

Western District Library Board Minutes September 26, 2022

Call to Order

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

Public Comments

No public comments.

August Meeting Minutes

Meeting minutes from August 22 were reviewed. Sue moved to approve as presented, Beth seconded. Voted, approved. Minutes from special meeting on Aug 29 will be reviewed next month.

Communications

No communications received.

Treasurer's Report

Michelle presented August treasurer's reports. Kathi moved to approve as presented, Sue seconded. Voice vote, approved 4-0, 3 absent.

Director's Circulation Report and Programming

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

- Circulation numbers were slightly lower this month in general, as school resumed in August, though computer sessions and website visits were up.
- Ukelele club concert was attended by 25 patrons.
- Sue mentioned that she had attended the jewelry workshop.

Committee Report

Personnel committee met to prepare evaluation for Michelle. Committee decided to have director set 3 goals each time, review next time.

Old Business

- A. Michelle gave FOIA training reminder for all. Sue explained process again for working through the steps for FOIA (yearly) and Open Meetings Act (once per term).

New Business

- A. Michelle shared quote from IITI for asbestos mitigation: \$7,900 to remove what MUST be removed (350 sq ft); \$23,700 for 2,000 square feet (entire front section of library). Second option would resolve the issue permanently. Michelle and Jan both expressed opinion that it would be better long term to take that option. Michelle confirmed with project manager that ADA ramp and restroom work may begin before asbestos work, since those components of project don't involve any asbestos. Beth moved to accept the Option II bid for asbestos removal, Sue seconded. Voted, approved. Board discussed whether to pay staff during required shutdown for asbestos removal period (estimated up to 2 weeks). Sue moved to pay staff regular pay during closure, Kathi seconded. Voice vote, 4-0 (3 absent). Michelle will get firm start date from Legat, take care of publicity to notify patrons of facility closure.
- B. WDL trustee election in April 2023: forms are now available on Henry County website for trustees up for re-election (Jan, Sue, and Jeanine).

Closed Session

No closed session needed.

Other Business/Future Agenda Considerations

Jan suggested Michelle search for someone else to do the lawn maintenance, as she said currently it doesn't look good.

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

Respectfully submitted,
Kathi Parrish, Secretary

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