

Western District Library

Board of Trustees Meeting

20 May 2019

Call to Order

Called to order at 6.32 by President Jan Gustafson. Present were Jan G, Jeanine M, Rod W, Maryan W, Julie Abbot and director Jen R.

Swear in new Board members

New elected members Rod W and Julie A were sworn in by President Jan G.

Elect Board officers, appoint committees

Officers elected are: President Jan Gustafson, VP Jeanine McGaughey, Treasurer Rod Ward, Secretary Kathleen Parrish. Committees formed:

Finance: Rod W, Kathy P

Personnel: Jeanine M, Candice S

Long Range Planning: Maryan W, Jeanine M

Building: Rod W, Jeanine M

President sits on all committees.

Board updates contact info, term, etc.; Secretary verifies for state & counties

Jen passed out a form for all to review

Public Comments (when offered)

None

Approval of minutes of 22 April 2019

Jeanine moved, Rod seconded; minutes approved as written

Communications

Jan presented certificates of election to Julie A and Rod W

Reports

- a. **Treasurer's** Reports: approved, all ayes, no nays
- b. **Director's Circulation** Reports: circulation still doing okay; roughly consistent to last month's numbers. Running weeding lists of 3-4 years non-circulation; Jen wants to work with schools for basics they need. Computer sessions have ballooned since time limit software added. Jen attended 4 professional development meetings.
- c. **Programming** Reports: Good attendance at programs and book clubs. Might be adding a Girl Scouts activity in the fall.

Committee Reports: none

Old Business

- A. **HR Source** meeting follow-up: \$275/year with hotline; pro-rated down to 0 for 2019. HR checkup: Jen met with them, 13 May; 19 forms submitted; need to update language of leave guidelines
- B. **Privacy Policy** follow-up: as in not sharing patron information with public; review at staff meeting
- C. **PrairieCat Users Group (PUG)** Day follow-up and invitation: 20Spt, all staff but one will go; board members can go also

Jeanine's cookies are a new recipe; she's seeking honest feedback

New Business

- A. Follow up on the **basement leak**: Gutters were filled, extensions flattened; 2^d day of rain flooded conference room; Restoration company removed water and lifted furniture at a \$5000 bill. Jen was requested to get a 2^d opinion regarding the flood repair.
- B. Consider **public comments policy**: Jeanine moved, Rod seconded, motion carried to approved revised language
- C. Received "Understanding of Services" **letter from Auditor** for FY 2018-19
- D. **eRead renewal** for new FY has been submitted to RAILS: approved renewal
- E. **Schedule** Finance, Building, and Personnel **committee meetings**: building to meet 28 May

Closed Session (if needed): 7.59-8.14

Other discussion/future Agenda considerations

None

Adjourn

Rod W moved, Julie A seconded; adjourned at 8.15

Respectfully submitted

Maryan Wherry, secretary pro-tem