

WARREN COUNTY PUBLIC LIBRARY DISTRICT
January 13, 2020

The Warren County Public Library District monthly Board Meeting was held January 13, 2020, in the Main Library Board Room. In attendance were Trustees Audette, Heerwagen, McKenna, Sturgeon and Zesbaugh. Director Good and Bookkeeper Loquist were also in attendance.

Treasurer Sturgeon called the Board Meeting to order at 5:15 p.m. Heerwagen (Zesbaugh) moved to accept the December 9, 2019, board meeting minutes. Ayes—4; Nays—0; Abstention—1. Motion carried. Unrecorded vote.

Little Free Library: Monmouth-Roseville High School senior and summer library employee Stella Narkiewicz presented the board a Little Free Library she painted with a Dewey Decimal System theme. It is very striking and sure to be a hit in a Monmouth neighborhood. The Little Free Library is one of the 20 purchased by the Warren County United Way. The library will pay Stella for her time creating a beautiful piece. She plans to attend the University of Northern Iowa next year to study art.

FINANCIAL REPORT

Checking Account Balance 11/30/2019	\$636,257.57
Receipts	\$120,537.55
Disbursements	\$50,938.56
Balance 12/31/2019	\$705,856.56
Working Cash Fund Balance 11/30/2019	\$29,420.70
Receipts	\$17.49
Disbursements	\$00.00
Balance 12/31/2019	\$29,438.19
Certificate of Deposits 12/31/2019	\$300,000.00
Building Account Balance 11/30/2019	\$34,451.75
Receipts	\$6,357.85
Disbursements	\$2,053.03
Balance 12/31/2019	\$38,756.57

Treasurer Sturgeon noted that we received large donations from Jan and Jim DeYoung and the late Everitt Hardin. Jan DeYoung and Everitt Hardin were both former board members. The DeYoung donation will pay for a bookcase. The Hardin donation may be used for a new seating area with a fireplace (in the magazine area) and/or a renovation of the upstairs Community Room. Other ideas may also be considered.

McKenna (Audette) moved to file for audit the December 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.

CORRESPONDENCE

The library received a note from former Trustee Ronda Willhardt, thanking the library for a Christmas wreath to celebrate her 18 years serving on the board.

REPORTS OF COMMITTEES AND BOARD MEMBERS

Treasurer Sturgeon sent the Memorandum of Understanding between the Warren County Public Library District and the Friends of the Library to Elke Narkiewicz, Friends representative, to clarify roles and responsibilities. Narkiewicz was pleased with the document and did not suggest any changes.

NEW BUSINESS

Check Signers: Bookkeeper Loquist requested additional signers for checks. (The library requires two signatures for every check.) Trustees Neal Heerwagen and Katelyn Audette will become signers, joining Katherine Sturgeon and Amy Zesbaugh and Director Larisa Good.

New Trustee Candidates: The board discussed several potential candidates to appoint to the board to fill an open position. Treasurer Sturgeon will contact Sarah Henderson, the librarian at Monmouth College, to see if she is interested in joining the board.

Slate of Officers/Election of Officers: Heerwagen (Sturgeon) presented a slate of officers:

Amy Zesbaugh, President
Chad McKenna, Vice President
Kath Sturgeon, Treasurer
Michelle Simmons, Secretary
Ayes—5; Nays—0.

DIRECTOR'S REPORT

Circulation/Programs/Internet/Door Count Statistics: The library now tracks adult and youth passive program attendance. A passive program is one that may be done at any time, including at home. It could be a check-out science kit, sensory bins, an origami kit, or working on the puzzle in the library's main room.

Policy Change for Alcohol/Drug Policy: The recreational use of cannabis is legal in Illinois as of January 1, 2020. The library will adopt new alcohol/drug policy language that comes from HR Source, which provides human resources and management support to organizations, including the Warren County Public Library. Heerwagen (McKenna) moved we adopt the suggested guidelines for:

- Drug-Free Workplace
- Prohibited Activity
- Notification of Drug Conviction

Ayes—5; Nays—0.

Legislative Meet-Up, February 14—Galesburg Public Library: Director Good invited the board to attend a Legislative Meet-Up on February 14 at lunchtime. Lunch is included. An Illinois Library Association representative will be there as well as state politicians. Vice President McKenna will attend with Director Good. Other board members will let Director Good know if they would like to also attend.

Quote for Voice over IP—Update Phone System: At our last meeting, the board discussed the advantages and disadvantages of switching to a new phone system using Voice Over IP (VoIP). Director Good presented a quote for \$1,157, which does not require board approval. Additional phones are about \$19 each. With this new system, employees will have direct lines, and outgoing voice mail may easily be changed if the library needs to be closed due to inclement weather or other emergencies.

Upcoming Events:

January is typically a slow month for programs due to the possibility of bad weather. Storytime continues every Friday at 10 a.m. The library has opted to purchase a film license again. It will be paid for by the Friends group. Movies for kids and teens are on Wednesdays at 3 p.m.

Motion to adjourn by McKenna (Audette). The meeting adjourned at 6:26 p.m.—Amy Zesbaugh