

**WARREN COUNTY PUBLIC LIBRARY DISTRICT**

**March 13, 2017**

The Warren County Public Library District Board Meeting was held March 13, 2017 in the Main Library Board Room. In attendance were Trustees Zesbaugh, Larsen, Vancil, Gossett, VanNorman, Heerwagen, Simmons, Willhardt, McKenna and Library Director Good.

President Willhardt called the business meeting to order at 5:15 P.M. Heerwagen (Simmons) moved to accept February 13, 2017 board minutes as printed. Motion carried. Unrecorded vote. 1 abstention.

**Financial Report:** The report was presented by Treasurer Vancil.

Checking Account Balance 01/31/2017	\$521,068.25
Receipts	1,485.64
Disbursements	46,148.26
Balance 02/28/2017	\$476,405.63
Working Cash Fund Balance 01/31/2017	\$27,999.59
Receipts	630.51
Disbursements	.00
Balance 02/28/2017	\$28,630.10
Certificate of Deposits 02/28/2017	\$300,000.00
Building Account Balance 01/31/2017	\$37,053.86
Receipts	4.28
Disbursements	60.56
Balance 02/28/2017	\$36,997.28

Zesbaugh (Simmons) moved to file for audit February 28, 2017 Statement of Tax Fund/Statement of Working Cash Fund/Certificate of Deposits/Statement of Building Fund. Ayes-9, Nays-0. Motion carried. Recorded vote.

**Correspondence:** Willhardt reported correspondence from IMRF in reference to Accelerated Payment for Donna E. Objartel. Request for an exemption was approved. No further action or payment is due.

**President's Report:** April 4<sup>th</sup> Consolidated Election – Library Trustees – vote for 3 (Kath Sturgeon, Amy Zesbaugh, Neal Heerwagen)

**COMMITTEE REPORTS:**

**District Branches:** VanNorman reported Alexis Branch Librarian Bowling is requesting needed improvements to the Alexis Branch Library. Estimates submitted for improvements are:

Cabinets	\$1,070.00
2 desks (Librarian/patron)	682.00
Counter	150.00
Electrical	<u>800.00</u>
	\$2,702.00

(Bowling's husband will donate labor)

McKenna (Vancil) moved to have improvements made at the library. The Alexis Library Memorial Fund will be source of funds for improvements. Ayes-9, Nays-0. Motion carried. Recorded vote.

Suggestion for completed project was for an Open House. The library needs to have basement cleaned out. Suggestion was using Alexis Clean-Up Days to get rid of unwanted items.

**Human Resources:** CPR/AED Training for staff will be held March 22<sup>nd</sup>.

**RAILS:** Simmons experienced technical problem for most of the meeting. Talking Books is relocating to State Library due to budget issues. Many patrons will lose their consultants.

#### **LIBRARIAN'S REPORT:**

**Circulation/Programs/Internet/Door Count Statistics:** ROE will be a Thursday Program.

**Sidewalk Repair:** 1) Approval was received from Attorney Whitman and Auditor Blackman. A letter of agreement from Buchanan Center for the Arts was signed explaining shared expenses for the project. 2) Warren County Library and Reading Room Association donated \$2,000 toward the project on the Library's behalf.

**Policy Manual – Bereavement Policy:** Hourly employees will be paid for hours lost during bereavement if time falls during normally scheduled work hours.

**Library Closing at 5 PM – March 22<sup>nd</sup> – CPR/AED Training:** The 3 hour training will be held at the library by Instructor Michelle Meeham. Staff will be compensated for training – all employees will be asked to participate.

**Ancestry Co-Purchase with Genealogy - \$1,286/Year:** The library will share the cost (\$643).

#### **Upcoming Events/Programs:**

March 20	4:30 PM	Make It Monday – ROE
March 25	2:00 PM	Gardening 101 – Bill Wallace
March 30	10:00 AM	Pets – Tim Phelps

Heerwagen (Vancil) moved to adjourn at 6:00 PM.

Nancy Gossett, Recording Secretary