

WARREN COUNTY PUBLIC LIBRARY DISTRICT
December 10, 2018

The Warren County Public Library District monthly board meeting was held December 10, 2018, in the Main Library board room. In attendance were Trustees Heerwagen, McKenna, Simmons, Sturgeon, Vancil, Willhardt, and Zesbaugh. Director Good and Bookkeeper Loquist were also in attendance.

President Willhardt called the board meeting to order at 5:15 p.m. Heerwagen (Simmons) moved to accept the November 12, 2018, board meeting minutes. Ayes–7, Nays–0, Abstentions–0. Motion carried. Unrecorded vote.

FINANCIAL REPORT

Checking Account Balance 10/31/18	\$571,398.67
Receipts	\$1,873.39
Disbursements	\$43,853.88
Balance 11/30/18	\$571,398.67

Working Cash Fund Balance 10/31/18	\$27,294.50
Receipts	\$1,018.11
Disbursements	\$0
Balance 11/30/18	\$28,312.61

Certificate of Deposits 11/30/18	\$300,000.00
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Building Account Balance 10/31/18	\$32,278.16
Receipts	\$3.68
Disbursements	\$3,595.73
Balance 11/30/18	\$28,686.11

Former board member Jan DeYoung and her husband, Jim, donated \$500 to the library. A bookshelf will be purchased. One of the working cash CDs had the wrong year in the financial report. The correct maturity date is 3/25/2019. Loquist will correct. McKenna (Heerwagen) moved to file for audit the November 12, 2018, Statement of Tax Fund/Statement of Working Cash Fund/Statement of Certificate of Deposits/Statement of Building Fund. Ayes–7, Nays–0. Motion carried. Recorded vote.

PRESIDENT'S REPORT

President Willhardt informed the board she received an ALA Advocacy Alert email regarding transferring authority from the Librarian of Congress to the President. The ALA opposes such a move and suggests we contact members of Congress to share our views. *(Following the meeting, Willhardt forwarded the email to the board.)*

REPORTS OF COMMITTEES AND BOARD MEMBERS

RAILS. Simmons reported that Dan Bostrom, the member engagement manager of RAILS, has scheduled a networking event at the Hewes Library on the Monmouth College campus. The event is February 12, from 10 a.m. to 11:30 a.m. Board members are encouraged to attend. Willhardt suggested staff attend as well. The high resolution photo of the library (taken by Duane Bonifer) is now framed and on display in the Burr Ridge RAILS office.

Strategic Planning. Our strategic planning meeting will follow the March 11 board meeting. Willhardt and Sturgeon will meet in January or February to discuss the meeting's format.

UNFINISHED BUSINESS

Alexis Branch. The Village of Alexis will repair the sewer pipe in the basement of the Alexis Branch Library. Date TBA.

Kirkwood Branch. The bookdrop has been installed on the outside of the Kirkwood Branch Library.

Website. Good met with Nick Carlson to discuss our website update. He is working on a draft and should have something to show the board in January. The new website will have “responsive design,” which means it will look good on a variety of devices, including phones and tablets. The website has been delayed because there is a new Gutenberg editor for WordPress 5.0 that was just released on December 6. Carlson will need time to familiarize himself with this product.

NEW BUSINESS

Gutters. Heerwagen mentioned seeing a huge ice block in the alley and expressed concern for injuries (it had fallen from the gutter). Good said the downspout had backed up and that they shovel closer to the Buchanan Center, so people won’t walk below the gutter. She said this particular problem has only happened twice in 11 years. Simmons suggested we could install an electric heating cable that would prevent ice from forming.

Board Secretary. Secretary Zesbaugh’s one-year term is nearly up. Simmons volunteered to take over as board secretary beginning in January.

DIRECTOR’S REPORT

Circulation/Programs/Internet/Door Count Statistics.

The library participated in the Inaugural Christmas on the Square on November 30, from 5 p.m. to 7 p.m. 475 people visited the library during the event. Patrons could make Christmas cards for themselves or nursing home recipients. 4H provided a reindeer craft, and the library served holiday bark (a graham cracker treat).

Per Capita Grant Question—Continued. Vancil watched the two-hour “JJ’s List: Disability Awareness” webinar on the RAILS website. She reported that most of the information was common sense. Persons with disabilities should be referred to with “person first” language. The library should consider the needs of our patrons when scheduling events. Good reported that there is a Warren Achievers book club, and we have large print keyboards, magnifying glasses, and a magnifying reader from the Lions Club.

Window Replacements—Cook Construction Bid: \$6,245. Good said the windows on the south wall were installed incorrectly (circa 1997) and that they are sinking. Loquist reported that Terry Cook can do the repairs during the winter. Simmons (Vancil) moved to approve a bid for repairing/replacing 11 Pella windows for \$6,245 from T.L. Cook Construction, LLC. Ayes—7, Nays—0. Motion carried. Recorded vote.

Adult Services Position—Update. Monmouth College graduate Megan Horack has been hired as the new Adult Services Librarian at \$12.00/hour. She will start January 7th. She is completing an MLS degree from the University of Illinois and will be able to finish her coursework online.

Upcoming Events/Programs:

Good mentioned the Illinois Library Association is hosting a Western Illinois Library Legislative Lunch at the Galesburg Public Library on February 4 at 11:30 a.m. Board members are encouraged to attend. Price: \$25.

December 12 at 10 a.m.

Wrap it up!

December 15 at 11 a.m.

Winter reading kickoff

December 21 from 10 a.m. to 3 p.m.

Book end craft

Simmons (Heerwagen) moved to adjourn at 6:23 p.m.

—Amy Zesbaugh, Warren County Public Library Board Secretary