

Western District Library Board Minutes October 27, 2025

Call to Order

The meeting was called to order at 6:00 pm by Jan Gustafson. Those present were Sue Routt, Rod Ward, Kathi Parrish, Julie Abbott, and Beth Hoffman. Absent were Jeanine McGaughy and Michelle Bailey.

Public Comments

No public comments.

August Minutes

Meeting minutes from September 22, 2025 were reviewed. Rod moved to approve as presented, Sue seconded. Voted, approved.

Communications

No communications received.

Treasurer's Report

Rod presented the September report. Kathi moved to approve, Beth seconded. Voice vote, 6-0 approved, 1 absent.

Director's Report

Board reviewed the director's report for September, including the following:

- Program activity was lower than usual for September, in part due to Brooke being on parental leave. Other staff members are available and willing to provide activities, but patron interest is low. Brooke is certainly missed!
- Adult programs included jewelry class and a presentation by a retired crime scene investigator. Canine group was here for reading to dogs as well.

Committee Reports

Sue reported to the board on the results of the personnel committee meeting held this month. Floating holiday list will be reviewed next month. Committee completed Michelle's annual evaluation. Julie stepped away from meeting for salary decisions. Following discussion, following issues were voted on with regard to pay raises:

- Board talked about step F raise, which is currently stated as "larger than \$1". Committee recommended changing that to "usually \$3", with re-evaluation every year. Sue moved to make this change, Kathi seconded. Voice vote, 5-0, 1 absent, 1 abstaining.
- Committee's recommendation for general increase is for 6%, with chart showing 5/6/7% options. After discussion, Rod moved to use 6%, Beth seconded. Voice vote, 5-0, 1 absent, 1 abstaining.

Old Business

- A. Two bids for basement project were submitted. Lower estimate of the 2 was \$91,000 above our desired budget of \$100,000, so Michelle will talk with Zach (from Legat) to ask him for options, then schedule a building committee meeting to discuss. Further action by board is tabled until November meeting. Waterproofing project will proceed.

New Business

- A. Board talked about staff holiday party. Date is to be decided. Sue will update the list of who's to bring what.

Closed Session

No closed session.

Other Business/Future Agenda Considerations

- A. Kim Hoffman will attend November meeting to review her audit of WDL.
- B. Levy and Assessment on Taxes Ordinance will be presented for board approval. Following signing of ordinance and certification, plus Truth in Taxation form signing, Michelle will submit to appropriate agencies.
- C. Julie shared information about school board's method of evaluating the superintendent.
- D. Julie shared perspective as a staff member with regard to various day-to-day operations at WDL.
- E. Julie distributed copies of the survey completed by patrons earlier this year.
- F. Boundless will disappear as a source of e-books, as they're owned by Baker & Taylor, which is going out of business. B&T is WDL's supplier for physical books.

Rod moved to adjourn, Sue seconded. Voted, approved. Meeting adjourned.

Respectfully submitted,
Kathi Parrish, Secretary