Meeting Minutes May 15, 2018

Washington District Library Board met on May 15, 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: Youth Services Director Lexie Walsh was present.

Public Comment: No public comment was made.

Lexie Walsh, youth services director, spoke to the Board about changes to this year's summer reading programming. Lexie explained how in the past children, teen, and adult summer reading programs had different sign ups, prizes, and goals; but this year's programming will be streamlined by combing it into one program. Families can sign up, have reading brochures checked, and receive prizes at all of the library's service points. Participants will receive a raffle ticket for every box checked off in their reading brochure. Tickets will be used for chances to win prizes. One box in the brochure equals one hour read or one book read. Stacy Smith asked if the branch library will have raffle prize boxes. Lexie responded the branch will have raffle boxes. Linda Fitzgerald asked if registering for summer reading is done at the main library. Lexie responded people can register at the main library or the branch library. Lexie added participants also receive one calendar of events containing all summer reading events, color-coated by age group. Aaron James asked if one child could win more than one big prize. Lexie replied a child can only win one big prize.

### Consent Agenda Items

1. Minutes of Meetings
  - a. Regular Board Meeting – April 17, 2018
  - b. Personnel and Policy Committee Meeting Minutes – April 18, 2018
  - c. Finance Committee Meeting Minutes – April 24, 2018
  - d. Personnel and Policy Committee Meeting Minutes – April 25, 2018
  
2. Financial Statements
  - a. Income Statement
  - b. Balance Sheet
  - c. Payroll Report
  - d. Check Register
  - e. Budget Worksheet

Randall Yelverton addressed questions asked at last month's Board meeting about some of the financial statements. Randall stated he spoke with the library's accountant about the interest on the Income Statement shown coming out of General Operations and not separated. Randall was told by the library's accountant that adjustments are made at the end of the year. Aaron James asked for the reason adjustments are made at the end of the year. Randall responded he was told by the library's accountant that this is what the practice has been in

the past. Roger Stevens asked if the library's bookkeeper is capable of doing it by month. Randall replied the library's bookkeeper could do it by month if it is needed to be done that way.

Randall Yelverton informed the Board that the \$40.00 bank fee asked about during last month's Board meeting was due to a \$30.00 overdraft fee and a \$10.00 fee incurred when the working cash fund went inactive. Randall stated he talked to a bank representative and the fees have been removed. Randall added he also asked for a plan of action so the library does not incur a \$10.00 fee for fund inactivity in the future. Roger Stevens inquired about the library putting tax dollars into working cash with the levy. Randall responded the library does not levy for working cash. Roger expressed concern that the library may not be able to levy for working cash in the future. Randall responded he understood it to be a one-time action and not an annual levy. Roger asked if Randall could check on that and Randall said he would check. Randall stated he also spoke to the bank representative about having a letter on file from the bank guaranteeing the library's money. Randall said he was told the money is FDIC insured and a letter will be mailed to him from the bank.

Randall Yelverton told the Board that the workers' compensation amount, item 61900, showing on the income statement last month is what the library sets aside to cover the workers' compensation cost each year. Roger Stevens asked if the cost is based on payroll each month. Randall replied it is.

Randall Yelverton informed the Board that the cost per employee to attend the Public Library Association conference, which was included in this year's budget, was \$1790. Roger Stevens asked for a breakdown per individual to be sent to the Board members.

Randall Yelverton provided information on employee health insurance, IMRF, Social Security, and Medicare costs. Roger Stevens asked for the costs to be broken down by individual employee and put into a spreadsheet.

Roger Stevens asked to pull this month's Income Statement, Treasurer's Report, Budget Worksheet, and Check Register. Roger asked about line 103 on the Income Statement, Gross Profit, showing \$26,667.87. Randall Yelverton responded the library finally received last year's Per Capita Grant. Stacy Smith asked if the grant is for a specific purpose. Randall responded the library does have to say what it will be used for. Roger pointed out the Income Statement includes interest of \$1985.08 in the total amount of \$26,667.87, but the Treasurer's Report shows a deposit and transfer of \$26,812.62 which does not include interest. Randall said he will look into it. Roger pointed out a difference in interest amounts between the Income Statement and Treasurer's Report. Randall responded he will look into it. Aaron James asked if the report dates differ. Randall replied he would check.

Roger Stevens pointed out the Total Expenses amount on the Income Statement did not match the Total Expenses amount on the Budget Worksheet. Linda Fitzgerald asked if all of the reports can be made to use the same dates if different dates are being used and that is causing problems. Roger stated line 112, column S, on the Budget Worksheet should not be hard entered. Randall Yelverton responded it is not the bookkeeper's fault; he must've worked off of an older version of the spreadsheet. Randall added he believes total expenditures are correct and he will look for any formula errors.

Roger Stevens questioned line 19 and 20 on the Check Register that shows a \$250 debit and \$250 credit amount to “Randall”. Randall Yelverton explained the debit and credit is for branch postage. Randall stated he will ask the library’s bookkeeper to change the line item note to “Branch Postage”. Roger asked about a \$250 debit in line 36 on the Check Register to “Randall”. Randall replied postage was purchased twice this month. Roger asked why it was purchased twice. Randall responded the library received the money back from the branch library. Roger asked about line 3 on the Check Register for payment for the Illinois Library Association October 18, 2017 membership dues through October 31, 2018. Randall responded the association hadn’t sent the library the invoice earlier. Randall added the library is covered for the remainder of this fiscal year and through October 2018.

Stacy Smith made a motion to approve the Consent Agenda Items. Linda Fitzgerald 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 questioned the negative numbers being exceptionally large. Randall Yelverton said he will look into it.

Linda Fitzgerald made a motion to receive and file the Treasurer’s Report. Alice Arn 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**

- Received a letter from a local patron complimenting the library’s Sunday hours.
- Held several meetings with the library’s Finance Committee and Personnel and Policy Committee. Discussed potential staff wage increases at the Personnel and Policy Committee meetings.
- Hosted Student Government Day at the main library. Spoke to student leaders from Washington Community High School about the library and the library’s role in the community.
- Spoke at Reaching Forward South held at Southern Illinois University Edwardsville Campus in Edwardsville, Illinois. Presented a session on how the library served the community following the tornado, such as providing meeting space.

Aaron James asked if the questions regarding the audit contract approved by the Board have been addressed. Randall Yelverton responded he spoke with the library’s accountant about why the language is worded the way it is and was told the property issue relates to the accounting firm’s proprietary systems and spreadsheets. Aaron asked about the right to terminate. Randall replied he would talk to the library’s attorney. Roger Stevens asked if the state does not mandate an accrual accounting system, will the library’s accountant do the audit on a cash-based system. Randall responded the audit cost is approved up to the amount given because of the possibility of the mandate to switch to an accrual accounting system. Randall added he would confirm with the library’s accountant.

Randall Yelverton said he decided not to have a library booth in the merchant tent during Good Neighbor Days this year because of the cost of having to staff the booth, staff leaving, new hires, and new Sunday hours.

Linda Fitzgerald pointed out the main library's children's programming statistics may be wrong; the statistics show a jump to 955 for this month. Randall Yelverton responded he will check with the youth services director.

### **Discuss Sunday Attendance and Approve Sunday Hours for FY19**

Randall Yelverton pointed out there were some Sunday numbers at the main library for January, February, and March 2018 due to the library's cleaning people coming in and out of the main library doors; however, the numbers are negligible. Randall stated the total attendance for May 13, 2018, was 103. Randall expressed concern the numbers may be trending downward. Randall told the Board he did not feel there is enough data to make a decision about Sunday hours. Randall asked the Board to wait and revisit the question at the November 2018 Board meeting when there is more data to determine community support. Aaron James asked what number will determine the decision. Randall responded he would like to see if the numbers are trending around 200 by the end of June 2018. Stacey Smith stated she compared total month visits in April 2017 to April 2018 and there was a 4% increase due to Sunday hours. Alice Arn asked what marketing has been done since the first Sunday. Randall replied bookmarks are handed out at the check out desks, and social media marketing. Aaron asked if something temporary can be put on the doors and drive-up window showing the Sunday hours. Randall responded something can be done. Linda Fitzgerald asked if a sign can be put in the library.

Roger Stevens made a motion to keep Sunday hours through November 30, 2018, with the decision being made at the November 2018 Board meeting. Stacey Smith seconded the motion. All ayes. The motion passed.

### **Discuss Number of Members for Library Committees**

Roger Stevens brought to the Board's attention if a library committee has four people and those four people are in agreement it makes a quorum. Roger suggested having three people on each library committee or only having three voting members on each committee. Randall Yelverton stated he checked with the library's attorney and there is no legal reason why the library committees cannot have four members. Stacy Smith expressed concern that having only three members on committees would make it overly restrictive when not in committee. Linda Fitzgerald said she liked having four different opinions and perspectives. The Board decided to take a straw poll to determine if reducing the number of committee members should be discussed further: 1 vote yes; 5 votes no; and 1 abstain. Stacy Smith suggested waiting until there is a change in the library's officers.

### **Update Library Ethics Commission Policy**

Randall Yelverton stated he spoke with the library's attorney and the Ethics Commission has been changed to an ad hoc commission, as needed, and appointed by the Board. Roger Stevens made a motion to approve the Ethics Commission Policy as edited. Stacy Smith seconded the motion. All ayes. The motion passed.

Linda Fitzgerald made a motion to go into Closed Session. Alice Arn seconded the motion. All ayes. The motion passed. The Board entered Closed Session at 8:25 pm.

**Closed Session**

Personnel (5 ILCS 120/2)(c)(1)

Review Staff Salary/Wage Recommendations for FY19

Discuss Director's Salary for FY19

Modify Wage Compensation for FY19

- a. Staff
- b. Director

Returned from Closed Session at 9:21 p.m.

**Modify Wage Compensation for FY19**

Roger Stevens made a motion to approve the Staff/Wage Recommendation for FY19 from the Personnel and Policy Committee of merit plus 1.5%. Stacy Smith seconded the motion. Roll call vote: Stacey Morris, yes; Stacy Smith, yes; Roger Stevens, no; Alice Arn, yes; Aaron James, yes; Linda Fitzgerald, yes; and Joan Ruppman, yes. The motion passed.

Stacy Smith made a motion to approve the Director's Salary recommendation for FY19 from the Executive Committee of a 3.5% increase bringing annual salary to \$73,152.47. Linda Fitzgerald seconded the motion. Roll call vote: Stacey Morris, yes; Stacy Smith, yes; Roger Stevens, no; Alice Arn, yes; Aaron James, yes; Linda Fitzgerald, yes; and Joan Ruppman, yes. The motion passed.

**Committee Reports**

Stacy Smith gave a reminder that the Finance Committee was scheduled to meet the next day at 5:30 p.m.

Joan Ruppman asked about the Director's SMART goals for FY19. Stacey Morris suggested that the Executive Committee meet on May 22, 2018 to finalize a draft.

**WACC Report**

The WACC Board did not meet.

**Public Comment**

No comment was made.

**Board Comment**

No comment was made.

**Adjourn**

Linda Fitzgerald made a motion to adjourn the meeting. Alice Arn seconded the motion. All ayes. The meeting was adjourned at 9:40 p.m.

Lori Haller (Recording Secretary)

Stacey Morris (Secretary)