

WARREN COUNTY PUBLIC LIBRARY DISTRICT
APRIL 10, 2023

The Warren County Public Library District monthly board meeting was held April 10, 2023, in the Roseville branch of the Warren County Public Library. In attendance were Trustees Audette, Beal, Gambetta, Heerwagen, Henderson, and Zesbaugh. Director Good, Bookkeeper Buckley, and Roseville branch librarian Ann McIntyre were also in attendance.

President Heerwagen called the board meeting to order at 5:15 PM. Zesbaugh (Henderson) moved to accept the March 13, 2023 board meeting minutes. (Ayes—4, Nays—0, Abstentions—2. Motion carried. Unrecorded vote.)

FINANCIAL REPORT FOR MARCH 2023

Checking Account Balance 2/28/2023	\$957,443.05
Receipts	\$6,123.67
Disbursements	\$47,036.65
Balance 3/31/2023	\$916,530.07

Working Cash Fund Balance 2/28/2023	\$28,952.95
Receipts	\$138.19
Disbursements	\$0.00
Balance 3/31/2023	\$28,731.14

Certificate of Deposits 3/31/2023	\$300,000.00
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Building Account Balance 2/28/2023	\$44,415.81
Receipts	\$7.46
Disbursements	\$1,732.15
Balance 3/31/2023	\$42,691.12

Beal (Gambetta) moved to file for audit the 3/31/2023 Statement of Tax Fund/Statement of Working Cash Fund/Statement of Certificate of Deposits/Statement of Building Fund. (Ayes—6, Nays—0, Abstentions—0. Motion carried. Recorded vote.)

Director Good clarified the payment of \$394 to Andy's Roofing was to repair a leak resulting from deteriorated caulking in the children's area.

CORRESPONDENCE

Director Good circulated a thank you card from Boss Ladies Investment Group thanking the board and library for the online subscription to Value Line. The board thanks the group for their \$100 donation.

PRESIDENT'S REPORT

Kirkwood Branch: President Heerwagen has been in communication with the owners of the Old Schoolhouse building in Kirkwood, discussing the possibility of using the building as a new location for the Kirkwood branch. The building owners, a non-local family currently residing in Canada and who also own farmland in the area, were receptive to and enthusiastic about the idea. President Heerwagen, Bookkeeper Buckley, and (if available) Vice-President Simmons will meet with representatives of the family on Friday, April 14 to discuss future possibilities for the branch, including the potential funds needed to update the building. Director Good will compile a list of questions and concerns to discuss at the meeting, including current branch expenditures and potential additional costs, contents of the lease, and the division of maintenance responsibilities. Director Good and the board members examined the challenges a move would present and the possibility of finding volunteers through Monmouth College or other local groups to help should the move occur.

REPORTS OF COMMITTEES AND BOARD MEMBERS

No report.

UNFINISHED BUSINESS

No report.

NEW BUSINESS

FY2023-2024 Salaries: The trustees discussed various potential salary increases for the 2023-2024 fiscal year, addressing concerns about wage compression due to the statewide minimum wage increase and the increase in cost of living due to inflation. Director Good requested the board consider a percentage increase that would minimize wage compression in consideration of long-term staff members. Heerwagen proposed that staff receive an 8% increase, which remains well within the library's budget according to the figures provided by Bookkeeper Buckley. The board acknowledged that the library's current trend of high percentage salary increases in the last two years is due to extenuating circumstances and discussed the potential of reintroducing merit increases after 2025 when the gradual increase to the state minimum wage of \$15/hour will be reached. Beal (Gambetta) motioned to approve an 8% salary increase for all library employees for the 2023-2024 fiscal year, with the caveat that the staff understands the percentage reflects current economic circumstances. (Ayes—6, Nays—0, Abstentions—0. Motion carried. Recorded vote.)

DIRECTOR'S REPORT

Circulation/Programs/Internet/Door Count Statistics: Door count and circulation have increased across the board. Value Line usage data has consistently increased over the last few months. Trustee Gambetta asked if the link was available to be shared on Facebook and the WCPL website. Local investment group members are discussing with Director Good the possibility of running instructional workshops for patrons interested in investing and using Value Line.

Branch Librarian McIntyre reported to the board that Roseville's branch is used almost exclusively by adult patrons and it has been very difficult to engage local youth. Summer reading was not well-attended. McIntyre also inquired about difficulties she has experienced acquiring holds for patrons through the library's online system. Director Good explained the nuances of the system that were causing the difficulty and suggested that branch librarians could also request holds at the Main Branch on patrons' behalf.

Estimate from Hawk's Heating & Cooling: The HVAC unit servicing the area including Director Good's office and the boardroom is slated to be replaced next. As it is a larger unit, it will be more expensive than other units that have been previously replaced; the estimate for the service is \$12,552. The current replacement plan for all HVAC units remains to replace 1-2 units per year, which Director Good continues to include yearly in the building maintenance budget. Zesbaugh (Henderson) motion to approve up to \$13,000 for the replacement of the needed unit. (Ayes—6, Nays—0, Abstentions—0. Motion carried. Recorded vote.)

Upcoming events:

- The April Take & Make kit is a bunny basket
- The Tiny Canvas Art Show will be presented from April 17-29 in honor of National Library Week. Patrons are invited to take home a miniature canvas and submit their artwork to the library to be presented in the show. Patrons can then vote on their favorite work using monetary or canned food donations that will benefit the Jamieson Center. There will be adult and youth categories, and some paint will be provided, although patrons are welcome to use any media they choose.
- Saturday, May 13 at 10:00 a.m. - Kids are invited to decorate flower pots and plant geraniums with Bill Wallace for Mother's Day story time.
- Thursday, April 27 at 5:30 p.m. - Book discussion for the 2023 NEA Big Read. This year's selection will be *Interior Chinatown* by Charles Yu. Galesburg Public Library and Monmouth College are also participating in the Big Read.

Survey: Director Good reported that the community survey remains open, and she intends to leave it open until further notice to collect as many responses as possible. The library has collected 70 responses as of the April board meeting, with several paper responses to be recorded as well. Library staff have been handing out bookmarks with a QR code to patrons and local businesses to encourage participation. Survey responses from patrons *and* community members who do *not* use the library are encouraged. Director Good reported that the library has received overwhelmingly positive feedback thus far. Trustee Gambetta requested to share the survey link on Facebook, which Director Good gladly encouraged.

Director Good provided cookies decorated with the WCPL logo as a special thank you to Trustees Heerwagen and Zesbaugh as they end their terms on the board. Director Good, Bookkeeper Buckley, and their fellow trustees thanked them for their work and leadership, especially in their various positions as officers, during their tenure as board trustees.

Motion to adjourn by Beal (Audette). The meeting was adjourned at 6:15 p.m.

—Katelyn Audette, Warren County Public Library Board Secretary