

Western District Library Board Minutes
February 24, 2020

Call to Order

The meeting was called to order at 6:35 pm by President Jan Gustafson. Those present were Kathi Parrish, Rod Ward, and Julie Abbott. Also in attendance was Director Jennifer Ryder. Absent were Candace Swihart and Jeanine McGaughy. A moment of silence was held in memory/honor of Maryan Wherry.

Public Comments

No public comments.

January Minutes

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

Communications

Jen shared letter of board vacancy notification she sent to state of Illinois.

Treasurer's Report

Jen provided Financial Report summary for January, highlights as follows:

- January was first month in which 20% of Director's salary was taken from Liability Fund, with no other wages to be drawn from that fund. Estimated \$3,757 will come from Liability Fund by end of current fiscal year.
- Jen and Rod met with Kim Hoffman on Feb 6 to get clarity on the \$10,500 deficit in General Fund as of 7/1/19.
 - Money intended for Building Fund had not been transferred during previous FY, which might have led library management to believe more money was available in General Fund than was the case.
 - Adjustment required by new law to semi-monthly payroll, rather than monthly, bumped up about \$6,000 in expense that would otherwise have fallen after end of FY.
 - Expenses that could have been taken from Building Fund were paid from General Fund.Board and director have taken steps to correct these issues going forward. Hopefully the General Fund will be positive for FY 2021-2022.
- Notable expenses during January included:
 - Payment for new computers, \$6,786.68
 - Payment to Kacy Kelly for configuration and install of new computers, \$458
 - Payment to Access System for hardware & network assessment, \$500
 - Payment to Legat Architects (partial) for building evaluation, \$2,327.50
 - Purchase of new water heater (Dan Myers), \$1,047.47
 - Credit card purchases for Microsoft Office 365, \$164.61; computer data backup service subscription, \$299.99
 - Publication cost for Levy and Building Levy Ordinances, \$222.75
- Detailed financial report was shared online, to save printing and paper costs.

Kathi moved to accept treasurer's report as presented, Julie seconded. Voice vote: 3 aye, 0 nay, 2 absent.

Director's Reports

Circulation report indicates decrease (~6%) from 2019 in physical material circulation, but increase of 9% in e-materials. Total transactions at WDL desks were up over 20% from January 2019. Weeding of non-circulating materials continues in young adult section. Jan Meier is replacing high circulation adult fiction as needed, based on condition. Website page views were up over 40% from a year ago, maybe attributable to first full month of new website. Computer sessions continue to rise significantly.

There were 25 programming events in January (12 adult, 13 children), with total attendance of 336. Children's luau party had 14 attendees; snowman party had 52 people in attendance (after flyers were passed out at C R Hanna). This means of advertising appears to have been highly successful, so staff will continue to promote in this way.

Staff evaluations were conducted in January, with all staff in good standing, working on goals for the next year.

Library was closed early on January 17, due to inclement weather.

Committee Reports

Personnel committee met to prepare job posting announcement for Director's position. See first item of new business below.

Old Business

- a) Per Mar will install new fire panel on Mar 2-4, terms based on agreement shared with the board. Initial cost is \$3,782.12, with monthly monitoring service fees of \$69.24.
- b) Jen presented Inclement Weather Policy for board's consideration to renew. Rod moved to accept as presented, Julie seconded. Voted, approved.
- c) Board discussed appointment of a board member to complete Maryan Wherry's term, which ends April 2023. Jan had inquired whether Susan Routt would be willing to serve. Susan agreed. Rod moved to appoint her, Kathi seconded. Voted, approved.
- d) Jen is reviewing quotes to replace back door.

New Business

- a) Jen presented Library Director job posting ads and compensation package for board's review and approval. Salary range was determined after Jen researched various other libraries in the area. She will add bookkeeping duties to the long posting. Julie moved to accept as amended, Rod seconded. Voted, approved. Jan will take care of listing in the Daily Dispatch newspaper, Jen will get listed with RAILS.
- b) Jen presented summary of follow-up conversations with Jeff Sandberg of Legat Architects regarding prioritization of building improvement recommendations from Legat. Here are notes:
 - Jeff suggested getting an environmental study first, to pinpoint any lead-based paint or asbestos that would need abatement before any work can be done.
 - Jeff suggested capping the plumbing in the downstairs bathroom, which is currently not working.
 - Three remaining items from the "top 5" list are roofwork, ramp improvement/replacement, and remodeling of restrooms to make them ADA compliant. In addition to these projects, Jen has been advised by 2 different HVAC contractors that the A/C units on the roof should be replaced in the next 2 years. Another improvement previously discussed is to the electrical system; this work could be done by electrician who will install the fire panel.
 - Legat is willing to coordinate and lead these projects, offering to provide their services at a favorable rate, given the Orion community ties of their management. This would serve WDL well, offering professional management of the projects, which would otherwise fall to the board members, none of whom has relevant expertise or experience. Board needs to determine amount desired to commit to the improvement projects, so that Legat can assess what can be accomplished within set limits. After discussion, board decided to use \$200,000 as starting figure. Kathi moved to hire Legat, Julie seconded. Voted, approved.
- c) Board decided to table the discussion about contracting a Library Space Planner until improvement projects have been clearly determined.
- d) Jen prepared and presented Investment of Public Funds Policy for approval. This was written in compliance with current law. Kathi moved to accept, Rod seconded. Voted, approved.
- e) Jen presented updated Non-Discrimination and Anti-Harassment Policy for board approval. There were references to Human Resources Department in the document, which Jen will remove, since there is no designated HR Dept at WDL. Rod moved to accept as amended, Julie seconded. Voted, approved.
- f) Board considered updated Circulation Policy as presented by Jen. Kathi moved to accept, Rod seconded. Voted, approved.
- g) Next was Gifts/Donations Policy, and board discussed wording under "Other Types of Donations" section, with final decision to exclude the sentence that included "...restrictions set by a donor make it impossible for the library to accept the contribution." Rod moved to accept with that correction, Julie seconded. Voted, approved.
- h) Authority to Spend Policy was next to be reviewed. Jen will correct the title from "Financial Policy". Board discussed what limit to set for director to spend without prior board approval. Rather than \$5,000, as written, board decided to set the amount at \$3,000. Julie moved accept with these changes, Rod seconded. Voted, approved.
- i) Jen reported to the board on the US government plan to close the IMLS (Institute for Museum and Library Services) agency. This will impact RAILS to the tune of \$5 million/year. Specific cuts necessitated by this shortfall are not known at this time.

- j) Jen proposed having a fine amnesty again this year for Library Week during April, but suggested eliminating the food donation component, as it yielded very few food donations last year. Board concurred.

Closed Session.

No closed session.

Other Business/Future Agenda Considerations

No other business.

Rod moved to adjourn, Julie seconded. Meeting adjourned.

Respectfully submitted,
Kathi Parrish, Secretary

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