

**WARREN COUNTY PUBLIC LIBRARY DISTRICT**

**May 14, 2018**

The Warren County Public Library District monthly Board Meeting was held May 14, 2018 in the Main Library Board Room. In attendance was Trustees Heerwagen, McKenna, Simmons, Sturgeon, Vancil, and Willhardt. Director Good and Bookkeeper Loquist were also in attendance. Guests included Alyssa Dension, a student at Carl Sandburg who is taking an office technology class.

President Willhardt called the business meeting to order at 5:15 PM. Vancil volunteered to be secretary in Zesbaugh's absence. Sturgeon (McKenna) moved to accept the April 9, 2018 board meeting minutes as printed. Ayes-6, Nays-0, Abstentions-1. Motion carried. Unrecorded vote.

**FINANCIAL REPORT FROM TREASURER VANCIL**

Checking Account Balance 3/31/18	\$404,502.56
Receipts	\$19,535.72
Disbursements	\$45,664.99
<b>Balance 4/30/18</b>	<b>\$378,373.29</b>

Working Cash Fund Balance 3/31/18	\$28,644.94
Receipts	\$320.07
Disbursements	\$0.00
<b>Balance 4/30/18</b>	<b>\$28,965.01</b>

Certificate of Deposits 4/30/18	\$300,000.00
---------------------------------	--------------

Building Account Balance 3/31/18	\$33,238.84
Receipts	\$4.17
Disbursements	\$1,617.31
<b>Balance 4/30/18</b>	<b>\$31,625.70</b>

Heerwagen (Simmons) moved to file for audit Statement of Tax Fund/Statement of Working Cash Fund/Statement of Certificate of Deposits/Statement of Building Fund. Ayes-6, Nays-0. Motion carried. Recorded vote.

**REPORTS OF COMMITTEES AND BOARD MEMBERS**

2018-19 Salaries: A salary increase of 2% was given across the board with the exception of Good, Lewis, Harvey and Loquist which were all given a 3% increase. Eaton was given a 5% increase because of the increase in responsibilities over the past year. Vote was contingent upon receipt of revenue letter in line with last year's revenue letter. If revenue is greater than a \$5,000 decrease from what is expected we will have to reevaluate and revote.

Ayes-6, Nays-0. Motion carried. Recorded vote.

**UNFINISHED BUSINESS**

ROE will be moving out of upstairs Community Room May 24, 2018.

The 2018 Warren County Public Library Annual Appreciation Gathering (Picnic) will be held at the Buchanan Center for the Arts on June 11<sup>th</sup>, 2018.

## **NEW BUSINESS**

**Resolution #1—18-19 Non-Resident Participation:** Vancil (McKenna) moved to adopt Resolution #1—18-19 Non-Resident Participation for a fee of \$80.89 per family. Ayes- 6, Nays-0. Motion carried. Recorded vote.

**Ordinance #2—18-19 Trustee Meeting Dates 2018-19:** Simmons (Heerwagen) moved to accept Ordinance #2—18-19 Trustee Meeting Dates 2018-19. Motion carried. Unrecorded vote.

## **DIRECTOR'S REPORT**

**Circulation/Programs/Internet/Door Count Statistics:** Good reported circulation has decreased.

**Food for Fines:** Good reported we broke an all-time record with 206 donated to Jamison Center.

**Website Revision with Nick Carlson:** Good reported we will be moving away from Joomla and going with Word Press. The website revision project included redesign, declutter, more user friendly, and cleaner. Total scope of project is estimated to cost \$2,200 and be about a six month overhaul. Simmons (Vancil) moved to move forward with the website revision. Ayes-6, Nays-0. Motion carried. Recorded vote.

**Building Repairs:** Good reported we still have about \$14k to spend before fiscal year end and would like to get the following items or repairs done.

**Awning** - Estimate to replace and install new awning from Midwest Awning \$3602. Heerwagen (McKenna) moved to accept bid. Ayes-6, Nays-0. Motion carried. Recorded vote.

**Upholstery Chairs/Comfy Chairs** - Estimate to have 33 chairs reupholstered is \$3300 and the cost of comfy chairs is \$1890 plus shipping. Heerwagen (Simmons) moved to accept bid. Ayes-6, Nays-0. Motion carried. Recorded vote.

**Building- Eastside Windows** - Good reported east side windows on upper level had wood pieces falling from them. Cook Construction said they would fix with their project they are working on and will tack it on to that bill with a minimal increase.

**Lighting- Circulation Desk** - Good reported that there has been some electrical issues and they would like to update the lighting at the circulation desk. She has been given the approval to do what needs to be done up to \$3000. McKenna (Simmons) move to accept. Ayes-6, Nays-0. Motion carried. Recorded vote.

**Memorial Bookshelf** - Good reported that since the agenda was created more memorial money had been received and all but \$135 of the cost of the bookshelf was going to be taken care of by memorial money. No vote was needed.

**Upcoming Events/Programs:** Summer Reading Program will start June 4.

Meeting adjourned at 7:00 P.M.

Elisha Vancil, Secretary Pro Tem