

Western District Library Board Minutes

April 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, Jeanine McGaughy, Rod Ward, and Sue Routt. Also in attendance was Director Jennifer Ryder. Absent was Candace Swihart.

March Minutes

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

Communications

- Jennifer presented letter received from James Dingman as trustee for C R Hanna Trust Fund. Letter accompanied check for \$259.64 as income distribution for the current year. Funds are to be used toward library maintenance.
- Abstract of Votes from recent election was provided, detailing outcome of voting for library trustees. Rod Ward and Julie Abbott were elected as top two vote-getters (Sue Routt, as third candidate, did not get elected).
- Jennifer reported that staff has received many expressions of thanks from patrons for the new time limit management software to monitor computer use, replacing the old sign-in book.

Reports:

Treasurer's Report

Treasurer's report for March was reviewed by board members, with no changes noted. Jeanine moved report be approved, Sue seconded. Voice vote was held, 6 ayes, 0 nays, 1 absent.

Circulation Reports

March circulation numbers were again up slightly from a year ago (with exception of Freegal streaming e-music). Jennifer will continue to research alternatives. Director's notes included following:

- Two new circuit breakers were installed for chromebook and HotSpot chargers in the staff workroom. Electrician confirmed Jennifer's suspicion that previous arrangement of piggybacked power strips was perilous.
- During March, Georgia Veyette attended RAILS Dementia Group meeting in Oswego (a free program presented by a doctor from Chicago), Jennifer attended PrairieCat member meeting, and Georgia & Jennifer attended Adult Programming meeting in Cordova.

Program Report

- Board received copies of publicity for the summer reading program at WDL, including marionettes performance, Monday night showtime events, Color Me Wild Kids Kamp event at Mac Center, reading logs, and summer reading requirements.
- Total of 300 patrons/guests (108 adults, 192 children) were served through various events during month of March.
- In July, WDL will host its first "Community Conversations" event, starting by introducing Jen as new director. She plans to begin discussions with history of the library.
- Sometime in June, Maryan Wherry will offer presentation on the Davenport House on Rock Island Arsenal.

Committee Reports

No reports this month.

Old Business

- Carpet cleaning was completed on Mar 30. Staff reported to Jen that the new vendor's work was superior to the former provider.
- As mentioned in communications section, the computer time limit management software has been installed and put into use, and an external hard drive has also been installed. All staff computers are now on single network, and files are being moved from individual CPUs to network hard drive.
- As previously discussed, HRSource will conduct a review (remotely) WDL policy documents during May.

New Business

- Jen has determined aging status of staff computers and the router, expressed need to prioritize replacement of devices during FY2020 budget.
- Jen provided report from Rural Librarians' meeting with attorney Phil Lenzini held on April 19th. Highlights include:
 1. IL Wage Payment and Collection Act, effective 1/1/2019, requires non-exempt employees be paid no less frequently than semi-monthly. Exempt staff may be paid monthly.
 2. IL Public Library District Act Amendment addresses eligibility requirements for library board members.
 3. Minimum Wage increases (stepping up to \$15/hour by 2025) apply to all businesses, regardless of size of business or whether employees are part- or full-time. There is a separate scale for workers 17 or younger, but they must work less than 650 hrs/year.
 4. Mr. Lenzini reminded everyone that libraries are required to have an ethics ordinance, ethics commission, and ethics officer. Jen will address these issues with HRSource.
 5. Various OMA and FOIA requirements were reviewed as well.
- Jen provided board with Henry County Tax Computation Report, pointing out that WDL received full amount requested. First time this has ever happened.
- Jen obtained Records Disposal Certificate, which outlines what old records may be discarded, and she will begin this process.
- Jen provided revision of the proposed Computer/Internet Use Policy, after getting input from other library directors. Board discussed the changes. Maryan moved the policy be approved as revised, Sue seconded. Voted, approved.
- Jennifer feels it's critical to update WDL privacy policy and will immediately provide training to the staff, to increase awareness and careful protection of patrons' personal information. She has drafted a letter to parents of minor cardholders, to highlight the parents' responsibilities and library requirements to assure proper identification of the individual checking out library materials. Jen asked for the board's approval of use of the proposed letter. Maryan moved it be approved, Kathi seconded. Voted, approved.
- Jennifer presented a summary of recent staff travel expenses for meetings, noting that they are on track to have a \$272.04 shortfall of FY 2019 budget appropriation (anticipating her attendance at Director's University in June and Leslie's participation in Weeding training in May). She sought the board's approval to fund these training events. The board agreed that training is vitally important; Jeanine moved that \$500 be transferred from endowment checking account to cover these expenses, as well as any other opportunities that might arise this fiscal year. Seconded by Maryan, voted, approved. Rod will have Jeff move funds.
- Jen requested of the board that she be allowed to save one of the two weeks vacation time promised at her hiring for FY 2019, to enable her to use that second week during FY 2020. Her training and learning during her first six months has consumed enough time that she'll not have opportunity to use two weeks before end of June. She asked that the board also consider how much vacation time she will receive for FY 2020 (aside from the rollover hours). Jan looked up vacation policy, but it doesn't specifically address the director's position. Board discussed, advised Jen that she will be given two weeks for FY 2020, and approved her holding over one week from FY 2019, enabling her to use total of three weeks in FY 2020.
- Jen asked board's consideration of an all-staff training day in September for PrairieCat User's Group Day, which would necessitate closing the library for a day. Board concurred this would benefit the staff as training and networking opportunity. Attendance will not be mandatory, but Jen will strongly encourage all staff to participate. If they opt out, they will have to use vacation hours that day (or operate the library solo for the day). Jeanine moved to approve this request, Sue seconded. Voted, approved.

Closed Session

No closed session.

Other Business/Future Agenda Considerations

- Board members expressed gratitude and appreciation for Sue's service during her time on the board.
- Future agenda items will include updated privacy policy and ethics ordinance.

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

Respectfully submitted,
Kathi Parrish, Secretary