Western District Library Board Minutes
June 24, 2019

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

May Minutes
May meeting minutes were reviewed, correction noted to building committee members: Julie Abbott instead of Jeanine. Rod moved the minutes be approved as corrected, Julie seconded. Voted and approved.

Communications
Jennifer read to the board written comments from a library patron complimenting staff

Treasurer’s Report
Treasurer’s report for May was reviewed by board members. Rod pointed out that staff names appear twice in the balance sheet detail since there are two pay periods/month now. Candace moved to approve with no changes, MaryAn seconded. Voice vote was held, 6 ayes, 0 nays, 1 absent.

Circulation Reports
May circulation numbers were down slightly from a year ago, and computer usage was 50% higher than last year. Jen talked about the basement flooding effects, noting there was mold in the carpet under the bookshelves, and she said staff members with sensitivity to the mold have noticed a difference in the air, both downstairs & upstairs. Jen has spoken with one contractor, John Hirsch of Andover, who is willing to do some remedial work in the basement later in the summer.

Program Report
- Coffee time continues to be popular (60 participants over 8 sessions).
- Book clubs met; one group takes summer off, other continues through the summer.
- Leslie Goddard’s performance as Eleanor Roosevelt was well attended (30) in spite of torrential rain that evening.
- Children’s program events drew 276 children + 56 adults.
- Local businesses have donated $900 and 50 ice cream treat certificates for the summer program.
- Dave Herzog’s marionette performance was well received, with 32 attendees. One half of the fee was covered by Hiland Toyota.
- CONNECT met twice, but due to the resignation of the MAC coordinator (Autumn Manning), the program is being cancelled. Jen will take this as an opportunity to build other children’s programs.
- Children’s programs continued during June but will then take a break till September.
- Community Conversation Forum sessions will be held in July: Jul 10, Jul 11, and Jul 13. Jen wants to gain more familiarity with and seek input from the community.

Committee Reports
- Building committee met, suggested that building checking account funds be used for extraordinary expenses, specifically the costs of flooding repairs and preventive measures.
- Personnel committee met, no report at this time.
- Finance committee met and discussed budget. Jen want to finish the budget in August, rather than July, so that she has final numbers for FY2019. She plans to hold public hearing on Aug 26. See new business for more details.

Old Business
- Jen will ask board members to tour the basement next month to see the current state of the floor.
- Chris Walton checked and cleaned gutters; Jen believes this should be done on a regular basis.
- Audit is scheduled for August 1.
New Business

- Board considered tentative budget and notes presented by Jen, as follows:
  -- Janitor’s salary was moved from General to Building & Operations Fund.
  -- Professional consulting and legal consulting items were added to provide for guidance with library policy and human resources updates, as well as ongoing consultation as needed.
  -- Board discussed using money in “Building Checking” account to pay for consultation & repairs for the basement floor, other building maintenance/repair expenses that arise. Building committee moved to approve, MaryAn seconded. Voted, approved.
  Rod moved the tentative budget be approved, Julie seconded. Voted, approved. President and secretary signed.

- Jen requested board consider resolution to use $5,000 from Special Reserves funds for acquisition of new staff computers and software. Rod so moved, Candace seconded. Voted, approved. Resolution signed by president and secretary.

- Secretary signed Notice of Public Hearing for Budget & Appropriation Ordinance, setting date of Aug 26, 2019. Director will have Notice published in Henry County Republic newspaper.

- Jen presented Resolution 2019-02 with schedule of FY2020 board meetings. Candace moved to approve, Maryan seconded, voted, approved.

- Ordinance on Prevailing Wage Rates no longer required by State of Illinois.

- Jen proposed no change to nonresident cardholder fee formula for the next year. Board approved.

- Jen pointed out that WDL will need to include recreational marijuana in policy, since legalization has been approved in Illinois, effective 1/1/2020. Board members suggested adding this to current smoking policy provisions.

- Audit of past year’s meeting minutes needs to be conducted. Candace volunteered, Jan will speak with Jeanine to join Candace to do this.

- Jen shared notes to remind board of various elements of Open Meetings Act compliance, including:
  -- Since Jen works >30 hrs/week, board’s agendas and minutes must be posted on library’s website. Jen will implement this.
  -- All closed sessions must be voice recorded and have written notes.
  -- With 7 members on the board, when 3 or more board members discuss library business together, this constitutes an open meeting, since it’s a majority of a quorum.

- OCLC contract for the new fiscal year has been submitted.

- Jen received agreement letter from attorney Ancel Glink. Engagement will be on hourly basis with no retainer. Billing rates are $210/hour for attorney, $125/hour for paralegal work. She will accept the terms presented.

Closed Session

No closed session.

Other Business/Future Agenda Considerations

No other business.

Rod made motion to adjourn, Julie seconded. Voted, approved. Meeting adjourned.

Respectfully submitted,

Kathi Parrish, Secretary