Western District Library Board Minutes
August 26, 2019

Call to Order
The meeting was called to order at 6:30 pm by President Jan Gustafson. Those present were Kathi Parrish, Maryan Wherry, Jeanine McGaughy, and Julie Abbott. Also in attendance was Director Jennifer Ryder. Absent were Candace Swihart and Rod Ward.

Public Hearing on Budget and Appropriations Ordinance 2019 #1 + Public Comments
No members of public were in attendance.

July Minutes
July meeting minutes were reviewed. Jeanine moved the minutes be approved as presented, Maryan seconded. Voted and approved.

Communications
Thank you note to the board from Mary Ellison for anniversary gift was shared.

Treasurer's Report
In absence of Treasurer, Jennifer presented the Treasurer's report for July for review and discussion by board members. Due to the transition from server based to online Quickbooks, as well as director taking over day-to-day bookkeeping, Jen is still sorting out proper documentation of various items in the general ledger (e.g., flower purchase reimbursement to Jeanine was posted from Endowment checking, needs to be moved; multiple payroll entries for each component of staff pay will be combined in the future). Kathi moved the report be accepted as presented, seconded by Julie. Voice vote taken, with 5 in favor, 0 against, 2 absent.

Circulation
Circulation numbers held consistent with last year, with significant increase in streaming usage. Weeding continues at higher rate than a year ago. Computer usage is again notably higher than last year.

Director's Report
- Jen met with Italo Milani in July to go over building possibilities. She has tabled further action until we have a clearer picture of goals and feasibility for building uses.
- McGuffey Readers group on break in July, met in August to select new books. Page Turners met in July to discuss <u>This Is How It Always Is</u> by Laurie Frankel.
- Children's programs were on break during the month. Total adult program attendance was 50 guests.
- Upcoming programs include following:
  --Travelogue by Mindy Carls on her trip to Montreal, Canada
  --Annual book fair Aug 30-Sep 14, with assistance from Boy Scouts
  --Photo presentation by John Lynn with discussion on Main Street Illinois
  --Jen is working on scheduling Bucktown Revue in November, possibly using MAC for larger space
- Leslie & Nancy are updating WDL website to improve navigation and update the look.
- Jen has taken the PrairieCat Cataloguing course, intending to be certified in next few months.
- Jen continues to work with new CPA firm (Hammar & Assoc) to clean up bookkeeping process.
- Jen met with Mike Hepner to review library insurance policies, which will be renewed as soon as bill is received. Mike is researching cybersecurity policy.
- Rod & Jen turned in bank fobs in preparation for new payroll system implementation, wherein CPA firm will make all money transfers.
- Seven of nine staff will attend PrairieCat Users Group Day on Sep 20 in Rockford, IL. Library will be closed; Mary opted out of attending, will use vacation day. Jen will notify Bill Stropes he need not come in that day.

Committee Reports
- Budget/finance committee met Aug 2. No written report was presented, but Jen, Jan & Kathi summarized points of discussion in that meeting:
  --Tentative budget & appropriations ordinance was discussed, as Jen continues to sort through past practice and

modifications
--Jen confirmed that endowment fund use must be appropriated; however, interest earned can be used without approval
--Various taxing fund history was discussed, noting that working cash can be requested a total of 3 times; WDL has done this twice to date.
--Question regarding Annual Summary was raised: does it get published? Jen reported to board that it does in fact get published.
--Jen updated committee on progress with the bookkeeping/Quickbooks transition.

- Long range planning committee met Aug 12, starting by reviewing the plan created in 2016, noted various compliance updates to be done: tech updates, ADA compliance. Jen consulted various other library directors to determine action sequence for making improvements/updates to the building. Recommendation was to (1) get engineering analysis of the building foundation, shell, core, mechanical, electrical, plumbing; (2) consult a planner with knowledge of libraries and facility usage; and (3) get bids from architect once we know what we want done.
- Personnel committee met Aug 13, considering pay raise options for staff.

Old Business

- Personnel committee raise recommendation of 2% was presented to board. Following discussion, Jeanine moved that recommended raise be approved for staff except custodian. Julie seconded. Motion approved with one nay vote.
- Jen presented Budget and Appropriations Ordinance 2019 #1 for consideration by the board. Jen pointed out that Item VI (Social Security Fund) will in the future be separated into Social Security and Medicare. After discussion and review, noting typo corrections to be made near end of the document, Maryan made motion to approve with corrections. Jeanine seconded. Voice vote: 5 in favor, 0 against, 2 absent.

New Business

- Jen presented board with Annual Treasurer's Report including Summary Statement of Accounts, which is broken down by accounting segments, not bank accounts. Kathi moved to approve as presented, Maryan seconded. Voice vote: 5 ayes, 0 nays, 2 absent. Kathi signed cover document to be submitted with the report to state and county.
- Pursuant to Jen and Rod's discussions with Kim Hoffman, Jen signed letter of understanding for terms of the audit, outlining auditor's responsibilities and those of WDL.
- In order to remove a layer of unnecessary complexity from the financial reports, Jen confirmed with attorney that WDL may combine all tax fund accounts into one bank account, with endowment funds remaining in a separate account. Maryan moved to make this change, Jeanine seconded. Voted, approved unanimously.
- Jen explained the new payroll process to board, whereby she will submit hours to CPA firm (Hammar & Assoc), they will execute payroll computations and complete money transfers for staff and payroll taxes. In order to maintain checks and balances, the board recommended that a step be retained for WDL Treasurer to approve the hours and payments. Jen will work with CPA Molly Shattuck to implement this step.
- Jen will pursue getting quotes for potential building evaluation.
- Audit of Secretary's minutes for last FY has been completed by Candace and Jeanine, with corrections as noted in Candace's email.
- Jen presented IPLAR for board's review. President and Secretary need to e-sign, after which Jen will submit to State of Illinois before Sep 1.
- Per capita grant is in process, but currently held up in State Comptroller's office.
- Sep 6 payroll is on track to be completed by Hammar & Associates.

Closed Session

No closed session.

Other Business/Future Agenda Considerations

Jeanine made motion to adjourn, Julie seconded. Voted, approved. Meeting adjourned.

Respectfully submitted, c
Kathi Parrish, Secretary