

Western District Library Board Minutes January 24, 2022

Call to Order

The meeting was called to order at 6:03 pm by President Jan Gustafson. Those present were Kathi Parrish, Rod Ward, Sue Routt, Jeanine McGaughy, and Beth Hoffman. Also in attendance was Director Michelle Bailey. Absent was Julie Abbott.

Public Comments

No public comments.

November & December Meeting Minutes

Meeting minutes from November 22nd were reviewed. Jeanine noted that she was present via Zoom, not in person. Jeanine moved to approve as corrected, Sue seconded. Voted, approved. Minutes from special meeting on December 6th were reviewed. Rod moved to approve as presented, seconded by Jeanine. Voted, approved.

Communications

Jan read thank you note from Jan Meier (for holiday gifts).

Treasurer's Report

Rod shared November & December treasurer's reports. No corrections noted for November. Sue moved to approve, Kathi seconded. Voice vote, approved. In December Michelle paid roof work out of endowment fund; this will be corrected in January. Kathi moved to approve report, Jeanine seconded. Voice vote, approved.

Director's Circulation Report and Programming

Michelle presented circulation and programming reports for November & December, some details as follows:

- There were no adult programs in November; Thanksgiving was time for jewelry group to meet, so they opted out.
- Michelle mentioned that libraries are dealing with increased COVID numbers, determining how many patrons to allow in the facility at a time. Staff has marked off 6' spacing, which would allow up to 20 people, and masks are required as well.
- Physical circulation was up significantly (November 1263 vs 796 in 2020). December was also up.
- Computer sessions are no longer limited to an hour, since there's no one waiting in line.
- Winter reading program is underway, started in December.
- Program in December about Native American land claims, presented by Jane Simonsen, was well attended.

Committee Reports

No committee reports

Old Business

- A. Roof update was provided by Michelle, to wit, almost complete. Work remaining can't be done till warmer weather.
- B. Legat update: Zach is working on carpet options, on track for putting out to bid in February. Michelle will contact him to meet with staff to keep them apprised of progress and decisions about remodeling, advise board so members can attend as special meeting.
- C. Per Capita Grant was submitted on Jan 12, 2022. Michelle was subsequently notified that because census numbers are not in yet, the deadline was extended, numbers will need to be adjusted. ADA grant deadline is also extended.

New Business

- A. It's time again for Statement of Economic Interest forms to be prepared & submitted by board members, due May 1, 2022. Michelle distributed forms.
- B. WDL received \$4,000 from Churchill group in Moline, also \$20,000 from Coulter Grant.

Closed Session

No closed session was held.

Other Business/Future Agenda Considerations

Michelle talked with board about security cameras (potentially included in the remodeling project) and policy that would likely be needed to assure patron privacy, in event local authorities request to see tapes.

Jan suggested to Michelle that she have monthly meetings with staff, to keep communication lines open. Michelle will implement this.

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

Respectfully submitted,
Kathi Parrish, Secretary

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