

Washington District Library Board met on September 19, 2017, and was called to order at 7:02 p.m. by President Joan Ruppman.

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

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

Recognition of visitors: There were no visitors.

Public Comment: No public comment was made.

### **Budget and Appropriation Hearing**

The Board reviewed the Annual Budget and Appropriation Ordinance for Fiscal Year 2018. Stacy Smith made a motion to approve the Annual Budget and Appropriation Ordinance for the fiscal year beginning the 1<sup>st</sup> day of July 2017 and ending the 30<sup>th</sup> day of June 2018. Alice Arn seconded the motion. Roll call vote: Alice Arn, yes; Linda Fitzgerald, yes; Aaron James, yes; Stacey, Morris, yes; Stacy Smith, yes; and Joan Ruppman, yes. The motion passed.

### **Consent Agenda Items**

1. Minutes of Meetings
  - a. Regular Board Meeting – August 15, 2017
  - b. Finance Meeting – August 15, 2017
  - c. Special Board Meeting – August 22, 2017
  - d. Personnel and Policy Meeting – September 8, 2017
2. Financial Statements
  - a. Income Statement
  - b. Balance Sheet
  - c. Payroll Report
  - d. Check Register
  - e. Budget Worksheet

Joan Ruppman stated a new Check Register was distributed to the Board tonight. Randall Yelverton stated he is working with the library's new bookkeeper on researching two issues where checks were generated in the library's QuickBooks software program that should not have been generated. Randall added those checks were removed from the Check Register. Joan stated the Check Register the Board received electronically is incorrect; the Check Register handed out tonight is correct. Joan asked to pull the Budget Worksheet. Randall stated he also looked into the line items used for the branch and main salaries. He found the total is correct but too much was taken out of the branch account; more should be taken out of the main account. Joan Ruppman asked for an update at next month's Board meeting. Stacey Morris made a motion to approve the Consent Agenda Items with the correct Check Register and minus the Budget Worksheet. Aaron James seconded the motion. Roll call vote: Linda Fitzgerald, yes; Aaron James, yes; Stacey, Morris, yes; Stacy Smith, yes; Alice Arn, yes; and Joan Ruppman, yes. The motion passed.

### **Treasurer's Report**

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

### **Director's Report**

- The library audit began today.
- The digitized newspapers are available on the main library's public computer terminals, and will be available on the branch library's public computer terminals soon.
- Hired a temporary bookkeeper which will be discussed tonight. Patricia Rubnich, the library's current bookkeeper, has decided to leave employment at the library.
- Submitted the Illinois Public Library Annual Report to the Illinois State Library.
- The library's fall newsletter should be received by mail this week.
- Preparing for the library's anniversary event on October 26, 2017. Joan Ruppman asked for name tags for library Board members.
- Putting together the budget for the staff Christmas party with Kim MacDonald.
- Received a donation from the Washington Lions Club that gave the library the ability to purchase 35 large print titles.
- Discussed library travel policies with the Personnel and Policy Committee.
- Started STEAM project programming for children at the branch library.
- Adult summer reading program concluded and Kindles awarded.
- Rhiannon Shoults-Wilson organized a Medicare question and answer program at the main library.

### **FOWL Requests**

Randall Yelverton stated the library's youth services director requested \$650.00 from the Friends of Washington Library (FOWL) for new toys for the branch library.

### **Approve Employee Travel Expenses Policy**

Joan Ruppman stated the Personnel and Policy committee met and discussed how travel expenses will be handled at the library according to state requirements. Joan added the library did not have a travel expense policy in place. Joan added this will give employees a guideline for what can be reimbursed, and how to receive reimbursement. Linda Fitzgerald made a motion to approve the library's employee travel expense policy. Stacy Smith seconded the motion. All ayes. The motion passed.

### **Approve Funds for Staff Christmas Party**

Randall Yelverton asked for Board approval of funds for the annual staff Christmas party to cover the costs of room rental, food, and server tip. Linda Fitzgerald made a motion to approve funds from the Staff/Trustee Admin account, not to exceed \$650, to cover the cost of the annual library Christmas party. Stacy Smith seconded the motion. Roll call vote: Stacey Morris, yes; Stacy Smith, yes; Alice Arn, yes; Linda Fitzgerald, yes; Aaron James, yes; and Joan Ruppman, yes. The motion passed.

**Committee Reports**

There were no reports.

**WACC Report**

Linda Fitzgerald reported the WACC Board will not be meeting every month; instead, the Board may meet as needed, every other month, or every three months. The Five Points golf outing will be held on September 21, 2017. World of Vitamins will be starting their business in the smoothie bar area in a couple of weeks. Five Points will be holding a 10th anniversary celebration on October 7, 2017.

**Public Comment**

No comment was made.

**Board Comment**

Joan Ruppman inquired about the Board vacancy. Randall Yelverton responded he has not received any applications and the application deadline is September 29, 2017. Randall added he contacted Roger Stevens about the opening.

Alice Arn made a motion for the Board to enter into closed session. Linda Fitzgerald seconded the motion. All ayes. The motion passed.

The Board entered into closed session at 7:45pm.

**Closed Session**

Personnel (5 ILCS 120/2)(c)(1)  
Approve Hiring of New Bookkeeper

The Board returned from open session at 7:57p.m.

Linda Fitzgerald made a motion to hire Linda Ruder for the position of bookkeeper at a rate of \$15.00 an hour for 20 hours a week. Stacy Smith seconded the motion. Roll call vote: Aaron James, yes; Linda Fitzgerald, yes; Stacy Smith, yes; Alice Arn, yes; Stacey Morris, yes; and Joan Ruppman, yes. The motion passed.

**Adjourn**

Stacy Smith made a motion to adjourn the meeting. Linda Fitzgerald seconded the motion. All ayes. The meeting was adjourned at 7:59pm.

Lori Haller (Recording Secretary)

Stacey Morris (Secretary)