

## **Western District Library Board Minutes**

### **August 24, 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.

#### **Public Hearing**

No public present for hearing.

#### **Public Comments**

No public comments

#### **July Meeting Minutes**

Meeting minutes from July 27<sup>th</sup> were reviewed. Jeanine's name is misspelled, will be corrected. Rod moved to approve as corrected, Sue seconded. Voice roll call vote, approved.

#### **Communications**

No communications received.

#### **Treasurer's Report**

Michelle mentioned PrairieCat bill paid, largest expenditure for the month. Rod highlighted \$206,000 shown for building improvements in anticipation of work based on architect report last winter, which inflates the budget. \$5,000 was budgeted for Anders study, but actual cost will be \$2,800. Rod commented he appreciates Michelle going over each bill and wages with him every month, which is very helpful to him. Kathi moved to accept as presented, Jeanine seconded. Voice vote, approved.

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

Michelle reported to board, including following programming and activity updates:

- Summer reading program: 19 people have picked up packets. Michelle is pleased with that number under the circumstances.
- Caitlyn is posting questions and suggested activities on Facebook, Georgia prepares rock art kits for adults to pick up as August adult program.
- Caitlyn will start creating some kids' activity kits as well.
- Presenters who had to cancel did not charge WDL.
- Publicity about free passes for zoo, botanical center, and museums has resumed; tickets have to be ordered/printed by library, due to COVID restrictions at the various venues.

#### **Long Range Planning Committee Report**

Jeanine reported to board based on meeting held on Aug 20, recounting the progress on many items in the plan. See committee meeting minutes for details.

#### **Personnel Committee Report**

Committee also met on Aug 20. Margie resigned as children's programming; Caitlyn Wallin is interested in taking on this role. Michelle said Caitlyn is always looking for more tasks, so is researching protocol for sharing books on social media. Michelle would like to hire Caitlyn for the position, generating need for another substitute. Committee discussed staff raises (board will vote in new business portion of meeting). Jan called County Treasurer about WDL revenues, was told we'll receive all funding for this year. Committee concluded they would recommend 2% raises.

#### **Old Business**

- A. Approve Budget and Appropriations Ordinance, #2020-2. Rod moved to approve, Sue seconded. Roll call voice vote, approved. Michelle will prepare any documents requiring board signatures in conjunction with ordinance, call board member who need to sign.
- B. Audit of secretary's minutes to be conducted. Michelle will get form to be signed by those who audit.

- C. OMA training only needs to be completed once, so no need to revisit this year, with exception of Sue and Julie, who need to complete the training.
- D. Kathi reported on inquiry of SVEA about possibility of acquiring any of their property that borders WDL, also whether they have any plans to move from their location. Per Deana Johnson, answer to both questions was no.

#### **New Business**

- A. Approve staff raises as recommended by Personnel Committee, to take effect Sep 1, 2020. Rod moved to accept committee's recommendation of 2%. Jeanine seconded. Voice vote, approved.
- B. IPLAR will be completed by Sep 1. Michelle mentioned there will be some variances due to COVID effect on numbers, also due to new director calculating slightly differently than former director, which she will footnote in the report.

#### **Closed Session**

None needed

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

Jeanine mentioned director shouldn't have to empty dehumidifier all the time. Looking at remedies to get it draining.

Michelle is having trouble getting wipes to use on equipment. If anyone runs across any, please pick them up.

Julie moved to adjourn, Jeanine seconded. Meeting adjourned.

Respectfully submitted,  
Kathi Parrish, Secretary