



WASHINGTON DISTRICT LIBRARY
Regular Board Meeting Minutes
October 25, 2011
7:00 p.m.

Your pathway to discovery, enjoyment and knowledge

Washington District Library Regular Board Meeting October 25, 2011

Washington District Library Board met on Tuesday, October 25, 2011, and was called to order at 7:00 p.m. by President Brian Heller.

Members present: Kevin Doglio, Brian Heller, John Rothfusz, Sunita Shastry, Roger Stevens, and Milo Twist. Paul Habel was absent.

Also present: Pam Tomka (Director), Randall Yelverton (Assistant Director), and Lisa Koski (Recording Secretary).

Recognition of visitors:

Tim Custis (Library Auditor) and Diane Attig (Library Bookkeeper) were present.

Auditor Report

Tim Custis gave a summary of the audit. He assured the board that the \$2,000 error made in the working cash fund several years ago will be corrected.

Roger Stevens made a motion to accept the audit. Kevin Doglio seconded the motion. Roll call vote: Kevin Doglio, yes; Brian Heller, yes; John Rothfusz, yes; Sunita Shastry, yes; Roger Stevens, yes; and Milo Twist, yes. Motion passed unanimously.

Consent Agenda Items

1. Minutes of Meetings
 - a. Budget and Appropriations hearing- September 20, 2011
Regular Board Meeting- September 20, 2011
 - b. Policy & Personnel- September 29, 2011
2. Financial Statements
 - a. Income Statement
 - b. Balance Sheet
 - c. Payroll Report
 - d. Check Register
 - e. Budget Worksheet
 - f. Treasurer's Report

Roger Stevens mentioned that the Regular Board Meeting Minutes under the consent agenda items should be presented as point B, and the Policy & Personnel Minutes should be presented under point C.

John Rothfusz made a motion to accept the consent agenda items. Roger Stevens seconded the motion. Kevin Doglio questioned Pam Tomka if the \$7,000 the library received in donation money was accurate. She made Kevin aware that included in those donations was \$2,000 from F.O.W.L. (Friends of the Washington Library). Roll call vote: Kevin Doglio, yes; Brian Heller, yes; John Rothfusz, yes; Sunita Shastry, yes; Roger Stevens, yes; and Milo Twist, yes. Motion passed unanimously.

**WASHINGTON DISTRICT LIBRARY
Regular Board Meeting Minutes
October 25, 2011
7:00 p.m.**

Director's Report

- The library participated in the Park District's Amazing Race, which included clues in a few books in the library.
- The AED's have been upgraded. It was mentioned to have future AED and CPR training for staff.
- As of October 25th, F.O.W.L had collected \$1,683.00 from the book sale.
- Sue Freeberg (F.O.W.L.) would like to apply for a matching grant at Wal-Mart.
- The library board will have to participate in the Open Meetings Act training to be completed by January 1st, 2013.
- Kevin Doglio made a suggestion to Pam Tomka to open a gmail account for library correspondence.
- A finance committee meeting will be scheduled when the levy for the library is created.

Audit

1. Review- This was discussed at the beginning of the meeting.
2. Approval- This was approved at the beginning of the meeting.

Revised Budget and Appropriations ordinance

Pam Tomka had pulled and had published the wrong version of the ordinance. A revised version will be published in the newspaper. John Rothfusz made a motion to approve the revised Budget and Appropriations ordinance. Milo Twist seconded the motion. Roll call vote: Kevin Doglio, yes; Brian Heller, yes; John Rothfusz, yes; Sunita Shastry, yes; Roger Stevens, yes; and Milo Twist, yes. Motion passed unanimously.

Donation

1. Recommendation for purchases- Jeanne Sunderlin, past board member, donated \$5,000.00 to the library. Pam Tomka spoke with the board regarding the needs for purchases for the library such as, a printer that could be incorporated into the public computers, and an electronic bulletin board for the circulation desk. She will explore the library's needs and come back with recommendations at a later date.

Branch lease agreement

- Pam Tomka spoke with the landlord of the Sunnyland branch library, and he is not willing to re-negotiate the cost of rent at this time.

Personnel

1. Hiring IT Person- It was Pam Tomka's and Randall Yelverton's recommendation to hire ICC student Brian Weick for the IT position. Kevin Doglio made a motion to approve the hiring of Brian Weick as an IT person for the library. John Rothfusz seconded the motion. Roll call vote: Kevin Doglio, yes; Brian Heller, yes; John Rothfusz, yes; Sunita Shastry, yes; Roger Stevens, no; and Milo Twist, yes. Motion passed.



Your pathway to discovery, enjoyment and knowledge

WASHINGTON DISTRICT LIBRARY
Regular Board Meeting Minutes
October 25, 2011
7:00 p.m.

Committee Reports

1. Policy and Personnel

a. Change to Personnel Policy

Remove current wording and replace with "Unused vacation may not be carried over from year-to-year, except by board approval in unusual circumstances."

Milo Twist made a motion to accept the change in the personnel manual, and for the text to be published. Kevin Doglio seconded the motion. All ayes.

b. Procedures manual changes- The procedures manual is not ready for board approval.

Patron Survey results

The board reviewed the patron survey results that were taken during the month of September. As a result of the survey, the board would like the library to consider the results, and look at what can be done differently. It was suggested to have a filter on one of the branch computers so children could utilize it, and to include e-books in the next survey.

WACC update

Report on Five Points board meeting-

- Five Points will be offering gym dance parties.
- An addition for the northern section of the facility is currently on hold. If Five Points can receive at least \$200,000 in pledges, it will be used toward a V.I.P. entrance on the south side along with a ticket outlet.

Public comment

There was no public comment

Board comment

Brian Heller asked the board if they would be interested in starting the board meetings at 6:30 p.m. instead of 7:00 p.m. A policy committee meeting is scheduled for November 28th at 6:30 p.m., and a long range planning committee meeting is scheduled for November 7th at 6:30 p.m. Milo Twist met with F.O.W.L. to discuss whether or not they would like to become an autonomous organization or not. They agreed not to. The board would like be apprised of purchases for the library. It was also mentioned that because of the fact that the Friends group only meets three times a year, it could be difficult to get together with the board group to make them aware of what is being purchased. Friends asked what expenditures the board would think reasonable. Their next meeting is January 10th.

Lisa Koski
(Recording Secretary)

John Rothfusz
(Board Secretary)