

Western District Library Board Minutes October 26, 2020

Call to Order

The meeting was called to order via Zoom at 6:30 pm by President Jan Gustafson. Those present on the call were Kathi Parrish, Rod Ward, Julie Abbott, Sue Routt, Candace Swihart, and Jeanine McGaughy. Also in attendance were Director Michelle Bailey and Georgia Veyette (who stayed only through the segment of meeting regarding building changes).

Public Comments

No public comments

September Meeting Minutes

Meeting minutes from Sep 28 were reviewed. Rod moved to approve as presented, Julie seconded. Voice roll call vote, approved.

Communications

No communications received.

Treasurer's Report

Michelle reported we will get approximately \$200 discount on bill from HR Source. She shared budget vs actual report: Kathi moved, Candace seconded to approve treasurer's report as presented. Voice roll call vote, approved.

Director's Circulation Report and Programming

- WDL website page views were lower this year, which Michelle believes is due to a reporting discrepancy.
- Caitlyn's been working on children's story times, craft activities. A couple other folks have done story times. Nancy researched public domain children's books which can be read and saved online.
- Georgia reported on high interest in stone art, around 70 have been distributed, continue to be given out.

Committee Reports

Long range planning committee met, with chief topic being the ongoing discussion about potential modifications to the library building. Committee shared the Site Visit Report from Anders Dahlgren, which included 3 possible reconfigurations of the space at WDL. Georgia said that she's impressed with WDL board's due diligence and fiscal responsibility. She shared her thoughts and preferences on report suggestions. She'd like circulation desk to remain, would like to see an elevator added, if basement could be utilized, as it offers large area for a makerspace. She wants to stay in existing building, rather than move to new location; loss of library in current location would be a great loss to the vitality of Main Street.

Here is some of the input Michelle received from library staff:

- Michelle shared Leslie's thoughts about option 3 floorplan, switching staff from right of exit to left of exit.
- Jan M: huge undertaking, good start with lots of possibilities. Also likes current circ desk location. Computers need to be highly visible to staff. Basement problem has to be figured out before deciding plans.
- Georgia: likes plan #2, wants space for adult programs. Also see comments presented by Georgia in person in previous paragraph.
- Leslie: willing to go with anything that's decided, swapping desk in option #3 to left of exit.
- Nancy: suggests a second book/media drop in front, separate from bldg. Avoid raising taxes (would be needed for new building). Add a portable wall/divider for display of art, makerspace, using rolling cart. Questions reason for adding walled area. Easier wheelchair accessibility—demolish current ramp, broaden path indoors for better access. Lighted "open" sign in a front window, digital marketing sign.
- Sandy: elevator, improve handicap access. Worried about people falling on front steps.

Jan G called about elevator today, to get some ballpark idea of potential cost. Her church's elevator (added in 2004), cost \$17,000 at that time. Nu Trends explained 2 types: (1) vertical platform lift, which is an open railed platform, \$30,000 without seat—seat is \$700. 36x54 or 48x54, 120 v, 3" into ground 750# weight limit; (2) LuLa—low rise elevator, \$60,000; 48x54 or 42x60, must be 18 sq ft per ADA; machine room above elevator door, 240 v, fire dept phone.

She also talked to people who manage the Coulter Trust, learned WDL may in favorable position to request larger grant for specific projects. Michelle reminded us that expenses must fall to next FY, when funds can be appropriated. Jan suggested board members visit other libraries. Michelle will make list of what to look at/for, take pictures. Kathi mentioned it may be possible to view some images on various library websites, to avoid in person visits during COVID rising numbers.

Board members appreciated that Anders' presentation gave us new ways to think about the space, recognized need to first determine long range objectives for the library—how we envision the facility being used 25 years from now.

Old Business

- A. Board discussed chapters 1-3 from "Serving Public 4.0 Standards for IL Public Libraries". Michelle said deadline for board having completed the reading has been pushed to January 2021, due to COVID.
- B. Michelle shared update regarding hiring for youth services position: Brooke has started, working with Caitlyn, who has many creative ideas. Caitlyn seems far less overwhelmed, willing to continue to help out. There's plenty of work that can be done!
- C. Update on moving money back to operating account: Michelle got call from office of Ansel Blink, explained situation to them. She was advised the negative budget balance isn't illegal or problematic. Special reserve fund is accumulation for capital expenses. For operating expenses, leave in general fund. Rather than move funds, he suggested to leave in general fund, use it over time. Must keep operating funds less than 2.5x annual budget. Stating we expect grants that we end up not receiving is also not a problem.

New Business

- A. Michelle informed board that completion of Estimated 2020 Levy Ordinance is awaiting EAV from Rock Island County, expected in early November, so ordinance will be presented at November board meeting.
- B. Annual insurance audit has been submitted to Andrew Tudzin at Insurance Audit Services.
- C. Comptroller's report/AFR has been submitted to county clerks as required.
- D. Board discussed plans for Christmas party (or other plans). Can't get together in person. Board discussed other alternatives, will finalize plans at November meeting.

Closed Session

None needed

Other Business/Future Agenda Considerations

Jan asked Candace if she's decided to leave the board at end of her current term. She confirmed that is the case. Michelle will check with County about how they're handling signatures for Kathi to get submitted in December, as her term expires next year as well.

Rod moved to adjourn, Jeanine seconded. Meeting adjourned.

Respectfully submitted,
Kathi Parrish, Secretary