



**WASHINGTON DISTRICT LIBRARY
Regular Board Meeting Minutes
October 16, 2018**

Washington District Library Board met on October 16, 2018, and was called to order at 7:00 p.m. by President Joan Ruppman.

Members present: Linda Fitzgerald, Aaron James, Stacey Morris, Stacy Smith, Roger Stevens, and Joan Ruppman.

Alice Arn was absent.

Also present: Lexie Walsh (Director) and Lori Haller (Recording Secretary)

Recognition of visitors: There were no visitors.

Public Comment: No public comment was made.

Consent Agenda Items

1. Minutes of Meetings
 - a. Executive Committee Meeting – August 29, 2018
 - b. Executive Committee Meeting – August 30, 2018
 - c. Executive Committee Meeting – August 31, 2018
 - d. Executive Committee Meeting – September 5, 2018
 - e. Executive Committee Meeting – September 7, 2018
 - f. Regular Board Meeting – September 18, 2018
 - g. Board Meeting – October 3, 2018

2. Financial Statements
 - a. Income Statement
 - b. Balance Sheet
 - c. Payroll Report
 - d. Check Register
 - e. September 2018 Budget Worksheet

Stacy Smith made a motion to approve the Consent Agenda Items. Stacey Morris seconded the motion. Roll call vote: Linda Fitzgerald, yes; Aaron James, yes; Stacey Morris, yes; Stacy Smith, yes; Roger Stevens, yes; and Joan Ruppman, yes. The motion passed.

Treasurer's Report

Roger Stevens requested the total money received from tax dollars be shown divided out by fund. Lexie Walsh responded it can be addressed at next month's Board meeting when the library's accountant and bookkeeper are in attendance. Aaron James made a motion to receive and file the Treasurer's Report. Stacey Morris seconded the motion. Roll call vote: Aaron James, yes; Stacey Morris, yes; Stacy Smith, yes; Roger Stevens, yes; Linda Fitzgerald, yes; and Joan Ruppman, yes. The motion passed.

Interim Director's Report

Monthly Statistics
Door Counts
Witherell Donation

- Martha Troxell will be retiring at the end of the year, and has worked at the library for almost 47 years. The Board discussed ways to recognize Martha's service and retirement.
- Working with Linda Fitzgerald to finish the financials for the Per Capita Grant for submission. Lexie Walsh stated she will check if the Board must approve the Per Capita Grant before submission.
- The main library building was power washed; however, a concrete bench outside the main library staff entrance was defaced. Lexie stated she had limited success cleaning the bench and will wait and see if it fades over time.
- Charles Bell was hired as a circulation clerk to fill Erin Poehlman's position after she took over the position of Technology Instruction Coordinator and Acquisitions Clerk.
- Attended the Illinois Library Association (ILA) conference last week with Adult Services Manager Rhiannon Shoults, Young Adult Librarian Emily Hunt, and Technology Instruction Coordinator Erin Poehlman. Stacy Smith asked if Lexie has shared with library staff what they took away from the ILA conference. Lexie replied she has not. Joan Ruppman suggested sharing that information at a staff meeting.
- The library's accountant, Tim Custis, will be speaking at next month's Board meeting.
- Placed a notice in the newspaper about the three upcoming Board vacancies. The notice will continue until the filing deadline of December 10-17, 2018. Election packets can be picked up at the main library circulation desk.
- This is Lori Haller's last meeting as recording secretary.
- Talked to the library's attorney and was told the library can pay for LED lighting replacement out of the library's Special Reserve Fund.
- The branch library has monthly pest control now.

Stacy Smith asked if there is circulation information for Sundays at the main library. Lexie Walsh replied she was able to get that information through Resource Sharing Alliance (RSA). Stacy asked if the library has door counts for the main library. Lexie responded yes. Lexie stated there was a decrease in circulation for August to September, which is normal, because of children going back to school.

Joan Ruppman informed the Board she was asked about a donation made to the library upon the death of Mr. Bob Witherell. Lexie Walsh stated she contacted the library's previous director and was told the lawyer handling the donation requested, on behalf of the deceased, no announcement be made about the donation. Stacy Smith suggested writing a letter to the family of Mr. Witherell. Lexie offered to contact the family personally. Aaron James suggested contacting the estate lawyer first.

Recommendation for New Circulation Clerk

Lexie Walsh stated she interviewed and selected Charles Bell to fill the hours left open after Erin Poehlman accepted the position of Technology Instruction Coordinator and Acquisitions Clerk at the library. Lexie recommended hiring Mr. Bell as a Circulation Clerk for 25 hours per week. Roger Stevens made a motion that Mr. Bell be hired to work as a Circulation Clerk for 25 hours per week at a rate of \$9.00 per hour. Stacy Smith seconded the motion. Roll call vote: Stacey Morris, yes; Stacy Smith, yes; Roger Stevens, yes; Linda Fitzgerald, yes; Aaron James, yes; and Joan Ruppman, yes. The motion passed.

Approve FY18 Treasurer's Reports

Roger Stevens made a motion to approve the FY18 Treasurer's Reports. Stacey Morris seconded the motion. Roll call vote: Stacy Smith, yes; Roger Stevens, yes; Linda Fitzgerald, yes; Aaron James, yes; Stacey Morris, yes; and Joan Ruppman, yes. The motion passed.

Review and Approve Levy Ordinance

Roger Stevens pointed out the new growth numbers and extension will change before the Levy Ordinance has to be adopted. Roger recommended waiting until next month to approve the Levy Ordinance, and to contact the county clerk and county assessor's office for new growth numbers and extension closer to next month's Board meeting date. Stacy Smith made a motion to table approving the Levy Ordinance until next month's Board meeting. Roger Stevens seconded the motion. Roll call vote: Roger Stevens, yes; Linda Fitzgerald, yes; Aaron James, yes; Stacey Morris, yes; Stacy Smith, yes; and Joan Ruppman, yes. The motion passed.

Review and Approve LED Lighting Quote

Lexie Walsh stated the quote to replace existing lighting with LED lighting is approximately \$9000 after Ameren incentives, and will pay itself back in energy savings in 2 to 3 years. Stacy Smith asked if the quote was only for the main library. Lexie responded yes, just the main library. Roger Stevens asked what the luminosity will be. Lexie responded she will check on it. Roger suggested removing the diffusers for brighter lighting. Lexie expressed concern about glare on book pages, computer screens, and other devices if the diffusers are removed. Roger asked if the quote includes new ballasts. Lexie replied it does. Stacy asked what time of day the work will be done and suggested the evening may be better for safety. Lexie responded she will check. Stacey Morris asked if the cost will be paid out of the library's Special Reserve Fund. Lexie replied it will be paid out of Special Reserve. Stacey Morris made a motion to approve the replacing of lights at the main library with LED lamps using the current Option #3 quote from B & L Electric, and that the payment will be paid out of the library's Special Reserve Fund. Linda Fitzgerald seconded the motion. Roll call vote: Linda Fitzgerald, yes; Aaron James, yes; Stacey Morris, yes; Stacy Smith, yes; Roger Stevens, yes; and Joan Ruppman, yes. The motion passed.

Discuss Per Capita Grant Requirement: *Trustee Facts File Third Edition, Chapters 9-10*

The Board reviewed Chapter 9, Facilities, and Chapter 10, Budgeting and Financial Management, of the *Trustee Facts File Third Edition*.

Discuss Per Capita Grant Requirement: Illinois Veterans' History Project

Roger Stevens reported on the Illinois Veterans' History Project. Roger stated it is a great opportunity to preserve history and experiences of veterans and civilians that served in WWI to the present. Roger stated the Illinois State Library provides training for Illinois library staff to help them do interviews and recordings for the project. Roger reported there are almost 6,000 digitized Illinois Patriot Forms that can be accessed through the Illinois State Library's digital archives, and about 300 interviews in the Illinois Veterans' History Project. Joan Ruppman asked if Roger suggests having two library staff get training from the State Library. Roger responded yes. Lexie Walsh said she will contact the State Library and have Lori Haller put links to the Illinois Veterans' History Project on the Washington District Library's website. Stacey Smith made a motion to move forward with the Illinois Veterans' History Project. Roger Stevens seconded the motion. All ayes. The motion passed.

Committee Reports

There were no reports.

WACC Report

There was no report.

Other Discussion

Lexie Walsh requested replacing the library director's laptop computer due to a broken hinge. Lexie stated she will provide a quote at next month's Board meeting.

Lexie Walsh told the Board she talked to other area library directors about the ePAY account offered through the Illinois State Library that the library no longer uses. Lexie stated the Resource Sharing Alliance (RSA) began providing this service to patrons in June 2018. Lexie told the Board the library is being charged a fee for keeping the Illinois Funds Account, the name of the library's ePAY account, and suggested closing the account and moving the funds into the library's General Operating Fund. Linda Fitzgerald stated the library's fines and fees go into the General Operating Fund. Aaron James asked how electronic payments are handled now. Lexie responded RSA gives the library a quarterly check. Roger Stevens asked for the cost of that service. Lexie responded she will research it. Joan Ruppman said Lexie research it and the Board can talk about it next month.

Lexie Walsh asked to talk to the Board about how the library calculates years of service for employees changing jobs within the library. Lexie suggested talking about it in closed session.

Public Comment

No comment was made.

Board Comment

Stacy Smith asked for the Finance Committee to schedule a meeting. Lexie Walsh suggested waiting until after November 20, 2018, when the library's accountant speaks at the November Board meeting. Stacy said she will send an email to the Board members about possible dates. Linda Fitzgerald asked the Board to look into upgrading the library's Wi-Fi. Lexie said she will talk to Brian Weick, the library's IT support person.



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Roger Stevens made a motion to enter into closed session. Stacy Smith seconded the motion. Roll call vote: Aaron James, yes; Stacey Morris, yes; Stacy Smith, yes; Roger Stevens, yes; Linda Fitzgerald, yes; and Joan Ruppman, yes. The motion passed. The Board entered into closed session at 8:11p.m.

Closed Session

Personnel (5 ILCS 120/2)(c)(3)
Discuss Director Search

The Board returned to Open Session at 8:34p.m.

Roger Stevens made a motion to approve the Closed Session meeting minutes as reviewed during closed session. Aaron James seconded the motion. All ayes. The minutes were approved.

The need to draft a formal letter of employment for the new director was discussed.

Roger Stevens made a motion to adjourn the meeting. Stacy Smith seconded the motion. All ayes. The meeting was adjourned at 8:36 pm.

Lori Haller (Recording Secretary)

Stacey Morris (Secretary)