

WARREN COUNTY PUBLIC LIBRARY DISTRICT

January 8, 2018

The Warren County Public Library District Board Meeting was held on January 8, 2018, in the Main Library Board Room. In attendance were Trustees Heerwagen, McKenna, Sturgeon, Willhardt, Zesbaugh and Director Good and Bookkeeper Loquist. Former board trustee Nancy Gossett was also in attendance.

President Willhardt called the business meeting to order at 5:15 p.m. McKenna (Heerwagen) moved to accept the December 11, 2017, board meeting minutes as printed, with this change to the President’s Report: “Zesbaugh has agreed to be board secretary beginning in January.” Motion carried. Unrecorded vote. 2 abstentions.

FINANCIAL REPORT: The report was presented by President Willhardt.

Checking Account Balance 11/30/2017	\$581,431.87
Receipts	\$1,893.83
Disbursements	\$42,825.63
Balance 12/31/2017	\$540,500.07

Working Cash Fund Balance 11/30/2017	\$27,663.27
Receipts	\$11.03
Disbursements	\$.00
Balance 12/31/2017	\$27,674.30

Certificate of Deposits 12/31/2017	\$300,000.00
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Building Account Balance 11/30/2017	\$46,415.87
Receipts	\$5.43
Disbursements	\$2,406.73
Balance 12/31/2017	\$44,014.57

Heerwagen (McKenna) moved to file for audit the December 31, 2017, 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.

CORRESPONDENCE

President Willhardt shared a note from former board trustee/secretary Nancy Gossett, thanking the board for a gift, which celebrated her 26 years on the library board.

PRESIDENT’S REPORT

President Willhardt and Director Good heard from Interim City Administrator Lew Steinbrecher that the Cloverleaf properties were over-assessed in 2014 by \$8 million. This administrative error is not expected to affect library funds. Willhardt will investigate with the City of Monmouth if we need to modify our prior resolution concerning these properties.

REPORTS OF COMMITTEES AND BOARD MEMBERS

No reports.

UNFINISHED BUSINESS

Plans for the January 15 Staff In-Service Day are being finalized. In the morning, staff will go over emergency procedures and safety. A scavenger hunt is planned to locate things like fire extinguishers. A short film *Run, Hide, Fight* will be shown. Customer service training will also be a focus. Following a potato bar lunch, the afternoon session will have a tech emphasis, with refreshers on using scanners and photocopier features. The adult services and children's librarians will discuss their services. Staff will be paid for attendance, and the Library will be closed to the public. Branch libraries will receive similar training at a future date.

NEW BUSINESS

None.

DIRECTOR'S REPORT

Circulation/Programs/Internet/Door Count Statistics: ADML (downloadable books) was at 1386 in December 2017, compared to 220 in January 2016.

Cameras Installed in Alley: Two cameras have been installed in the alley. There is one in the vestibule as well.

Unserved Population Update: The Library and RAILS are considering a pilot program for people who are not in a taxing district to use Library services without a fee.

Upcoming Events/Programs:

January 10 at 9 a.m.	Tablet Basics
January 18 at 6:30 p.m.	Doug Linze Author Visit
January 23 at 6:30 p.m.	Monmouth College SOfIA Elephant Research Presentation

McKenna (Heerwagen) moved to adjourn at 6 p.m.

Amy Zesbaugh, Secretary