

Western District Library Board Minutes July 28, 2025

Call to Order

The meeting was called to order at 6:00 pm by Jan Gustafson. Those present were Sue Routt, Jeanine McGaughy, Kathi Parrish, Beth Hoffman, and Michelle Bailey. Absent were Julie Abbott and Rod Ward.

Public Comments

No public comments.

June Minutes

Meeting minutes from June 23, 2025 were reviewed. Jeanine moved to approve as presented, Sue seconded. Voted, approved.

Communications.

No communications.

Treasurer's Report

In Rod's absence, Michelle shared the June treasurer's report. Kathi moved to approve as presented, Beth seconded. Voice vote, approved 5-0, two absent.

Director's Report

Board reviewed the director's report for June, including the following:

- Kacy Kelly, who has provided IT support for WDL, is retiring, so we'll need to find another provider. Michelle will inquire to see what other area libraries are doing.
- Dedicated gas fired air handling unit will be added to the basement, with remote condensing unit on the roof. Basement project will proceed as planned, as target number of \$100,000 still looks feasible.
- Bid process will move forward to have bids by late August, construction to begin in September, substantial completion by mid-December.
- Open house is planned for Fall Festival weekend, Saturday, Aug 30, 1-2 pm.
- Summer reading program drew over 200 children to sign up; there were 369 completed reading logs turned in by children, for total of more than 66,400 reading minutes! Several raffle prizes were awarded.
- Other passive reading programs that continue include "1000 Books Before Kindergarten", "Reading Dragons" (which appeals to all ages), Reading with Dogs, and a Native American program (which also interested patrons of all ages).
- Adult activities included a program by some Bishop Hill actors, Jewelry Club, coffee group, and a book club meeting.

Old Business

- A. Board reviewed Budget & Appropriations Ordinance—no action needed at this time.

New Business

- A. Requirements for actions/changes for BankOrion accounts/CD investments, per WDL Investment Policy of 2/24/20, were reviewed, as follows:

Administration and execution of these policies are the responsibility of the Treasurer who is hereby designated as the "chief investment officer" of the Library acting under the authority of the Library Board of Trustees. The Financial Officer, and by designation, the Library procedures for the operation of the investment program. Therefore, the signature authorization be as follows at the various financial institutions for the Western District Library, two of the following signatures: President, Treasurer, or Director signatures for General Fund and Endowment Fund accounts at Bank Orion plus Certificates of Deposit (Jan Gustafson, President; Rod Ward, Treasurer; or Michelle Bailey, Director).

Sue moved to accept the addition of names of currently authorized individuals as shown above, Jeanine seconded. Voice vote, 5-0, two absent.

Closed Session

No closed session.

Other Business/Future Agenda Considerations

No other items were discussed.

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

Respectfully submitted,
Kathi Parrish, Secretary