



WASHINGTON DISTRICT LIBRARY
Regular Board Meeting Minutes
September 20, 2011
7:00 p.m.

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Washington District Library Regular Board Meeting September 20, 2011

Washington District Library Board met on Tuesday, September 20, 2011, and was called to order at 7:00 p.m. by President Brian Heller.

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

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

Recognition of visitors:

There were no visitors present.

Public comment

There was no public comment.

Consent Agenda Items

1. Minutes of Meetings
 - a. Regular Board meeting August 16, 2011
 - b. Program/ Long Range Planning Committee August 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 made a motion to approve the consent agenda items. Milo Twist seconded the motion. Roll call vote: Kevin Doglio, yes; Paul Habel, yes; Brian Heller, yes; Sunita Shastry, yes; Roger Stevens, yes; and Milo Twist, yes. Motion passed unanimously.

Director's Report

- The utility bill for the branch library is portioned along with another business in the plaza. It has been a challenge to obtain a monthly bill for the utilities. The board suggested forwarding in writing to management that the library must receive a monthly bill before any payment will be made.
- The software for the AED's needs to be upgraded. Pam will check with Batteries Plus for the purchase of batteries for the AEDs.

Branch lease agreement

- Renegotiating the cost of rent at the branch for less per month was discussed. For 2,695 square ft., the library pays \$2,188.76 a month.

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- Pam Tomka will contact Glenn Essig to find out what average square ft. prices are for commercial rental properties in the Sunnyland region. She will approach the landlord with either a letter or a phone call to start the negotiation process.

Procedures manual

- There was a discussion regarding recommended changes from the circulation committee to be made to the procedures manual. Some of the changes the board will look at are; changing the price for the replacement cards to an ongoing price of \$1.00; increase movie circulation time to one week which would not include the new titles; an additional renewal period of two weeks for materials; holds for movies which does not include new releases; a .50 cent fine for late movies, and a \$5.00 maximum fine; a \$1.00 charge for DVDs and CDs placed in the book drop; offering amnesty on returned materials only once a year instead of once a month. The personnel/policy committee will look at the recommendations. Randall Yelverton will check with other library's fine structures to make comparisons. Pam mentioned that she would like the procedures manual to be reviewed in an ongoing method, much like the policy manual is currently.

Disaster manual

- The discussion on the disaster manual was tabled due to the fact that the information needs to be made more specific to the Washington Library, along with formatting changes.

Per Capita Grant for FY2012

- Kevin Doglio made a motion to approve the Per Capita Grant for FY2012. Roger Stevens seconded the motion. Roll call vote: Kevin Doglio, yes; Paul Habel, yes; Brian Heller, yes; Sunita Shastry, yes; Roger Stevens, yes; and Milo Twist, yes. Motion passed unanimously.

Personnel

1. Assistant Director Evaluation

Evaluation Tool/ Form- The current documents used to evaluate the Director are also being used for the assistant Director. A couple of the goals will pertain to the Assistant Director's job description such as projects on genealogy and marketing. Milo Twist made a motion to approve the proposed goals for the Assistant Director for 2011-2012. Roger Stevens seconded the motion. All ayes.

2. Reorganization of job descriptions- Because the library is short one staff member, Pam Tomka will evaluate the remaining jobs and re-write job descriptions to reflect the changes.

3. Hiring IT person/ job description/ pay scale- Roger Stevens made a suggestion to Pam Tomka to call Ken Frus regarding part time IT help for the library.

Kevin Doglio made a motion to approve to seek an individual to fill the IT job description with hiring contingent on board approval. Sunita Shastry seconded the motion. Roll call vote: Kevin Doglio, yes; Paul Habel, yes; Brian Heller, yes; Sunita Shastry, yes; Roger Stevens, yes; and Milo Twist, yes. Motion passed unanimously.

Approve Director's goals- Milo Twist made a motion to approve the Director's goals. Roger Stevens seconded the motion. The board will tour the library in January with an opportunity to get better acquainted with the responsibilities of the library staff.



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Long Range Planning/ Public Relations Committee

1. Program goals- Roger Stevens made a motion to approve the program goals. Milo Twist seconded the motion. All ayes.
2. Program Evaluation documents
Participation evaluation/ staff evaluation- Milo Twist made a motion to approve the proposed goals for the Assistant Director. Roger Stevens seconded the motion. All ayes.
3. Marketing plans- September is library card sign-up month, and prizes will be awarded from drawings. E-mails were created for patrons that contain the monthly calendar of events. The library's Facebook has a feature that allows recommendations for businesses, and visitors can place feedback. New library patrons will receive welcome e-mails within a week of having their new cards made. Plans to purchase an electronic bulletin board to be displayed at the circulation desk were discussed.
A future tech fair to present the smart board and the ancestry Web site will be offered at the library. Randal Yelverton plans on taking a marketing class, and mentioned the budget class is going well. The library's newsletter has been sent out via e-mail to the library patrons.

Appropriations and Budget for FY12

- Kevin Doglio made a motion to approve the Appropriations and Budget Ordinance 2011-12/2 for FY12. Roger Stevens seconded the motion. Roll call vote: Kevin Doglio, yes; Paul Habel, yes; Brian Heller, yes; Sunita Shastry, yes; Roger Stevens, yes; and Milo Twist, yes. Motion passed unanimously.

WACC Update

- For the speaker series, Five Points incurred a \$10- \$20,000 loss from the Mike Ditka event.
- WACC will be seeking a property tax exemption from the City.
- The building projects are currently on hold due to not enough monetary commitments.

Public comment

There was no public comment.

Board comment

- There will be a Personnel/Policy committee meeting on September 29th, at 6:30 p.m.
- There will be a long range planning committee meeting on November 7th at 6:30 p.m. Trustee Kevin Doglio suggested the board should do more education.

At 8:57 p.m., Roger Stevens made a motion to adjourn. Kevin Doglio seconded the motion. All ayes.

Lisa Koski
(Recording Secretary)

John Rothfusz
(Board Secretary)



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