

Western District Library Board Minutes July 22, 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, and Julie Abbott. Also in attendance were Director Jennifer Ryder and Jeff Dahl (he was present only during discussion of financial reports and related new business items referenced below). Absent were Jeanine McGaughy and Rod Ward.

June Minutes

June meeting minutes were reviewed, typo corrections noted. Maryan moved the minutes be approved as corrected, Candace seconded. Voted and approved.

Communications

There were no communications received this month.

Treasurer's Report

Treasurer's report for June was reviewed by board members. Candace moved to approve with no changes, Maryan seconded. Voice vote was held, 5 ayes, 0 nays, 2 absent.

Circulation Reports

June circulation numbers held consistent with last year, with Freegal numbers up. Staff continue to weed the adult non-fiction books that have not circulated in recent years. Jen noted an increase (from 19 to 29) in patrons added. Computer session data is no longer broken down by adults and juveniles; total increased for the month.

Program Report

- Coffee time continues to be popular (53 participants over 8 sessions).
- Children's program events drew 225 children during June.
- Milltown Blue Grass band performance was well received, with 32 in attendance.
- Mark Yeager Magical Entertainer appearance was attended by 90 children & adults. Uncharacteristically, Rob Erdman failed to appear for his event. Fortunately Mary had several alternate activities for the many children in attendance, and they had a good time. Rob offered to come in July at no cost, but Jen & Mary decided that wouldn't be necessary. He is booked for next summer.
- The QC Canine Assistance Network event was a big hit, as always, with 84 children in attendance.
- Three Community Conversation Forum sessions were hosted by Georgia & Jen, and following are some patron suggestions:
 - Add a Makerspace or more programming geared toward creating things in the library
 - Host an evening conversation forum where patrons can civilly discuss current events
 - Offer more resources for homebound patrons
 - Create a community room or designated space for programs

Committee Reports

- Budget/finance committee met June 13th. Jen is working on the tentative budget & appropriations numbers.
- Personnel committee met June 10th; staff wage increases are still under consideration.
- Director's appraisal was completed by personnel committee on June 25th, copy provided to the board. Julie moved it be approved as presented, Candace seconded. Voted and approved.

Old Business

- Jen notified board members that the Public Hearing and Tentative B & A Ordinance were sent to Henry County Republic for publication, which occurred on July 19th.
- Jen recommended that renovation and repairs be delayed until she obtains additional reports from architects/building consultants. One architect, Lo Milani, did a walk-through with Jen last week, and he is willing to present his recommendations before the board at no cost.

New Business

- Jen will rework the Budget & Appropriations Ordinance, with adjustments to be made in consideration of legal advice, and following discussion with Jeff Dahl and the board at this meeting.
- Jen reported that she & Jeff were able to get the QuickBooks records uploaded to QB online, so she will now have access to the financial information. The software allows for 5 levels of access for different roles (e.g., accounting firm, bookkeeper, treasurer), so she will get that set up.
- Proposal from Hammar & Associates was presented, in light of Jeff Dahl's resignation, which he tendered to the board at the meeting. He expressed confidence that Jen will quickly get up to speed on the day-to-day bookkeeping function (and he will be available to answer questions if needed), and the CPA firm (Hammar) will streamline other financial reporting and payroll management. Hammar provides services for several other libraries in the area. Candace moved, Julie seconded to accept the Hammar client service agreement as presented. Voice vote: 5 ayes, 0 nays, 2 absent.
- Since Jen will be taking on additional responsibilities as noted above, she asked the board to consider additional hours for her position. Board discussed and concluded that this, along with other proactive library program development that Jen has already undertaken, presents a compelling case for making the library director position full-time. Maryan moved to increase hours to 37.5/week with commensurate pay increase to \$42,900/year. Julie seconded. Voice vote was taken: 5 ayes, 0 nays, 2 absent.
- Jen suggested to the board that various official documents that are currently mailed to board members should be redirected to come to the library. Candace moved to make this change, Julie seconded. Voted, approved.

Closed Session

No closed session.

Other Business/Future Agenda Considerations

Maryan recommended that the long term planning committee needs to meet before architects come before the board, so as to set out those development ideas/plans that the library wishes to pursue.

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

Respectfully submitted,
Kathi Parrish, Secretary