

## **Western District Library Board Minutes September 23 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, Jeanine McGaughy, Candace Swihart, Rod Ward, and Julie Abbott. Also in attendance was Director Jennifer Ryder and Kim Hoffman, CPA (who remained only through her presentation on the annual audit).

### **Public Comments**

No members of public were in attendance.

### **Communications**

No communications were received this month.

### **August Minutes**

August meeting minutes were reviewed. Rod moved the minutes be approved as presented, Jeanine seconded. Voted and approved as written.

### **Treasurer's Report**

Treasurer's report was presented in new format compiled by Tom Hammar, CPA, whose firm is now performing accounting functions for WDL. Because Kim was present and familiar with this format, she explained various elements of the report to the board, answered questions raised by board members. Jen noted that payroll was higher than average for August due to summer subbing with staff on vacation; she mentioned that it will be higher for September as well, because of the staff training day on Sep 20<sup>th</sup>. Jeanine moved to accept report as presented, Kathi seconded. Voice vote was taken: 7 ayes, 0 nays, 0 absent.

### **Circulation**

Circulation numbers were slightly lower than last year, with increase in e-music. Weeding of non-fiction has been completed. Computer usage is again notably higher than last year.

### **Director's Report**

- Coffee talk sessions continue, with slightly lower attendance, but Jen feels there's value in the gatherings.
- Attendance for Mindy Carls' travelogue on Montreal was well attended, with 14 present.
- Page Turners & McGuffey's book groups both met as per usual schedule.
- The library hosted a recruiter from Census office on Sep 17<sup>th</sup> to share census job information with the community, though only 3 people were in attendance.
- The annual book fair ended on Sep 13<sup>th</sup>. See New Business for income number generated.
- Children's storytimes have resumed. Those in attendance are averaging slightly younger than in the past, with more 2-3 year olds. Parents have been helpful in keeping kids' focus and participation.
- With the resignation of Jeff Dahl and subsequent engagement of Hammar & Associates, the director and treasurer are educating themselves on the new payroll process and how to increase financial accountability for WDL.
- Mary Ellison's last day is Sep 27<sup>th</sup>, and Jen hopes to post that position soon. See New Business regarding this matter.
- Jen will be working with Orion Village Clerk, Lori Sampson, on a committee to educate the community about the upcoming census. Jen will attend a meeting in Aledo on Sep 24<sup>th</sup> related to this.
- Library was tested for mold by EnviroNet on Sep 11<sup>th</sup>, and results indicate that levels are safe, with no remedial action needed.
- Staff attended the PrairieCat Users Group in Rockford on Sep 20<sup>th</sup>. Staff deemed it a great success, an opportunity they greatly appreciated. They gained ideas on programming and for addressing processes.
- Weekly staff meetings have been moved to Thursday mornings, to avoid interruption of patron services.
- The copier lease expires at end of year. Jen is pursuing other options (Access Systems instead of Ricoh), as Access lease is less expensive than Ricoh, but more inclusive.
- Director met with Ki Wirth from Geneseo for rooftop A/C unit and other requisite replacements. He also made recommendations for water connections to the street.

## Committee Reports

- Personnel committee met Sep 17<sup>th</sup>, at which time they discussed changes to the job description for youth services librarian. They also discussed the need to conduct background checks for new hires.
- Finance committee also met Sep 17<sup>th</sup>. Discussion points included bank account consolidations, custodial service alternatives, and question of providing retirement plan of some sort for library staff.

## Old Business

- As an initial step in assessing WDL building “health”, the mold testing was completed. Fire alarm testing was also conducted (by Company One, Fulton, IL), with all devices passing inspection. Rod suggested adding a keybox on the outside of the building for use of emergency responders in event of fire or other disaster. He will research, report back to board.
- Jen is still waiting for proposals for building evaluation from a couple sources.
- All tax accounts will be consolidated into one account at BankOrion at end of September (timing recommended by Hammar CPA). Board members concurred with this decision.
- Budget and Annual Financial Report documents and proffof publications have been submitted to counties.

## New Business

- Audit for FY ended 6/30/19 was presented by Kim Hoffman of Hoffman & Tranel PC.
  - She has filed the AFR ahead of deadline.
  - Kim stressed the importance of the first section of the report, Independent Auditor’s Report, where “Opinion” notes all financial data comply with modified cash basis of accounting.
  - She reminded board members that the Building & Maintenance fund balance (a restricted fund) is higher than should be maintained, so it’s important to pay appropriate expenses from this fund whenever possible, so as to bring down the balance carried here. Spending restricted funds first preserves availability of unrestricted funds.
  - The last document in the report addresses internal control over financial reporting, noting that due to the small size of WDL organization, efforts must be maintained to provide checks and balances for financial activities.
- Jen presented estimate from Quad City Cleaners for board’s consideration. The quote included custodial services, as well as summer lawn care and window maintenance. Two options for custodial services were (1) twice/week and (2) thrice/week. Board discussed; Candace moved to accept the 3 times/week pricing, while seeking local provider for lawn care. Jeanine seconded. Voted, approved. For lawn care, Jen will confirm whether Arlan Stoudt is bonded.
- Jen said that background check services run from \$25-40 per individual, and board discussed this.
- Board discussed whether to make a gift to Bill Stropes and to Jeff Dahl for their many years of service to WDL. Following discussion, Kathi moved to give each of them a \$100 gift card for Casey’s. Jeanine seconded. Voted, approved.
- Board reviewed the revised job description for youth services librarian position. Proposed rate of pay was determined as follows: minimum wage + \$2 + \$.35, to equal \$11.60/hr. Posting is for 19-25 hours/week. Rod moved to accept these terms, Julie seconded. Voted, approved.
- Jen proposed following updates to the Rules of Conduct for Library Users Policy:
  - to allow beverages in containers with lids
  - removal of item #12 (loitering), as this seems contradictory with library purpose...patrons, by some definition, come to library TO loiter.Candace moved to accept these changes, Rod seconded. Voted, approved.
- Jen provided board members with 2020 Per Capita education materials.
  - i. Board decided to ask all members to read Chapters 11-14 (+ Appendices of Trustee Facts File 3<sup>rd</sup> Edition), bring one discussion point from the reading to October meeting.
  - ii. For online training, board will watch one video from the selection list at next meeting.
  - iii. Board members are tasked to become familiar with Digital Public Library of American and also the Illinois Digital Archives.
  - iv. Staff will review “Serving our Public 3.0” Chapter 3 on Personnel.
- EAV estimate from Rock Island County (\$13,731,724) has been received.
- RIC tax distribution receipt for August was received (\$4,809.69).
- Jen shared information on trustee training opportunity on Oct 26<sup>th</sup>, in Hinckley, IL library, about Forecasting the Financial Future. Training session starts at 10:00 am, for one hour. Cost is \$10/library.

- Book Fair brought in \$1,439.80. Instead of charging set price per book, patrons were asked to make a donation they deemed appropriate. Jen feels this increased the total proceeds.

**Closed Session**

Session was held, reported separately.

**Other Business/Future Agenda Considerations**

Board discussed giving Mary a retirement gift, decided on a Circa 21 gift card for \$100. Kathi will pick that up, Jan will get it to Mary with a card.

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

Respectfully submitted,  
Kathi Parrish, Secretary

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