

**WARREN COUNTY PUBLIC LIBRARY DISTRICT**  
**June 8, 2020**

The Warren County Public Library District monthly board meeting was held June 8, 2020, in the Main Library periodical area (spread out for social distancing). In attendance were Trustees Audette, Heerwagen, Henderson, McKenna, Simmons, Sturgeon, Zesbaugh. Director Good was also in attendance.

President Zesbaugh called the board meeting to order at 5:15 p.m. Henderson (McKenna) moved to accept the May 11, 2020 board meeting minutes. Ayes-6, Nays-0, Abstention-1. Motion carried. Unrecorded vote.

**FINANCIAL REPORT**

Checking Account Balance 4/30/2020	\$527,948.28
Receipts	\$2,848.79
Disbursements	\$38,747.14
<b>Balance 5/31/2020</b>	<b>\$492,049.93</b>

Working Cash Fund Balance 4/30/2020	\$31,842.97
Receipts	\$1,248.31
Disbursements	\$00.00
<b>Balance 5/31/2020</b>	<b>\$33,091.28</b>

Certificate of Deposits 5/31/2020	\$300,000.00
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Building Account Balance 4/30/2020	\$22,149.46
Receipts	\$2.66
Disbursements	\$400.00
<b>Balance 5/31/2020</b>	<b>\$21,752.12</b>

The Certificate of Deposit at Midwest Bank is maturing on 7/10/20, and so Bookkeeper Loquist will investigate rates in early July. At this point in the year, the materials budget is under due to the lack of orders during the pandemic closure. Director Good will make a concerted effort to purchase materials, especially those related to racial equity both for children and for adults. Director Good asked board members for recommendations of books.

Heerwagen (Sturgeon) moved to file for audit the 5/31/2020 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.

**CORRESPONDENCE**

Director Good circulated a card from the staff thanking the board for voting to continue their wages during the pandemic closure.

**PRESIDENT'S REPORT**

As of June 8, 2020, in Warren County there are 130 confirmed cases of COVID-19, with 673 tested cases being negative, 91 individuals who have recovered, and no deaths.

## **REPORTS OF COMMITTEES AND BOARD MEMBERS**

McKenna (Heerwagen) moved to approve Resolution #7 – 19-20 Transfer of Funds over \$325,734.75 from Working Cash to the Corporate Fund. Ayes-7, Nays-0. Motion Carried. Recorded vote.

Henderson (McKenna) moved to approve Ordinance #3 – 20-21 to Levy and Assess a .02% Tax. This notice will be published in the Review Atlas. Ayes-7, Nays-0. Motion Carried. Recorded vote.

## **UNFINISHED BUSINESS**

- McKenna (Heerwagen) moved to approve Ordinance #1 – 20-21 Trustee Meeting Dates for the 2020-2021 year. Ayes-7, Nays-0. Motion Carried. Unrecorded vote.
- Heerwagen (Audette) moved to approve the part-time employee sick leave policy, which states that part-time employees can take up to three days of paid sick leave per year, with no carry-over from year to year. Remaining sick leave is not paid upon termination of employment. Ayes-7, Nays-0. Motion Carried. Recorded vote.

## **NEW BUSINESS**

- The board reviewed the 2020-2021 salary schedules of all WCPL employees, especially in light of the imminent increasing minimum wage. Heerwagen (Henderson) moved to approve \$1.00 increase for all staff above minimum wage. Those below minimum wage (3 part-timers) will increase to minimum wage July 1, 2020 with another minimum wage increase January 1, 2021. Ayes-7, Nays-0. Motion carried. Recorded vote.
- Trustees McKenna and Sturgeon volunteered to audit the 2019-2020 secretary's minutes.
- The trustees reviewed the Materials Selection Policy. McKenna (Simmons) made a motion to approve the Materials Selection Policy as written. Ayes-7, Nays-0. Motion Carried. Unrecorded vote.
- Director Good raised the possibility of changing the check out periods for DVDs and magazines to two weeks so that all materials are consistent in their check-out periods. Additionally, Director Good suggested that the six DVD check out limit be eliminated. Henderson (Audette) moved to approve that check out policies would be consistent regardless of medium. Ayes-7, Nays-0. Motion Carried. Unrecorded vote.

## **DIRECTOR'S REPORT**

**Circulation/Programs/Internet/Door Count Statistics:** The library fulfilled 155 requests for curbside pickup, with multiple materials picked up per transaction.

**Summer Reading Program:** The program will be entirely online, with no events and online record-keeping for participants. Online story-times will continue. More make-it take-it kits will be made available, with online demonstrations.

**Changes in Library Due to Pandemic:** All seating has been removed to reduce patron time spent in the library. Library staff disinfect highly used areas such as the bathrooms and circulation area every two hours. Returned materials are quarantined for seven days.

**No upcoming events, but online events scheduled.**

Motion to adjourn by McKenna (Heerwagen). The meeting was adjourned at 6:20 p.m.

—Michelle Holschuh Simmons, Warren County Public Library Board Secretary