

**WARREN COUNTY PUBLIC LIBRARY DISTRICT**  
**May 13, 2019**

The Warren County Public Library District monthly board meeting was held May 13, 2019, in the Main Library Board Room. In attendance were Trustees Heerwagen, McKenna, Simmons, Vancil, and Willhardt. Director Good and Bookkeeper Loquist were also in attendance. Absent were Trustees Sturgeon and Zesbaugh.

President Willhardt called the board meeting to order at 5:15 p.m. Vancil (Willhardt) moved to accept the April 8, 2019, board meeting minutes. Ayes—2, Nays—0, Abstentions—3. Motion carried. Unrecorded vote.

**FINANCIAL REPORT:**

Checking Account Balance 3/31/2019	\$463,160.60
Receipts	\$2,734.87
Disbursements	\$42,613.15
<b>Balance 4/30/2019</b>	<b>\$423,282.32</b>

Working Cash Fund Balance 3/31/2019	\$30,014.77
Receipts	\$559.93
Disbursements	\$0
<b>Balance 4/30/2019</b>	<b>\$30,574.70</b>

Certificate of Deposits 4/30/2019	\$300,000.00
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Building Account Balance 3/31/2019	\$31,976.90
Receipts	\$4.09
Disbursements	\$1944.48
<b>Balance 4/30/2019</b>	<b>\$30,036.51</b>

Treasurer Vancil noted several donations from the month of April; Director Good indicated that individual memorial funds in excess of \$500.00 generally are used for building new bookshelves.

Director Good noted that Cintas cleaning service will no longer be servicing the Monmouth area, and so she is investigating alternative vendors to provide deep cleaning of the bathrooms.

Director Good noted that the computers throughout the library (both staff and public stations) need to be replaced because they all use Windows 7 as the operating system, and this operating system will no longer be supported by Microsoft. Therefore, all new computers will be needed. Simmons suggested that the purchase of ChromeBooks might be investigated at least for some computing stations (not for staff computers) as a way to save money. Director Good will research options.

McKenna (Heerwagen) moved to file for audit the April 30, 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 Illinois Secretary of State Jesse White sent a letter to the library stating that the library needs to report to the state when we have vacancies on the board.

Warren County Board of Review sent a letter to inform the library that Petersen Companies has appealed the assessment of 2 AmericInn Way. Petersen Companies argued that the assessment was higher than comparable property in the county, but the appeal was denied. Therefore, there will be no change in tax revenue.

The City of Monmouth notified the library of two new TIF sites. Both could be in existence for up to 23 years, both are to induce development. These will affect tax revenue.

**PRESIDENT'S REPORT:** Trustee Vancil will be moving out of town, and so she is resigning from the board. President Willhardt invited board members to recommend a replacement.

**REPORTS OF COMMITTEES AND BOARD MEMBERS:** The board reviewed the 2019-2020 salary schedules of all WCPL employees, especially in light of the imminent increasing minimum wage. After extensive discussion, McKenna (Heerwagen) moved to approve a salary increase of 3% across the board. To comply with the new minimum wage requirements, one staff member will increase to \$9.25/hour effective January 1, 2020. Ayes—5, Nays—0. Motion carried. Recorded vote.

**UNFINISHED BUSINESS:** No unfinished business.

**NEW BUSINESS:** Resolution #1 – 19-20 Non-resident Participation Fee was set to \$79.81. Motion to accept made by Heerwagen (Simmons). Ayes—5, Nays—0. Motion carried. Recorded vote.

Ordinance #2 – 19-20 Trustee Meeting Dates for 2019-2020 were proposed by President Willhardt. Motion to accept made by McKenna (Heerwagen). Ayes—5, Nays—0. Motion carried. Recorded vote.

#### **DIRECTOR'S REPORT:**

**Circulation/Programs/Internet/Door Count Statistics:** Several of the circulation counts were up in April, especially juvenile circulation.

**Food for Fines:** 22 patrons contributed food to the Food for Fines program, raising 191 items of food for the Jamieson Center Food Pantry.

**Children's Services:** Danielle Morrison resigned, and her last day will be 5/24/19. The search has begun for a new Children's Librarian. Stella Narkiewicz and Bailey Shimmin have been hired for the summer to provide support for the Summer Reading Program.

**Website update:** Director Good reported that the work on the website continues. DerbyNet, the library's email host, will no longer be hosting email by the end of the year. Director Good has inquired with the city about hosting email with them, and she has consulted Alpha Omega computer service for advice as well.

**Fine Free Libraries:** Many libraries across the nation are ceasing the collection of fines due to questions about equity of access. Director Good asked the board for approval to begin collecting statistics about how much revenue comes from fines as opposed to fees (such as for copies, faxes, laminating, etc.). The board agreed to have the staff begin collecting this data so that a decision about the fines policy can be made at a later date.

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

May 18	Friends of the Library Book Sale
May 30	Director Good will be teaching Learning Libby at 10:00 AM
June 3	Kick off of the Summer Reading Program

Motion to adjourn by Heerwagen (Vancil). The meeting was adjourned at 7:05 p.m.

—Michelle Holschuh Simmons, Warren County Public Library Board Secretary