

## **Western District Library Board Minutes March 25, 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, Jeanine McGaughy, Rod Ward, and Sue Routt. Also in attendance was Director Jennifer Ryder.

### **February Minutes**

February meeting minutes were reviewed; no corrections noted. Maryan moved the minutes be approved as presented, Jeanine seconded. Voted and approved.

### **Communications**

Jennifer mentioned that a letter was received from State of Illinois announcing that per capita grant was fully funded for FY2019 (see details in New Business section).

### **Reports**

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

Treasurer's report for February was presented and reviewed. Rod pointed out that \$1,100 was paid to Walton Tree service for snow removal. Board revisited October 2018 minutes, where price quote was presented, specifying hourly rate and cost for snow melt product. Amount paid was unusually high because of extraordinarily challenging weather conditions in January and February. No changes noted. Voice vote was held, 7 ayes, 0 nays.

#### **Circulation Reports**

February circulation numbers were up from a year ago (with exception of Freegal streaming e-music). Jennifer will continue to research alternatives. Book weeding continues, particularly in adult non-fiction, per Jennifer.

#### **Program Report**

- Coffee group continues to enjoy consistent attendance (only one event had no one present). Participants like the social aspect and donate money toward coffee supplies. Same schedule will be maintained through March & April, assessing how the schedule suits interested patrons and seeking input from attendees about other programs they'd like WDL to add.
- "Mindfulness and Yoga" event by Kelly Harris had 8 attendees.
- McGuffeys and Page Turners book groups met in February, will meet in March as well.
- Three children's story times, one Charger Care visit, and two visits by TLC Preschool at the library were held in February, with total of 72 children (and 10 adults) participating.
- Chess club met 4 times, total of 13 youth in attendance. Due to some difficulties with individuals supervising the events, this format is being discontinued. Instead, there will be open family game nights offered once a week.
- Home school teacher used basement meeting room several times, serving total of 70 children.
- Upcoming programs include book folding program, Dave Herzog's Marionettes, and Leslie Goddard performing as Eleanor Roosevelt.

#### **Committee Reports**

Personnel committee met to discuss FMLA policies for WDL, but will await Jennifer's upcoming consultation with HR Source consultant (sometime in May) to finalize wording of this policy. Consultant will provide a complete review of current WDL policies, advise on updates/revisions. HR Source will charge WDL \$200/year for their services, but time period from now till beginning of 2020FY will be at no charge. Board agreed to have Jennifer advise the staff member who recently took extended leave that all vacation and sick leave must be used first, then remainder of time is unpaid.

#### **Old Business**

- Carpet cleaning has been started, will be completed on March 30<sup>th</sup>. The contractor offered a lower price than originally quoted, with total to be \$568. Staff are very happy with results of work done so far.

- Computer time limit manager software has been purchased, will be installed within next few weeks.

### **New Business**

- Board members have all received Statement of Economic Interest forms to complete & return to Henry County Clerk.
- Jennifer provided excerpt from WDL bylaws, which outlines parameters of committee membership, for future reference. She also pointed out, from Open Meetings Act, that for any board gathering that includes 3 or more members of the board (constituting a “majority of a quorum of the members...”), Open Meetings Act provisions apply. This means 48 hour advance public posting and agenda must be provided, and minutes must be recorded. Board discussed that, in the event the committee needs to discuss matters that must be confidential, a closed session must be conducted.
- Per capita grant amount awarded to WDL for FY2019, as per letter from IL Secretary of State, is \$5,056.25. Because receipt of the funds may be significantly delayed, library may use the funds until end of following fiscal year, June 30, 2020.
- In her meeting with Main Street Orion to learn more about the group, Jennifer learned that MSO has available a Façade Improvement Grant, which would cover 40% of the cost up to \$5,000, for exterior building improvements. Jennifer suggested applying for the grant to replace back door & rusted door frame and possibly adding a button by that door to open automatically. She will obtain a price quote for this project, proceed with the grant application process. Grant funds will be a reimbursement of payment made by WDL.
- Jennifer presented proposals for updates to WDL policies for (a) library behavior and (b) computer/internet use. Board discussed and offered edits to Jennifer’s verbiage. Rod moved to accept the library behavior revision as amended by board input, Jeanine seconded. Approved unanimously. Finalization of computer/internet use policy tabled until Jennifer meets with HR Source consultant to get input regarding copyright and explicit material provisions.

### **Closed Session**

No closed session.

### **Other Business**

No other business.

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

Respectfully submitted,  
Kathi Parrish, Secretary