

WARREN COUNTY PUBLIC LIBRARY DISTRICT
February 11, 2019

The Warren County Public Library District monthly board meeting was held February 11, 2019, in the Main Library Board Room. In attendance were Trustees Heerwagen, Sturgeon, Vancil, Willhardt, and Zesbaugh. Bookkeeper Loquist was also in attendance.

President Willhardt called the board meeting to order at 5:15 p.m. Heerwagen (Zesbaugh) moved to accept the January 14, 2019, board meeting minutes. Ayes–5, Nays–0, Abstentions–0. Motion carried. Unrecorded vote.

FINANCIAL REPORT

Checking Account Balance 12/31/2018	\$599,874.52
Receipts	\$2,220.33
Disbursements	\$41,780.03
Balance 1/31/2019	\$560,314.82

Working Cash Fund Balance 12/31/2018	\$28,329.44
Receipts	\$571.53
Disbursements	\$0
Balance 1/31/2019	\$28,900.97

Certificate of Deposits 1/31/2019	\$300,000.00
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Building Account Balance 12/31/2018	\$37,111.68
Receipts	\$4.65
Disbursements	\$1,022.83
Balance 1/31/2019	\$36,093.50

Sturgeon (Heerwagen) moved to file for audit the January 31, 2019, Statement of Tax Fund/Statement of Working Cash Fund/Statement of Certificate of Deposits/Statement of Building Fund. Ayes–5, Nays–0. Motion carried. Recorded vote.

PRESIDENT'S REPORT

President Willhardt advised that she has spoken with CJ Bonifer regarding taking a photo of the current Board to add an updated Board photo to the Main Library Board Room. She will work with Bonifer for this photo to be taken at an upcoming meeting at which all Board members plan to be present.

REPORTS OF COMMITTEES AND BOARD MEMBERS

President Willhardt reported that she and Sturgeon met to begin the strategic planning process. They asked Director Good to place sheets in the office area for staff to answer a few questions and collect patron comments over the last week. They will use this information and their research to draft a strategic planning document which will be distributed to the Board prior to, and discussed at, the March meeting.

Bookkeeper Loquist reported that Gerard Tuck Pointing and Masonry Repair will complete the tuck pointing job on the main Library building in the spring, when weather permits. Website work continues.

UNFINISHED BUSINESS

No unfinished business.

NEW BUSINESS

No new business.

DIRECTOR'S REPORT

Circulation/Programs/Internet/Door Count Statistics: Bookkeeper Loquist reported that several of the circulation counts were up in January, though overall door count was down. However, the severe winter weather certainly hindered patrons' ability to visit the Library.

Congresswoman Bustos Visit: Congresswoman Cheri Bustos and her assistant stopped by the main Library on February 1, 2019 to donate two boxes of books from the Library of Congress. Several Library staff along with President Willhardt and Chamber of Commerce Executive Director Amy Patterson welcomed Congresswoman Bustos, and had a group photo taken. A Review Atlas representative was present.

In-Service Day Update: Ten staff members attended the Library's 2nd Annual In-service Day on January 21, 2019. A CPR/AED training course started the day off with 9 staff members participating. RAILS representative Anna Behm spoke in the afternoon about downloaded books. Several topics were covered during the training. The staff holiday lunch sponsored by the Reading Room Association was held as part of the day.

Board Room Lighting: Tinkham Electric has provided two bids to convert the canned lights in the main Library Board room to LED lights that are easier to replace. One bid involves new hardware and is approximately \$800 with parts and labor. The second bid is to add extenders to lower the bulbs within the current hardware which will be approximately \$350. Bookkeeper Loquist was asked to review the look of the extenders, and agree to that bid if the results would be aesthetically acceptable.

Employee Medicare-Eligible Stipend Review: As part of the annual review of Medicare-eligible employee stipends, those of Kathy Lewis and Gail Loquist were discussed. These stipends have also been review by the Library auditor for accuracy.

Upcoming Events/Programs:

February 11 at 6:30 PM	A Visit with Ulysses S. Grant
February 14 at 10:00 AM	Online Catalog Basis Class
February 18 at 5:00 PM	Lincoln Fun Night

Sturgeon (Vancil) moved to adjourn at 5:36 p.m.

—Ronda Willhardt, Warren County Public Library Board President