



Your pathway to discovery, enjoyment and knowledge

**WASHINGTON DISTRICT LIBRARY**  
**Regular Board Meeting Minutes**  
**September 18, 2018**  
**7:00 p.m.**

The Washington District Library Board met on September 18, 2018, and was called to order by Board President Joan Ruppman at 7:00 p.m.

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

Also present: Lexi Walsh, Interim Library Director

Recognition of visitors: There were no visitors.

Public Comment: No public comment was made.

**Consent Agenda Items**

1. Minutes of Meetings
  - a. Regular Board Meeting—August 21, 2018
  - b. Executive Committee Meeting—August 22, 2018
2. Financial Statements
  - a. Income Statement
  - b. Balance Sheet
  - c. Payroll Summary
  - d. Check Register
  - e. August 2018 Budget Worksheet

Alice Arn made a motion to approve the consent agenda items. Aaron James seconded the motion. Roll call vote: Aaron James; yes, Alice Arn; 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. Alice Arn seconded the motion. Roll call vote: Aaron James; yes, Alice Arn; yes, Stacey Morris; yes, and Joan Ruppman; yes. The motion passed.

**Interim Director's Report**

Following the announcement of the deadline for picking up found tornado items, some items have been claimed. We have received a little pushback from early volunteers who feel ownership of the project, but we have not received any from the community. No TV interview was conducted.

The search for the new Circulation Clerk is underway, applications are due September 19<sup>th</sup>.

The audit was conducted by Tim Custis in one day. Stacey Morris made Lexi aware that Tim Custis is usually scheduled to present the audit results himself at a Regular Board Meeting. Lexi will schedule with Tim.



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Homework for the Board – Read chapters 9-10 of the Trustee Facts File Third Edition before the next board meeting. <https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>.

Lexi asked the Board how they felt about the WDL seeking Temporary Liquor Licenses to use in conjunction with adult programming. The board had many questions about this including: What about Five Point's license? It was stated the library would need a separate license. Aaron James asked about what type of programming was being proposed? The example given was a Books on Tap theme or a wine tasting. Joan suggested that this topic be brought up again, after the permanent library director has been hired and the board agreed with that direction.

Lexi asked that a board member be named to approve the Treasurer's reports from last year that were received and filed now that the audit is complete. The board members present nominated Roger Stevens.

FOWL (Friends of Washington Library) requests for the Teen area were reviewed for a charging station and movie tickets for programming. Joan Ruppman asked that Emily ensure all teens are picked up from the movie theater following the movie. It was noted that the Teen budget relies heavily on FOWL requests and it was suggested that the teen programming budget be examined closer for next year.

**Approve Final Budget & Appropriations Ordinance**

Aaron James made a motion to approve the fiscal year 2018/2019 budget and appropriations ordinance. Alice Arn seconded the motion. Roll call vote: Aaron James; yes, Alice Arn; yes, Stacey Morris; yes, and Joan Ruppman; yes. The motion passed.

**Approve Recommendation for New Technology Coordinator/Acquisitions Clerk**

Aaron James made a motion that Ms. Pohlman be hired to work as Technology Coordinator/Acquisitions Clerk for 37 hours a week at a rate of \$13.72 an hour. Alice seconded the motion. Roll call vote: Aaron James; yes, Alice Arn; yes, Stacey Morris; yes, and Joan Ruppman; yes. The motion passed.

**Review and Approve Power Washing Quote**

Aaron James asked if prevailing wage applied to this quote. Lexi said she would ask the HR consultants. Alice Arn made a motion to approve the power washing of the exterior of the building pending compliance with the prevailing wage. Aaron James seconded the motion. Roll call vote: Aaron James; yes, Alice Arn; yes, Stacey Morris; yes, and Joan Ruppman; yes. The motion passed.

**Review and Approve LED Lighting Quote**

Of the three options, the board preference is for option #3 Replace all lamps with LED lamps. It will be more cost effective in the long run as the ballasts will not go out as often and it will save 21,969 KWH per year. Stacey Morris asked what budget account this would come out of. Lexi proposed 'Building Repair & Mnt' or 'Special Reserve' if possible. Lexi to research with attorney if this expenditure is eligible to come out of Special Reserve. Stacey pointed out that this is a \$9K expense and the Building Repair and Maintenance account was only allotted \$15K for the entire year. Aaron James made a motion to table this agenda item until the best budget account is identified. Alice Arn seconded the motion. 3 ayes, 1 nay. The motion passed.



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**Approve Funds for Staff Christmas Party**

Alice Arn made a motion that funds from the Staff/Trustee Expenses account, not to exceed \$650, be approved to cover the cost of the annual library Christmas party. Aaron James seconded the motion. Roll call vote: Aaron James; yes, Alice Arn; yes, Stacey Morris; yes, and Joan Ruppman; yes. The motion passed.

**Discuss Pest Control Plan at Both Branches**

Lexi stated that the branch does not have scheduled annual pest control like main library does and that the building lease does permit it. In addition to pest control, the replacement of the computer chairs at the branch was requested. Joan Ruppman made a motion to replace the wood and fabric computer chairs at the branch with plastic desk chairs at a cost of \$68 a piece. Alice Arn seconded the motion. Roll call vote: Aaron James; yes, Alice Arn; yes, Stacey Morris; yes, and Joan Ruppman; yes. The motion passed.

**Discuss Per Capita Grant Requirement: Trustee Facts File Third Edition, Chapter 7-8**

There were no questions or comments from the board on these 2 chapters.

**No Committee Reports or WACC Report**

**Discuss Search Update**

Alice Arn made a motion to go into Closed session to discuss the permanent library director search. (5 ILSC 120/2) (c) (3). Aaron James second the motion. Roll call vote: Aaron James; yes, Alice Arn; yes, Stacey Morris; yes, and Joan Ruppman; yes. The motion passed, and the meeting went into Closed session at 8:05 p.m.

The meeting returned to Open session at 8:18 p.m. Stacey Morris made a motion to approve the closed session meeting minutes as read during closed session. Joan Ruppman seconded the motion. All ayes, the minutes were approved.

**No Public Comment or Board Comments were made.**

Aaron James made a motion to adjourn the meeting. Alice Arn seconded the motion. All ayes, the meeting was adjourned at 8:19 p.m.

Stacey Morris  
Secretary