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## WASHINGTON DISTRICT LIBRARY Regular Board Meeting Minutes March 21, 2017

Washington District Library Board met on March 21, 2017, and was called to order at 7:00 p.m. by President Joan Ruppman.

Members present: Alice Arn, Linda Fitzgerald, Stacey Morris, Susan Newton, Sunita Shastry, John Thomas, 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.

### **Consent Agenda Items**

1. Minutes of Meetings
  - a. Regular Board Meeting – February 21, 2017
  - b. Long Range Planning Meeting – February 1, 2017
  - c. Long Range Planning Meeting – February 28, 2017
  - d. Personnel and Policy Meeting – March 16, 2017
2. Financial Statements
  - a. Income Statement
  - b. Balance Sheet
  - c. Payroll Report
  - d. Check Register
  - e. Budget Worksheet

The Board reviewed the minutes from the Personnel and Policy Committee meeting held on March 16, 2017. Susan Newton asked to review and firm up the new employee evaluation policy at some point. Sunita Shastry asked to pull the Budget Worksheet. Sunita Shastry made a motion to approve the Consent Agenda Items minus the Budget Worksheet. Alice Arn seconded the motion. Roll call vote: Alice Arn, yes; Linda Fitzgerald, yes; Stacey Morris, yes; Susan Newton, yes; Sunita Shastry, yes; John Thomas, yes; and Joan Ruppman, yes. The motion passed.

Sunita Shastry questioned line items showing over budget on the Budget Worksheet for this point in time, including the utilities at the main library. Randall Yelverton responded there is a possibility the library's utilities will be over budget due to increases in rates. Randall added other items may show over budget only because some bills have been doubled up and paid in one month. Randall stated overall spending for the year will not be over budget. Sunita Shastry made a motion to approve the Budget Worksheet. Alice Arn seconded the motion. Roll call vote: Linda Fitzgerald, yes; Stacey Morris, yes; Susan Newton, yes; Sunita Shastry, yes; John Thomas, yes; Alice Arn, yes; and Joan Ruppman, yes. The motion passed.

### **Treasurer's Report**

Stacey Morris made a motion to receive and file the Treasurer's Report. Linda Fitzgerald seconded the motion. Roll call vote: Stacey Morris, yes; Susan Newton, yes; Sunita Shastry, yes; John Thomas, yes; Alice Arn, yes; Linda Fitzgerald, yes; and Joan Ruppman, yes. The motion passed.

### **Director's Report**

- Met with the Personnel and Policy committee to discuss a new travel expenses reimbursement policy.
- Attempting to develop a new library website in-house. Randall Yelverton stated he is working with the adult services manager, Rhiannon Shoults-Wilson, to build the new website using WordPress. Randall added WordPress is a free open source platform.
- Worked with Lexie Walsh on editing the library's procedure manual revisions to make it easier to use.
- Participated as a judge at the Lincoln Grade School science fair.
- Need to schedule a meeting with the library's finance committee to discuss next year's budget.
- Need to schedule a meeting with the library's personnel and policy committee to go over staff evaluations.
- Need to meet with the Board as a whole before the April Board meeting to discuss and approve the salary for a new bookkeeper to allow the library's current bookkeeper time to train the new bookkeeper before the beginning of May. Joan Ruppman suggested meeting on Monday, April 3. The Board decided to meet on Monday, April 3, at 6:15pm.
- Working on filling a library page position.
- Compiling information for two spring grant proposals for RAILS, our local library cooperative.

Joan Ruppman asked Randall Yelverton how he was progressing with strategic planning interviews. Randall responded the interviews are almost complete. Randall added he wants to meet with the Long Range Planning Committee to present his findings.

Randall Yelverton asked Board members for their economic statement receipt.

### **FOWL Requests**

The young adult librarian asked the Friends of Washington Library (F.o.W.L.) for funds to help with young adult summer reading programming, prizes, and snacks. A request was also made for funds to be used for adult materials.

### **Non-Resident Card Applications**

Sunita Shastry made a motion to approve the library offering non-resident cards for a fee of \$108.54. Linda Fitzgerald seconded the motion. Roll call vote: Susan Newton, yes; Sunita Shastry, yes; John Thomas, yes; Alice Arn, yes; Linda Fitzgerald, yes; Stacey Morris, yes; and Joan Ruppman, yes. The motion passed.

### **Approve Travel Expenses Reimbursement Policy**

Randall Yelverton stated the new travel expenses reimbursement policy required by the State of Illinois only relates to travel reimbursements. Randall added the policy does not apply to travel expenses where no staff reimbursement is involved. The Board reviewed the resolution. Randall stated the verbiage used in the resolution is based on what he received from the library's attorney. Alice Arn made a motion to approve the



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travel expenses reimbursement policy required by the State of Illinois. Sunita Shastry seconded the motion. Roll call vote: Sunita Shastry, yes; John Thomas, yes; Alice Arn, yes; Linda Fitzgerald, yes; Stacey Morris, yes; Susan Newton, yes; and Joan Ruppman, yes. The motion passed.

**Committee Reports**

Joan Ruppman stated the Personnel and Policy Committee met on March 16, 2017. Linda Fitzgerald asked the Board members to fill out a director evaluation and send it to her by April 11, 2017. Linda added the director's evaluation will be after the April Board meeting.

**WACC Report**

Linda Fitzgerald reported the WACC Board did not meet in February.

**Public Comment**

No comment was made.

**Board Comment**

No comment was made.

**Adjourn**

Linda Fitzgerald made a motion to adjourn the meeting. Alice Arn seconded the motion. All ayes. The meeting was adjourned at 7:55pm.

Lori Haller (Recording Secretary)

Stacey Morris (Secretary)