

## **Western District Library Board Minutes September 27, 2021**

### **Call to Order**

The meeting was called to order at 6:03 pm by President Jan Gustafson. Those present were Kathi Parrish, Rod Ward, Sue Routt, Julie Abbott, and Beth Hoffman. Also in attendance was Director Michelle Bailey. Absent was Jeanine McGaughy.

### **Public Comments**

No public comments.

### **August Meeting Minutes**

Meeting minutes from August 26 were reviewed. Rod moved to approve as presented, Sue seconded. Voted, approved.

### **Communications**

Michelle shared communication received from Nancy Brandt regarding mask mandate and curbside pickup. She asked if pickup could be publicized on permanent basis on website. Michelle replied that this is always available and is now on website.

Email was received from Kathryn Justus, stating she & her husband would be interested in hosting board game nights at WDL, if there is interest in the community. Michelle gave her Georgia's email address to set up a chat session to discuss possibilities.

### **Treasurer's Report**

Rod shared most recent treasurer's report, brought up staff raises and amount budgeted for wages; Michelle said she incorporated raises in the budget. Large payment to Legat will show up next month, per Michelle. Kathi moved to approve report as presented, Beth seconded. Voice vote, approved 6-0, one absent.

### **Director's Circulation Report and Programming**

- Michelle explained the additional proposal from Economy Roofing for chimney removal (which they hadn't include in their original bid). This additional amount was lowest of the competitive bids. See Item A under Old Business below.
- Michelle visited St Charles IL library, feels it's a good model for what WDL may want to achieve in the future. She'd like other board members to tour that library. Board discussed funding options for future expansions. Michelle talked with Jerry Meier regarding Coulter Trust, which offers the possibility of requesting a multi-year grant, and recommended WDL apply for one.
- Julie reported on the Harry Potter escape room event held last Friday. There are scheduled time slots; Julie had 3 groups between 1-6 pm Friday. Brooke created all the physical materials, which Julie said are very well done.
- Jewelry workshops continue.

### **Old Business**

- A. Michelle shared the bid from Economy Roofing for removing the chimney. Rod moved to proceed at cost of \$6,500. Julie seconded. Voice vote, 6-0, one absent.
- B. Board reviewed staff raises for Brooke, Estelle, and Julie, report prepared by Michelle to highlight potential inequities for staff members' pay, given the state mandated raises at beginning of 2022. Julie left meeting for this discussion. Personnel committee will discuss this issue when they meet in the next few weeks.

Michelle raised question about amount of her wages, thinking the total amount was higher than contract stated. However, an adjustment was given for health insurance so she could sign onto husband's plan, so that amount is added to the contract amount. All is correct.

### **New Business**

- A. Kim Hoffman will attend November board meeting to discuss audit (had to reschedule from October, as she had a schedule conflict).

- B.** Michelle presented WDL annual financial report for board review. Per discussion, she will check with Kim about whether General Fund 6/30/21 ending balance is to be moved to Special Reserve Fund.
- C.** Non-resident card services are priced at \$125, Michelle recommends leaving that price as is. Board concurred. No vote needed.
- D.** Holiday schedule for 2022: Board discussed New Year's Day, decided to have Jan 1 as holiday, since it falls on Saturday, a day when library is normally open.

**Closed Session**

No closed session was held.

**Other Business/Future Agenda Considerations**

Rod asked about status of the roof project. Michelle said soffets will be aluminum rather than wood, selected shingles, hopes work will begin in mid-October.

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

Respectfully submitted,  
Kathi Parrish, Secretary

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