

**Western District Library Board Minutes**  
**January 27, 2020**

**Call to Order**

The meeting was called to order at 6:30 pm by President Jan Gustafson. Those present were Kathi Parrish, Candace Swihart, Rod Ward, and Julie Abbott (who was present only for Legat Architects presentation, thus shown as absent for voice votes below). Also in attendance was Director Jennifer Ryder. Absent were Jeanine McGaughy and Maryan Wherry.

**Public Comments**

No public comments.

**November Minutes**

November meeting minutes were reviewed. No corrections noted. Rod moved the minutes be approved as presented, Candace seconded. Voted and approved.

**Communications**

Christmas card from Don Thorsen, as well as thank you notes from WDL staff for the holiday party and poinsettias were received. Board members read them aloud.

**Treasurer's Report**

Jen provided Budget vs Actual reports for July-Nov and July-Dec. She also shared a narrative financial report for November and December, including the following:

- In early November, funds that had been accidentally transferred from the closed bank accounts to the Endowment Fund were deposited to the General Fund account, where they belong. This concluded the transition from multiple accounts at the bank.
- CPA firm and Jen are working on 1099 forms for independent contractors paid during 2019.
- In December following special income items were
  - \$4,000 donation from Lowell N Johnson Charitable Foundation in Moline
  - \$3,000 grant from Wyman R Coulter Trust, to be used for 2020 Summer Reading program
  - \$800 reimbursement from Access Systems for the copier installation
- November expenses included first payment for new cleaning service (Quad City Cleaners) and legal fees to Ancel Glink for assistance writing WDL's new patron confidentiality policy and filing tax levy ordinances.
- Other expenses of note include
  - \$500 to HR Source for writing new HR policies
  - \$500 to Kathy Parker, consultant, for 5 hours, only 1 of which has been used to date (to discuss potential future IT requirements)
  - \$750 to Ty's Lawn Service for extensive pruning on front trees
  - \$612 to Legat Architects as down payment for building assessment work

Kathi moved to accept treasurer's report, Rod seconded. Voice vote: 4 aye, 0 nay, 3 absent.

**Director's Report**

Jen reformatted the circulation report, focusing more on the big picture for circulation trends, also noting numbers for new patrons, website page views, computer sessions, and social media activity. Board members liked the new presentation.

Notes from Jen follow:

- Jen has been gathering quotes for fire panel replacement, working with the Orion fire marshall and electrical inspector to find the best solution for the library. New panel will cost between \$5,000-\$9,000 with installation and monitoring/maintenance fees.
- Hot water heater under kitchen sink had to be replaced.
- Staff email platform was switched from GoDaddy to MS Office 365, with \$1,000 savings by making the change in December.
- Jen was excited to report (actually for January) that after flyers were passed out at elementary school for the Snowman Party on Jan 24<sup>th</sup>, there were 52 people in attendance. A high school teen volunteer was available and helped manage the event.

Highlights of activities for November-December include:

- New children's librarian, Marjorie Martel, began in November, and required minimal training due to her previous library and school experience.
- Read to the Dogs program, held for first time in November, was a success, with 13 attendees. Staff decided to make this a monthly event on second Tuesday of each month.
- Caitlyn Wallin, hired as a substitute in late November, proved invaluable during holiday season, able to cover many shifts and assist with programming.
- After holidays, WDL's new website went live, featuring better navigation and space for more information about the library and community. Board minutes for 2019 were uploaded. Nancy Brandt & Leslie Zwicker were instrumental in the redesign.
- Bucktown Revue event, held at the MAC, was extremely popular, with 45 people in attendance. Sarah Hepner also performed at the event. Coordination with the Methodist Church was easy, encouraging for possibility of hosting more large programs there in the future.

### **Committee Reports**

Building committee and finance committee met, but because Legat Architects were present to give their building assessment report (structure, electrical, plumbing), time did not allow for detailed reports from the committees. Reference committee minutes for summary of those meetings.

### **Old Business**

- a) Legat Architects professionals, Dan Mount, Bryant Stone, and Jeff Sandberg, presented their detailed building assessment for WDL, including structural, electrical, plumbing, and ADA requirements, with recommended repairs and updates. Reference their written report for full explanation. Their "top 5" must do list included:
  - Fire alarm (visual as well as audio alarm)
  - Roofwork (focusing on the connections between shingles and flat roof)
  - Ramp improvement to meet current ADA standard (lip along edges and larger landing by the door)
  - Restrooms enlarged to meet ADA standard
  - Asbestos/lead testing
- b) Per Capita Grant was submitted in December.
- c) New staff and patron computers were installed.
- d) IT assessment (by Access Systems) resulted in following:
  - i. Hepner Insurance prepared price quote for cybersecurity insurance, though in Jen's follow-up discussion with Kacy Kelly, he didn't feel this insurance is necessary, since WDL has password protected hard drive and cloud backup for the three most used computers.
  - ii. Assessment recommended consideration of broadband wiring upgrade if/when any upgrade work is done pursuant to the architects' building assessment. Since Legat employees were present, Jen asked whether they felt this would be feasible, and they said it can be done without too much difficulty.
- e) Jen is still working on getting fire panel quotes, as noted in director's report above.
- f) Jury duty policy was amended to include reimbursement of jury duty fees to WDL by employees. Candace moved to accept, Rod seconded. Voice vote: 4 aye, 0 nay, 3 absent.

### **New Business**

- a) Jen presented Risk Management/Tort Immunity plan for board's consideration.
- b) In accordance with the plan in item (a), board reviewed resolution to adjust salary percentages so that 20% of director's salary be paid from Liability Fund, but none of staff salaries from that fund. Rod moved to accept, Kathi seconded, voice vote: 4 aye, 0 nay, 3 absent. Secretary (Kathi) signed resolution.
- c) PUG Day is August 28, 2020. Jen asked for board approval to close library that date to enable staff to attend. Candace so moved, Rod seconded. Voted, approved.
- d) Board members discussed the TIF extension that's under consideration for Orion, which would prolong the TIF for development on west side of Highway 150 for 13 years beyond the 5 years remaining on current TIF. No formal action taken, but consensus was that the potential for more homes and population is low, given that remaining lots are less desirable due to drainage issues. Thus board would not be in favor of such an extension.
- e) Jen informed board that Workplace Transparency Act mandates additional sexual harassment training every year, so that will be undertaken in 2020.
- f) Annual Library Certification has been submitted to the state.
- g) Secretary signed Statement of Economic Interest form.

- h) Jen presented a couple price quotes for replacement of back door. After having heard the recommendations from Legat, Rod said he will investigate whether repair rather than replacement might work for now, as remedy for problem where door can be forced open when locked.
- i) Jen shared letter from Churchill & Churchill, attorneys for Lowell Johnson Charitable Foundation (\$4,000 donation) and her thank you letter to them. Kathi will ask Mark Churchill for any available information about any connection between Mr. Johnson and WDL, since this is second year a donation has been received.

**Closed Session.**

No closed session.

**Other Business/Future Agenda Considerations**

No other business.

Rod moved to adjourn, Candace seconded. Meeting adjourned.

Respectfully submitted,  
Kathi Parrish, Secretary