

Western District Library Board Minutes October 28, 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 members of public were in attendance.

September Minutes

September meeting minutes were reviewed. Rod noted the omission of board discussion of and decision to purchase a gift for Jeff Dahl in recognition of his years of service to WDL. Jeanine moved the minutes be approved as amended, Candace seconded. Voted and approved.

Communications

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

Treasurer's Report

Jen presented new format for monthly treasurer's report, Budget vs Actuals, which shows Actual (FYTD), Budget (12 month), Remaining (of budgeted amount), and % of Budget (spent). She asked if board members would like different or additional information, but board was satisfied with this format. Jen provided General Ledger, including every individual expenditure, asked if board wants to see this each month. Consensus was that, since Rod reviews each expense at the time he signs checks, there's no need for rest of board to see this level of detail each month. Kathi moved to accept report as presented, Julie seconded. Voice vote: 6 pro, 0 con, 1 absent.

Circulation

Total circulation was up slightly, while music e-items were down this month. Jen reformatted the Items Added/Deleted report, eliminating the breakdown by adult/juvenile categories. She added data on website page and social media views and likes, as she'd like to track this going forward. Computer sessions continue to trend significantly higher than a year ago.

Director's Report

- Mold testing was done on Sep 11, with levels acceptable.
- Barb from QC Cleaners started Oct 1, working Tue, Thu and Fri each week. Jen and staff are very happy with her work to date. She has focused on deep cleaning so far., with noticeable results
- Jen met with following during past month: Shive Hattery Architects, Klingner Group, Legat Architects, Access Services (to discuss tech assessment they can perform as well as IT services).
- Jen attended Census meeting in Aledo on Sep 24, QCACL (QC Area Children's Librarian) group meeting in Geneseo on 10/22.
- Radon test shows some small levels of radon emissions in the basement. Jen will work with MidAmerican Basements to assess costs of mitigation.
- Bank account merger that was scheduled for end of September didn't happen (staffing turnover at the bank), but is now reset for end of October.
- Program report:
 - Coffee Talk held 8 sessions, total of 30 in attendance.
 - Book clubs both met in late Sep.
 - Staff will be tallying adults working on puzzles in Fiction section, to monitor passive programming.
 - Maryan Wherry presented "History of Halloween" on Oct 23.
 - Mary held 4 storytimes during Sep, her last month before retirement on Sep 27. Jen will take over this role until new youth services librarian is hired.
 - Jen, Georgia, and Nancy are preparing to put together an informal Makerspace, developing supply list and program ideas. Jen plans to request a Coulter Grant to support this and 2020 summer reading program.

--Upcoming program events include Halloween Hustle, Read to the Dogs (with QC Can group), and paper pottery program to be hosted by Joy Smith.

Committee Reports

No committees met in past month.

Old Business

- Radon test results were sent in (see director's notes above).
- Board reviewed the building evaluation proposals from Shive Hattery (\$10,000) and Legat Architects (\$4,900 + incidental expenses). Legat has worked with other libraries, including Davenport, some of their representatives reside in Orion (lending a personal stake in the outcome), and their bid was significantly lower than Shive Hattery. Given these factors, Kathi moved to have Jen proceed with Legat, after she confirms that Davenport Library was satisfied with Legat's work and that extra expenses would not be materially higher. Julie seconded. Voted, approved.
- Due to time constraints and that the Organizational Management video is an hour long, it was decided to have Jen send the link to board members for their viewing outside the meeting.
- Board discussed the Trustee Facts File reading material assigned last month.
- Six applications were received for the youth services position; Jen selected 3 people for initial phone interviews, which have been completed. Jen plans to do in-person interviews with 2 of the candidates, and she hopes the applicant list will yield some potential substitutes.
- New RICOH copier/printer and office HP printer have been installed by Access Systems, and they will conduct a tech assessment of library networks, computers, and other technology frameworks in place.

New Business

- Jen presented for board's review a Patron Confidentiality Policy, along with Accounts Registration Form. She's placing emphasis with staff on the need for consistent handling of confidential information for patrons.
- Tentative assessed valuation numbers were received from counties. Estimated 2019 Levy Ordinance is \$226,821, which is less than 105% of prior year, so no Truth in Taxation hearing is required.
- Jen had reviewed the holiday schedule, presented her recommendations for remainder of 2019 and for 2020. She suggested closing library for 2020 PUG day, but hasn't yet been able to confirm the date of that event. Rod moved to accept Jen's proposed holidays; Candace seconded. Voted, approved.
- Jan & Kathi reported to the board on the finance training session they attended on Oct 26 in Hinckley, IL. Jan's most surprising take-away from the training was the there is no requirement that FY end balance in General Fund must be moved to Special Reserves, which has been the practice at WDL since her tenure on the board.
- Yearly insurance audit (through Pekin Ins) has been submitted.
- Comptroller's Report/AFR has been submitted to County Clerks.
- Proof of publication of Annual Treasurer's Report has been mailed to County Clerks.
- ILLINET Report has been submitted.

Closed Session

No closed session.

Other Business/Future Agenda Considerations

No other business.

Rod moved to adjourn, Candace seconded. Meeting adjourned.

Respectfully submitted,
Kathi Parrish, Secretary