

Western District Library Board Minutes November 25, 2019

Call to Order

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

Public Comments

No public comments. In attendance for most of the meeting was Stephanie Herrera, library patron.

October Minutes

October meeting minutes were reviewed. No corrections noted. Rod moved the minutes be approved as presented, Julie seconded. Voted and approved.

Communications

No communications were received.

Treasurer's Report

Jen & Rod shared a new narrative financial summary ("Financial Report"), suggested by Kim Hoffman as a way to communicate with the board events related to library finances during the past month. Full WDL Management Report was presented, and Jen asked board members how much of this detailed information they would like to see each month. The decision was that Jen will print the Budget vs Actual report, email the other reports to board members. Board reviewed the reports, held voice vote to approve: 6 ayes, 0 nays, 1 absent.

Circulation

Total circulation was flat, with physical items down slightly, e-items up slightly. Items added/deleted were much higher than last year, working toward Jen's goal to be able to remove 2 shelving units to create a larger open gathering space and ease the access in from back entrance. Jen expanded details of the circ report on elements that she feels reflect areas of focus for the library. Computer sessions continue to trend significantly higher than a year ago. Staff hours for the month were lower than a year ago, due to the vacant children's librarian position during October.

Director's Report

- WDL signed contract with Walton Tree & Stump for snow removal.
- Ty's Tree Service did some yard cleanup after recent snow melt.
- Jen and Leslie shared responsibility for day care visits during October.
- New website is almost ready for rollout. Jen is pretty excited with the new look and features.
- Coffee Talk session attendance was up over 50% in October from September, with total of 65 attendees over 8 sessions.
- A couple Halloween program events were held, as well as library's participation in MSO Halloween Hustle. Treats and bookmarks were handed out to 240 children and families.
- Read to the Dogs session was held Nov 12th, with dogs from QC Cans group. Another is scheduled for Dec 10.
- Margie Martel was hired as new youth services librarian, starting work on Nov 18.
- Caitlyn Wallin was also hired as new on-call substitute, with her first training day on Nov 25.
- Bucktown Revue will perform on Dec 3 at the MAC; originally set in November, but MAC wasn't available that date.
- Two additional programs are upcoming:
 - Paper pottery program to be hosted by Joy Smith (for ages 10+).
 - Gift box making program for all ages will be held Dec 12.

Committee Reports

Personnel committee met on Nov 22. Newly revised personnel policies are reported in New Business section of minutes.

Old Business

- Jen learned that the library's fire panel failed inspection (done by Company One). They gave Jen a price quote for replacement, \$3,018.42. Jen checked with Orion Fire Marshall to see if this sounded reasonable. He said that

a unit that's over 40 years old quite likely has outlived its usefulness. Jen will check with new Orion business, Charged, to find out who installed their fire panel, whether to get another quote. Board concurred that when she is satisfied she has a reasonable price quote, to proceed. This is too important to postpone.

- Two firms consultants from Legat Architects have walked through the library for the building evaluation. Sandberg from Legat Architects has agreed to present his summary to the board at January meeting.
- Bank accounts have been merged at BankOrion, and Jen reports that she has already seen the efficiency benefits when preparing payroll information.
- Board discussed accountability steps for reviewing financial materials (as outlined in Treasurer's Report section of minutes).
- Per Capita Grant requirements: board members discussed the helpful information garnered from viewing the Organizational Management video. Jen will add information about digital library resources to WDL website.
- New computers were purchased, since 2 staff PCs failed in October. Jen was surprised to learn that the public computers are 2013 vintage, using Window 7, so those are also being replaced. New computers will be installed soon. Total cost for 11 desktop units, 2 monitors, and 1 laptop was \$6,800. Jen reported that price quote from Access Systems was over \$17,000, so she worked with a representative from Dell. She said Access Systems was recommending computers with far more robust features than are needed.

New Business

- Jen presented Ordinance 2019-2, Levy & Assessment on Taxes. An error was noted and edited. Rod moved to accept, Kathi seconded. Voted, approved. Jan and Kathi will sign, after which Jen will submit as required.
- Jen presented Ordinance 2019-3, Building Maintenance Tax Levy. Candace moved to accept, Julie seconded. Voted, approved. Jan & Kathi will sign, Jen will submit as required.
- Board reviewed the following new personnel policies:
 - Equal Employment Opportunity
 - Employee conduct and work rules
 - Employment termination
 - Extended leaves of absence
 - Disciplinary steps
 - Bereavement leave
 - Jury duty (requirement for employee to sign over jury duty pay to the library was omitted. Jen will add.)
 - Open door communications/problem solving procedureJeanine moved to accept policies with amendment to jury duty terms; Candace seconded. Voted, approved.
- Board discussed scheduling of annual staff holiday party, confirmed it will be held Dec 6. Kathi provided invitation for Jen to give to staff.
- Jen reported that she submitted a Coulter grant request for funds to be used for Makerspace materials (\$6,000) and Summer Reading programming (\$3,000).
- Jen will renew Main Street Orion membership for \$300, as in prior years.
- Jen shared with the board a letter from PrairieCat regarding MacMillan publishers' embargo of new e-books for libraries. Under their new model, effective November 1, 2019, each library may purchase only one e-book copy upon release of a new title. Embargo is lifted after 8 weeks; at that point the library may purchase additional copies, which are good for 2 years. ALA appealed to MacMillan in advance to reverse the decision, ALA having collected 160,000 signatures. This was in vain. There is currently a petition and also a social media campaign to get MacMillan to reverse the policy. Libraries across the country are boycotting MacMillan materials and calling for patrons to sign the petition, which can be found at www.ebooksforall.org.

Closed Session.

No closed session.

Other Business/Future Agenda Considerations

Julie mentioned an idea for a community calendar (to encompass school, library, various other community events), asked Jen if she would be willing to assist in compiling and posting such a calendar. Jen and Julie will pursue this project.

Rod moved to adjourn, Jeanine seconded. Meeting adjourned.

Respectfully submitted,
Kathi Parrish, Secretary