

**Western District Library Board Minutes**  
**February 1, 2019 (rescheduled from Jan 28, 2019 due to inclement weather)**

**Call to Order**

The meeting was called to order at 3:02 pm by President Jan Gustafson. Those present were Kathi Parrish, Maryan Wherry, Candace Swihart, Sue Routt, and Rod Ward. Also in attendance was Director Jennifer Ryder. Absent was Jeanine McGaughy.

**November Minutes**

November meeting minutes were reviewed. Jennifer asked about personnel committee report, to get context on the matter of additional staffing for the library. Board explained that board members had previously discussed whether it might be advisable to hire someone to ease the workload when a staff member is on vacation or off work for extended period of time. Rod moved the minutes be approved as presented, ~~Jeanine~~ Candace seconded. Voted and approved unanimously.

**Treasurer's Reports**

Treasurer's reports for November and December were presented and reviewed. Jennifer said she's gaining familiarity with the various reports. Voice vote was held, 6 approved, 1 absent.

**Communications, Circulation Report, and Monthly Report**

Jan read thank you notes from library staff for the holiday staff party and poinsettias given by WDL board. Jan shared staff's appreciation for allowing the library to close this week for the record-breaking cold weather.

Jennifer provided circulation and monthly report, including following:

- Circulation numbers were down again this month. Jennifer explained that she calculates circulation numbers slightly differently than did Don, so year to year numbers won't be "apples to apples" for the next 12 months.
- Jennifer talked about ideas to stimulate circulation, such as coordinating efforts with school curricula, book displays related to current events/calendar, and expanded use of social media.
- Updates on library programs: (1) storytimes continue to be popular, (2) no technology help requests were received this month, (3) there were 15 attendees for the Ukelele Club performance, (4) upcoming programs include wellness/yoga, Ireland presentation, and in May, Leslie Goddard will appear as Eleanor Roosevelt.

**Committee Reports**

**Long range planning committee** will meet with Jennifer as soon as Jeanine returns to the area and is feeling well enough to participate. Meeting will likely take place at her location, whether that's at her home or at rehab center.

**Old Business**

- Coulter Grant has been received--\$2,000 (of \$4,000 requested), as well as \$4,000 check from Lowell Johnson Charitable Foundation, and \$450 memorial for Doris Wherry, which is to be used for audio books.
- All necessary forms have been submitted for April 2, 2019 WDL trustee election. There are three candidates for two positions: Rod Ward, Sue Routt, and Julie Abbott.
- Coffee café event will be held Monday, 10:00 am, as first test of the concept included in long range plan.
- Board decided to designate the first Friday of December as the WDL holiday staff party, so that Don Thorsen can be notified in advance.
- Mary has completed the juvenile shelf shifting project, having emptied one whole shelf unit. Jennifer asked about the intent for the project. She and board discussed possible uses for the space. Jennifer pointed out that the rear entrance access has been cramped, and the space would be well purposed to ease that problem. Maryan brought up that the path of the back door when opened blocks access from outside, suggested switching hinge to opposite side. Jennifer will re-examine that, determine whether that will improve the ease of access. In the short term, the available shelf space will be used for displays.

**New Business**

- Jennifer presented resolution to transfer line items for janitor's payroll from General Corporate and Liability Ins/Safety Funds to Building Maintenance Operations Fund. Board members asked her to amend the resolution to state that payroll taxes will continue to be paid from General Corporate Fund, so only NET payroll fund source will change. She will make that change and notify Jan & Kathi so resolution can be signed. Maryan moved to approved resolution as amended, Rod seconded. Approved unanimously.
- RAILS membership standards data collection report was submitted 12/4/18, and Jennifer provided copy of the report to the board.
- Jennifer will seek bids for carpet cleaning, which was postponed until spring.
- Board discussed whether to participate in Main Street Orion business partnership for 2019. Maryan moved that WDL contribute \$300, Sue seconded. Voted, approved.
- Jennifer gave update on bonding and check signing:
  - Rod is bonded for \$125,000
  - Trustees and director are covered under umbrella coverage, per Hepner Insurance
  - Check signing authorization at bank has been updated, removing names who are no longer active; current authorized individuals are Jeff Dahl, Rod Ward, Jan Gustafson, and Jennifer Ryder. Two signatures are required.
- Jennifer asked for suggestions for disposal of retired equipment (lawn mowers, printer). E-waste can be taken to Galva, and Rod will follow up on the mowers.
- ADA accessibility, as previously discussed, will be evaluated by Jennifer, and she'll consider options to assure compliance.

#### **Closed Session**

Held and reported separately.

#### **Other Business**

No other business.

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

Respectfully submitted,  
Kathi Parrish, Secretary