

WARREN COUNTY PUBLIC LIBRARY DISTRICT
December 9, 2019

The Warren County Public Library District monthly Board Meeting was held December 9, 2019 in the Main Library Board Room. In attendance were Trustees Audette, Heerwagen, Simmons, Sturgeon, Willhardt, and Zesbaugh. Director Good and Bookkeeper Loquist were also in attendance. Absent was Trustee McKenna.

President Willhardt called the Board Meeting to order at 5:15 P.M. Heerwagen (Sturgeon) moved to accept the November 11, 2019 board meeting minutes. Ayes–6, Nays–0, Abstention–0. Motion carried. Unrecorded vote.

FINANCIAL REPORT

Checking Account Balance 10/31/2019	\$682,595.06
Receipts	\$1,813.75
Disbursements	\$48,151.24
Balance 11/30/2019	\$636,257.57

Working Cash Fund Balance 10/31/2019	\$28,155.27
Receipts	\$1,265.43
Disbursements	\$00.00
Balance 11/30/2019	\$29,420.70

Certificate of Deposits 11/30/2019	\$300,000.00
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Building Account Balance 10/31/2019	\$36,039.62
Receipts	\$4.22
Disbursements	\$1,592.09
Balance 11/30/2019	\$34,451.75

Zesbaugh (Heerwagen) moved to file for audit the November 30, 2019 Statement of Tax Fund/Statement of Working Cash Fund/Statement of Certificate of Deposits/Statement of Building Fund. Ayes–6, Nays–0. Motion carried. Recorded vote.

CORRESPONDENCE

The library received notice that the Kirkwood Branch Library building has not been sold, so we have a renewed 6-month lease with the A. Lincoln Lodge #518, the owners of the building.

PRESIDENT'S REPORT

Ronda Willhardt, President of the Board of Trustees, will be resigning her position on the Warren County Public Library District Board of Trustees effective December 31, 2019. The Board thanked President Willhardt for her dedicated service to the Warren County Public Library Board for the past 18 years.

REPORTS OF COMMITTEES AND BOARD MEMBERS

Treasurer Sturgeon drafted a Memorandum of Understanding between the Warren County Public Library District and the Friends of the Library to clarify roles and responsibilities.

UNFINISHED BUSINESS

The State of Illinois updated minimum wage law specifically requires that an employer keep true and accurate records so therefore all employees will need to complete a time sheet. Director Good amended the personnel policy manual to reflect this change. Simmons (Sturgeon) made a motion to approve the change to the personnel policy manual. Ayes-6, Nays-0. Motion carried. Recorded vote.

Previously the board voted to extend the option to allow part-time employees who work more than 20 hours per week and have at least one year of service to buy into life, vision, and dental insurance at their own expense with the administrative fees paid by the library. Director Good amended the personnel policy manual to reflect this change. Heerwagen (Zesbaugh) made a motion to approve the change to the personnel policy manual. Ayes-6, Nays-0. Motion carried. Recorded vote.

NEW BUSINESS

No new business.

DIRECTOR'S REPORT

Circulation/Programs/Internet/Door Count Statistics: The library had strong attendance at programs.

In-Service Training on 1/20/20: Bridgeway Mental Health First Aid will be conducting a full-day training for all main library employees.

Discussion of New Phone System: The board discussed the advantages and disadvantages of switching to a new phone system using Voice Over IP (VoIP). Director Good is seeking a quote, and she will present it at the next board meeting.

Upcoming events:

- Adult Crafting Day is taking place on 12/10/19. Participants will be making wooden gift yard decorations.
- Santa is visiting on 12/14/19.
- The Friends of the Library Book Sale will take place on 12/14/19 from 8:00 AM-2:00 PM.

Motion to adjourn by Heerwagen (Simmons). The meeting was adjourned at 5:59 P.M.

—Michelle Holschuh Simmons, Warren County Public Library Board Secretary