

Western District Library Board Minutes October 25, 2021

Call to Order

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

Public Comments

No public comments.

August Meeting Minutes

Meeting minutes from Sep 27 were reviewed. Rod moved to approve as presented, Sue seconded. Voted, approved.

Communications

No communications.

Treasurer's Report

Rod shared most recent treasurer's report. Michelle reported that an Endowment Fund CD was cashed in today, \$313,000, to fund repairs underway. Kathi moved to approve report as presented, Rod seconded. Voice vote, approved.

Director's Circulation Report and Programming

- Roof work has begun, paused for rainy weather today. They expect to resume tomorrow. Flat roof is next.
- WDL will soon offer phone option for Sierra, also enabling digital library card on phones.
- Brooke expanded Harry Potter escape room 2 weeks beyond original plan, due to popularity.

Committee Reports

Personnel committee met earlier this evening. Michelle recommended a \$1/hour raise for Brooke & Estelle, to adjust equitably, given the mandatory minimum wage increase in 2022. Kathi moved to make this one time adjustment, Sue seconded. Voice vote, approved.

Old Business

- Special reserve fund info shared by Michelle: Kim Hoffman will talk about this when she comes to November meeting. In summary, Michelle said other libraries have policy to hold 3-12 months of funds on hand in general funds, based on her research with various libraries. If tax receipts are late, this money can be used to pay expenses. If that balance grows higher than needed, excess is moved to Special Reserve Fund, which is to be used for capital expenditures, with no limit on amount to be retained there.

New Business

- A. Legat Architects is ready to open bidding for project in the spring. Board reviewed drawings showing all features to be included in this bid. Michelle proposed having a special meeting in December with Legat (and staff). Following additional items were suggested, in addition to those highlighted on the drawing:

- 1) Jan recommended walling in the opening next to arches, since the arch opening replaces that access to back room;
- 2) Board felt that office space for director needs to be included in this phase of project;
- 3) Rod asked to also get bid for waterproofing basement to enable public use of that level;
- 4) New handicapped door;
- 5) Add sump pump.

Sue moved to proceed with all improvements in blue plus those noted here, Julie seconded. Voice vote, approved.

- B. Yearly insurance audit has been submitted.
C. Proof of publication of the Annual Treasurer's Report has been mailed to County Clerks.

Closed Session

No closed session was held.

Other Business/Future Agenda Considerations

Board decided to meet with Legat on Monday, Dec 6, at 9. Michelle will propose this date to Legat, confirm with board.

Board decided to hold staff party on Friday, Dec 10, 6 pm.

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

Respectfully submitted,
Kathi Parrish, Secretary

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