

## **Western District Library Board Minutes September 28, 2020**

### **Call to Order**

The meeting was called to order via Zoom at 6:30 pm by President Jan Gustafson. Those present on the call were Kathi Parrish, Rod Ward, Julie Abbott, Sue Routt, Candace Swihart, and Jeanine McGaughy. Also in attendance was Director Michelle Bailey. Kim Hoffman was in attendance at the beginning to present audit report.

### **Public Comments**

No public comments

### **August Meeting Minutes**

Meeting minutes from August 24th were reviewed. Rod moved to approve as presented, Jeanine seconded. Voice roll call vote, approved.

### **Communications**

Jan & Michelle received email from Anders with status update on his site visit; he plans to have detailed report with detailed recommendations for board shortly. Michelle also spoke with Sherrard library director, who thought they spent around \$500,000 to build their new library. They provided Michelle with cost information, which she will review and share with Jan.

### **Treasurer's Report**

Michelle shared budget vs actual report: expenses look to be on track so far this FY. Rod reminded board that \$200,000 of the budget is for building remodeling/improvements. Board discussed how much detail for Michelle to present each month, as Michelle wanted to be sure proper oversight is conducted. Board members are comfortable with information currently being shared, since Rod reviews every expense & invoice before signing any checks. Julie moved, Jeanine seconded to approve treasurer's report as presented. Voice roll call vote, approved.

### **Director's Circulation Report and Programming**

Circulation of physical materials was down about 20% from Aug 2019, while e-materials were up about 25%. Overall transactions at WDL desk were down about 40%. There were 25 curbside pickups during the month.

Michelle reported to board, noting the programming kits are very successful. She has learned that for reading to patrons online, they must log in; otherwise the video must be taken down after 24 hours. The login requirement has been implemented. In September a patron Harmon Bowman, asked if he could read to children, which he did last weekend. Staff burned copies to DVD for him and his family. A new guest reader (Mindy Carls) will read this weekend.

Following are some programming highlights:

- Adult (rock art) and children's (dragonfly) kits were given out during August.
- Ten Facebook posts were shared, on various topics of interest to adults & youth.
- Virtual storytime sessions are being posted every Wednesday at 10 am, including free packets available for pickup; plus "pajama" story times on first & third Thursdays at 6:30 pm (viewable at any time).

Caitlyn has been home schooling, and for other personal reasons, informed Michelle last Friday that she plans to resign her position. She will come in on Wednesdays only, 9 am-1 pm, for the present. Michelle will fill in for her other hours till an alternate plan is determined. Another person who applied for substitute position will be asked if she can take some of the hours. Michelle would like to keep Caitlyn 4 hours/week for now, in hopes that when life returns to more normal, Caitlyn may resume more working hours.

### **Old Business**

- A. Library closing for Election Day (Nov 3, 2020): those libraries staying open are generally polling places. If open, WDL should either offer alternate hours off or pay holiday rates, per attorney. Michelle recommends closing for the holiday, making staff available to work at polls, should they be interested. Jeanine moved to close for the holiday, Candace seconded. Voice roll call vote, approved.

## **New Business**

- A.** Kim Hoffman reviewed the annual audit report with board, highlighting various sections and the importance of each. She reminded board to use the budget vs actual to note expense items that are higher than budgeted, as a way to monitor costs month-to-month, see if/where exceptional items pop up. She pointed out that the large working cash balance can be moved to general/operating fund. She tasked Michelle with researching the appropriate method to do so.
- B.** WDL Annual Financial Report—Michelle prepared, presented. Rod will sign, to be published in newspaper.
- C.** 2021 Per Capita education materials
  - i. Grant application to go live in October, deadline Jan 15, 2021.
  - ii. Review “Serving Our Public 4.0 Standards for IL Public Libraries”—Michelle has hard copy, gave board members the checklist pages. Board to read Chapters 1-3 before next month. Members will stop by library to read the copy Michelle has, since there’s a cost for each additional copy.
  - iii. Online training focusing on organizational management—from last month’s agenda. No discussion.
  - iv. Staff will also review above material by Mar 2021.

## **Closed Session**

None needed

## **Other Business/Future Agenda Considerations**

Jeanine brought up getting Tumble e-book subscription for small children, offered by other libraries. Program includes age appropriate questions. She doesn’t know the cost; Michelle will investigate, report back to board.

Michelle shared a website that makes library content accessible to disabled patrons. She’s investigating alternatives.

Rod asked about adding item to next month’s agenda for moving funds back from working cash/special reserves to operating fund. Michelle will check with attorney to find out how that can be done.

Rod moved to adjourn, Jeanine seconded. Meeting adjourned.

Respectfully submitted,  
Kathi Parrish, Secretary