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WASHINGTON DISTRICT LIBRARY Regular Board Meeting Minutes November 21, 2017

Washington District Library Board met on November 21, 2017, and was called to order at 7:00 p.m. by President Joan Ruppman.

Members present: Linda Fitzgerald, Stacey Morris, Stacy Smith, and Joan Ruppman

Alice Arn and Aaron James were absent.

Also present: Randall Yelverton (Director) and Lori Haller (Recording Secretary)

Recognition of visitors: Tim Custis (library auditor)

Public Comment: No public comment was made.

Approve Levy Ordinance

Stacey Morris made a motion to approve the Levy Ordinance. Linda Fitzgerald seconded the motion. Roll call vote: Linda Fitzgerald, yes; Stacey Morris, yes; Stacy Smith, yes; and Joan Ruppman, yes. The motion passed.

Audit Presentation

Tim Custis of Gorenz & Associates gave a summary of the library audit report. The Board reviewed the audit summary and comparative information handed out to the Board by Mr. Custis.

Mr. Custis informed the Board that, in the future, the State of Illinois Comptroller may require the library to change from a cash-basis accounting system to an accrual-basis accounting system. Mr. Custis added if this happens it will most likely increase the amount of time it takes to perform the library audit. Mr. Custis proposed giving the library an open-ended letter that will bill the library their regular rate for the time it takes to perform the audit, instead of the "not-to-exceed" amount the library Board has approved in the past. Stacy Smith asked if changing to an accrual system of accounting will change the way the library does its accounting. Mr. Custis responded there will be some changes. Randall Yelverton asked if the library needs to make any changes to the library's current bookkeeping. Mr. Custis responded not at this time.

Joan Ruppman asked about an overview statement in the audit that points out a deficiency in the library's bookkeeping. Mr. Custis responded the statement indicates the library's bookkeeper having too much responsibility, and is commonly found in an audit. Joan stated at last month's Board meeting the Board talked about multiple libraries hiring an outside group to address this deficiency. Stacey Morris asked if the library has ever looked into outsourcing. Randall Yelverton replied the library has not looked at outsourcing. Stacey asked Mr. Custis how this problem could be solved. Mr. Custis replied the library could contract out some of the activities. Linda Fitzgerald asked if the cost to do this would be substantial. Mr. Custis replied it would, and added he does not believe it would be cost effective. Joan asked if the statement is just a cautionary statement. Mr. Custis responded it is a cautionary statement.

Tim Custis left the meeting at 7:34pm.

The Board discussed the request for open-ended billing versus not-to-exceed billing for the library audit. The Board agreed they would like to have a not-to-exceed amount. Randall Yelverton stated he would ask Gorenz & Associates for an estimated not-to-exceed amount for next year's audit.

Approve Audit Report

Stacy Smith made a motion to approve the library audit as presented. Stacey Morris seconded the motion. Roll call vote: Stacey Morris, yes; Stacy Smith, yes; Linda Fitzgerald, yes; and Joan Ruppman, yes. The motion passed.

Consent Agenda Items

1. Minutes of Meetings
 - a. Regular Board Meeting – October 17, 2017
2. Financial Statements
 - a. Income Statement
 - b. Balance Sheet
 - c. Payroll Report
 - d. Check Register
 - e. Budget Worksheet

Randall Yelverton asked to pull the Budget Worksheet. Randall pointed out an error in salaries in the branch line item was corrected; too much was being taken from the branch account. Linda Fitzgerald asked about the branch Furniture and Fixtures line item. Randall responded some displays were purchased for the branch. Linda Fitzgerald made a motion to approve the Consent Agenda Items. Stacy Smith seconded the motion. Roll call vote: Stacy Smith, yes; Linda Fitzgerald, yes; Stacey Morris, yes; and Joan Ruppman, yes. The motion passed.

Treasurer's Report

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

Director's Report

- Randall Yelverton thanked the Board members that were able to attend the library's 90th anniversary celebration. Randall stated he neglected to thank Rhiannon Shoults-Wilson for her work on the event.
- The library is getting a series of 360 degree photos taken to add to our Google listing and webpage. Visitors will be able to tour the library from the web. The library will receive a URL for the library's website. Stacy Smith asked about the cost. Randall responded \$800.00.
- Will work on the Per Capita Grant at next month's Board meeting, reviewing chapter 12 about safety. Randall Yelverton asked to meet with the Personnel and Policy Committee. Randall asked for one volunteer to watch a safety video and provide a brief report about it at the next Board meeting. Stacy Smith volunteered to view the safety video.
- Working with the library cooperative to make online bill pay possible for our library patrons.
- A library page left employment on good terms. Hired a new page late on Friday, November 17, 2017. Will address hiring of new page at next month's Board meeting.
- The Illinois State Library is sending new point-of-sale hardware, but waiting to see what happens with online bill pay.
- Talked with representatives from Morton Public Library about the remodeling of the Morton Public library. They walked through our main library and talked with staff.

- Adding adult programming groups that meet and share with each other.
- Offering the kids' winter reading program again.
- Offering more programs at the branch library.
- Took 16 hours of vacation time over November 2 and November 3.

Linda Fitzgerald asked about an increase in programming at the branch library but circulation not increasing at the branch. Randall Yelverton responded the library is not seeing an increase in circulation at the branch library but is seeing a slight increase at the main library. Linda expressed how much she liked seeing library programs listed together in one article in the newspaper.

Approve and Swear In New Board Member

Joan Ruppman stated Board Member Candidate Roger Stevens could not attend tonight's Board meeting. Stacey Morris made a motion to approve Roger Stevens as a new Board member. Stacy Smith seconded the motion. All ayes. The motion passed.

Approve Library Closures for 2018

The Board reviewed the library closures for 2018. Linda Fitzgerald made a motion to approve the library closure dates for 2018. Stacey Morris seconded the motion. All ayes. The motion passed.

Review Standards for Illinois Public Libraries

Randall Yelverton asked the Board to read chapter 12 of *Illinois Standards for Public Libraries* for next month's Board meeting. Randall asked to meet with the Personnel and Policy Committee.

Committee Reports

There were no reports.

WACC Report

There was no report.

Public Comment

No comment was made.

Board Comment

No comment was made.

Adjourn

Stacy Smith made a motion to adjourn the meeting. Linda Fitzgerald seconded the motion. All ayes. The meeting was adjourned at 8:01pm.

Lori Haller (Recording Secretary)

Stacey Morris (Secretary)