

Western District Library Board Minutes August 22, 2022

Call to Order

The meeting was called to order at 6:00 pm by Jan Gustafson. Those present were Kathi Parrish, Sue Routt, Rod Ward, Jeanine McGaughy (via Zoom), Julie Abbott, and Beth Hoffman. Also in attendance was Director Michelle Bailey (via Zoom).

Public Comments

No public comments.

July meeting Minutes

Meeting minutes from July 25 were reviewed. Kathi noted correction needed under Director's Report section—"May" should be "June". Rod moved to approve as presented, Sue seconded. Voted, approved.

Communications

No communications

Treasurer's Report

Michelle presented July treasurer's reports. Michelle mentioned WDL received Live & Learn grant of \$50,000 from State of Illinois for the lift to be installed. Because some expenses are paid the first month of fiscal year, the monthly expense of \$29,000 for July is higher than an average month. Kathi moved to approve as presented, Beth seconded. Voice vote, approved 7-0.

Director's Circulation Report and Programming

Michelle shared the director's report for July, including the following:

- Pre-bid meeting for potential building project contractors was attended by 7 companies, and 2 more have come to take measurements. One of the companies was the firm doing the school project. Bid opening is at 10:00 am on Aug 25.
- Brooke's 5 July children's programs drew in a total of 290 participants. Programs included a butterfly encounter, Wild Times Exotics, as well as family reading times.
- One hundred ninety children signed up for summer reading program, and more kids who hadn't signed up also participated. There were 387 reading logs submitted in 8 weeks. Eight prize winners were announced, with various prizes awarded.
- Adult programming has been active and growing as well.
- Coffee times continue to draw consistent numbers.

Committee Report

Personnel committee meeting was held today. Report compiled by Michelle shows pay raises by area libraries, with most frequent percentage raise being 5%. Committee pointed out that we've been giving smaller increases in recent years, and in view of the fact that, in addition to extremely high inflation this year, the staff will have to deal with impact of ongoing construction, they're recommending 6%. Rod moved to give 6% raise, Kathi seconded. Voice vote, approved 6-0, with Julie Abbott abstaining. Rod raised the issue whether 3 people should be excluded from getting the COL raise, since they aren't yet through the initial step pay plan. This has been the recent practice (exclusion). Board tabled this question for future consideration. Michelle will talk to HR Source to get their input.

Old Business

- A. Board reviewed Budget and Appropriations Ordinance, 2022-2. Rod moved to approve, seconded by Sue. Voice vote was taken: 7 aye, 0 nay.

New Business

- A. Staff raises approved above in Committee Report section, effective Sep 1.
- B. Board reviewed Annual Financial Report FY22. Sue moved to approved, Rod seconded, voice vote, approved 7-0.

Closed Session

No closed session was held.

Other Business/Future Agenda Considerations

Special board meeting will be held Aug 29 at 6:00 pm to review the bids for renovation, hopefully make selection.

Michelle reminded Jan, Sue, and Jeanine (?) that their terms are up for election next year.

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

Respectfully submitted,
Kathi Parrish, Secretary

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