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## WASHINGTON DISTRICT LIBRARY Regular Board Meeting Minutes October 17, 2017

Washington District Library Board met on October 17, 2017, and was called to order at 7:00 p.m. by President Joan Ruppman.

Members present: Alice Arn, Aaron James, Stacey Morris, Stacy Smith, and Joan Ruppman

Linda Fitzgerald was absent.

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

Recognition of visitors: There were no visitors.

Public Comment: No public comment was made.

Board members were given the minutes from the October 9, 2017, Long Range Planning Committee meeting. Joan Ruppman asked the Board to review the minutes from that meeting.

Randall Yelverton pointed out two corrections in the Budget Worksheet: 1) a miscellaneous line item amount appeared at the bottom of page 3 of the Budget Worksheet that needs to be taken out and allocated to the proper areas on the worksheet; and 2) a new amount for the branch library rent. Randall added the rent budget for the branch library for 2017-2018 cannot be changed and will go over budget for the year. Board members were given a corrected Budget Worksheet and Check Register.

Stacy Smith questioned the cleaning budget for the branch library. Randall Yelverton responded the amount is not being apportioned properly between the branch library and main library. Randall stated too much is being taken out of the branch library cleaning budget. Randall added he is working with the bookkeeper to correct the problem.

### **Consent Agenda Items**

1. Minutes of Meetings
  - a. Regular Board Meeting – September 19, 2017
  - b. Finance Meeting – October 2, 2017
  - c. Long Range Planning Committee Meeting – October 9, 2017
2. Financial Statements
  - a. Income Statement
  - b. Balance Sheet
  - c. Payroll Report
  - d. Check Register
  - e. Budget Worksheet

Alice Arn made a motion to approve the Consent Agenda Items as listed. Stacy Smith seconded the motion. Roll call vote: Alice Arn, yes; Aaron James, yes; Stacey, Morris, yes; Stacy Smith, yes; and Joan Ruppman, yes. The motion passed.

### **Treasurer's Report**

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

### **Director's Report**

- The library audit went well. Randall Yelverton commented a review may reveal some errors due to being between bookkeepers, and the auditor always recommends having more than one bookkeeper review the bookkeeping.
- Linda Ruder began working as the library's bookkeeper.
- The library's digitized newspapers are on all public computers making it easier to use than before.
- Attended the Illinois Library Association conference with Youth Services Director Lexie Walsh and Adult Services Manager Rhiannon Shoults-Wilson.
- Discussed the Levy Ordinance at the October 2, 2017, Finance Committee meeting.
- Met with Linda Fitzgerald before the October 9, 2017, Long Range Planning Committee meeting and put together strategic planning steps and timeline for the meeting.
- Library's fall newsletter was mailed.
- Preparing for the library's 90th anniversary event on October 26, 2017. Contacting former Board members to invite them to the event. Erin Poehlman put together a display of library history in the display case outside the main library's entrance. Kim MacDonald and Emily Householter helped with the display.
- Lexie Walsh is working on putting some of the juvenile series together in the children's area.
- Star Wars Reads Day went well with 107 people of all ages attending.
- Staff continues to create eye-catching displays at the branch library.

Aaron James asked if it is possible to get libraries together to have several bookkeepers looking at the library's bookkeeping. Joan Ruppman suggested asking the auditor if he has any suggestions about how to have more than one bookkeeper look at the library's bookkeeping.

### **Branch Lease Renewal**

Randall Yelverton stated the library is right now operating outside of the branch library lease, so the lease needs to be renewed. Randall said the landlord has agreed to a two year lease for the branch library which gives the library some flexibility if a decision is made to move the branch library. Randall added if we decide we want to move the branch before the lease is up there will be a penalty. Stacey Morris asked if an addendum was drawn up for the two year lease. Randall responded he is drawing up a document. Stacey asked if the document could be looked at by the library's attorney. Randall said he would have the attorney look at the document. Stacy Smith made a motion to approve going forward with the branch library lease renewal for two years effective August 2017 to August 2018 for \$2,691.00 per month for the first year with a rate increase on August 1, 2018, all contingent upon the library attorney's review of the document paying particular attention to the document being for two years instead of a 5 year term. Aaron James seconded the motion. Roll call vote: Stacey Morris, yes; Stacy Smith, yes; Alice Arn, yes; Aaron James, yes; and Joan Ruppman, yes. The motion passed.



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**Review Levy Ordinance**

Randall Yelverton stated the ordinance was reviewed by the Finance Committee and the library will be asking for a 4.999% increase from the previous year. The Board reviewed the Levy Ordinance. Randall stated the ordinance will come before the Board next month for approval.

**Board Member Replacement Discussion**

Randall Yelverton informed the Board that Roger Stevens agreed to accept the position contingent upon Board approval at next month's Board meeting.

**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**

Alice Arn made a motion to adjourn the meeting. Aaron James seconded the motion. All ayes. The meeting was adjourned at 7:40pm.

Lori Haller (Recording Secretary)

Stacey Morris (Secretary)