

Western District Library Board Minutes May 3, 2021

Call to Order

The meeting was called to order via Zoom at 6:33 pm by President Jan Gustafson. Those present on the call were Kathi Parrish, Rod Ward, Sue Routt, Candace Swihart, Julie Abbott, and Jeanine McGaughy. Also in attendance was Director Michelle Bailey.

Public Comments

No public comments.

March Meeting Minutes

Meeting minutes from March were reviewed. Rod moved to approve as presented, Julie seconded. Voted, approved as presented.

Communications

No communications.

Treasurer's Report

On page 2, Michelle pointed out that legal consulting budget item will need to be higher next FY, pointing out recent expenses which used up this year's amount. Jan asked about building & operation expenses on pg 1, for which 0 was budgeted. Michelle explained that several line items are budgeted specifically, rather than in the overall expense category. HVAC replacement resulted in expenses higher than originally anticipated. Board discussed whether to move funds from building fund balance; Michelle will ask Kim Hoffman for her recommendation. Jan also asked about pg 3, "IL SUTA" item, which was explained as state unemployment tax. Kathi moved to accept report, Jeanine seconded. Voice roll call vote, approved.

Director's Circulation Report and Programming

- Curbside services were used by 75 patrons during March. Michelle recommended continuation of this service, even after COVID, as it facilitates usage for those who are unable to come into library building.
- Story time sessions are being held in person (and online), asking patrons to register in advance to stay within allowable numbers (10 per group).
- Georgia led Chinese brush painting classes, which were extremely well attended (had to add an extra session).

Old Business

- As had been discussed at previous board meeting, Michelle presented modified Rules of Conduct for Library Users Policy, noting the changes for board, including 3 step process for disruptive conduct. Michelle will add authority for director to bypass the 3 steps if behavior is egregious, also separate that paragraph to make clear it is not "step 4", but a stand-alone provision. Rod moved to accept as modified, Julie seconded. Voted, approved.

New Business

- Michelle made case for going fine free on permanent basis (has been in effect for COVID), listing many Illinois libraries which have implemented this policy. Some libraries have a donation box at front desk, and they have experienced increased money from that over fines. Another practice is to automatically renew books (so eligible) for another loan period. Policy would need to set a period of time after which patron is charged for the cost of the book to replace. Board discussed different options. Michelle will draft a policy to send to board members for review and suggestions before the next meeting, come up with final for vote then.
- Tax Computation Report has been received and approved from Henry & Rock Island County.

Closed Session

No closed session was held.

Other Business/Future Agenda Considerations

Michelle presented proposal from Legat Architects for services as outlined in their letter. Board discussed several items in the proposal. Jan requested an itemization for cost of reinstating the arch, so board can consider value vs cost of this single item.

Board discussed when to have dinner for Candace's "retirement" from the board—settled on Fri, May 14, at noon, at Lavender Crest.

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

Respectfully submitted,
Kathi Parrish, Secretary

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