

WARREN COUNTY PUBLIC LIBRARY DISTRICT
April 2024

The Warren County Public Library District monthly board meeting was held April 8, 2024 in the main branch boardroom of the Warren County Public Library. In attendance were Trustees Katelyn Audette, Cammy Davis, Stephenie Gambetta, Jackie Beal, and Sarah Henderson. Director Larisa Good and Bookkeeper Sarah Buckley were also present. Trustees Emily Brooks and Lisa Adkisson were absent. Because there was an insufficient number of trustees in attendance at the March meeting to constitute a quorum, this meeting included the agenda items from that meeting as well as the agenda items for the April meeting.

President Henderson called the board meeting to order at 5:18 p.m.

The first agenda item was a time of public presentations to the Board. There were no presentations at the April meeting.

The minutes from the February 12, 2024 meeting written by secretary Cammy Davis were presented for approval. Davis (Gambetta) moved to accept the board meeting minutes as presented. (Ayes–3, Nays–0, Abstentions–2 [Audette, Beal]. Motion carried. Unrecorded vote.)

The minutes from the previous meeting on March 11, 2024 were presented for approval by secretary Jackie Beal. Audette (Beal) moved to accept the board meeting minutes as presented. (Ayes–2, Nays–0, Abstentions–3 [Davis, Gambetta, Henderson]. Motion carried. Unrecorded vote.)

FINANCIAL REPORT FOR FEBRUARY 2024

Checking Account Balance 01/31/2024	\$1,123,564.16
Receipts	\$4,709.48
Disbursements	\$47,671.55
Balance 02/29/2024	\$1,080,602.09

Working Cash Fund Balance 01/31/2024	\$30,223.78
Receipts	\$1,350.56
Disbursements	\$0.00
Balance 02/29/2024	\$31,574.34

Certificate of Deposits 02/29/2024	\$300,000.00
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Building Account Balance 01/31/2024	\$65,263.78
Receipts	\$10.31
Disbursements	\$3,869.63
Balance 02/29/2024	\$61,404.46

FINANCIAL REPORT FOR MARCH 2024

Checking Account Balance 02/29/2024	\$1,080,602.09
Receipts	\$4,924.14
Disbursements	\$50,161.08
Balance 03/31/2024	\$1,035,365.15

Working Cash Fund Balance 02/29/2024	\$31,574.34
Receipts	\$1,272.45
Disbursements	\$0.00
Balance 03/31/2024	\$32,846.79

Certificate of Deposits 03/31/2024	\$300,000.00
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Building Account Balance 02/29/2024	\$61,404.46
Receipts	\$9.61
Disbursements	\$1,650.14
Balance 03/31/2024	\$59,763.93

Davis (Audette) moved to file for audit the 2/29/2024 & 03/31/2024 Statement of Tax Fund/Statement of Working Cash Fund/Statement of Certificate of Deposits/Statement of Building Fund. (Ayes—5, Nays—0, Abstentions—0. Motion carried. Recorded vote.)

CORRESPONDENCE

Michelle Simmons, a previous Warren County Library Trustee, is on the Rails Program Nominating Committee. She wrote to the Board seeking to find interest by a Trustee in serving the Rails Program.

PRESIDENT'S REPORT

None

REPORTS OF COMMITTEES AND BOARD MEMBERS

None

UNFINISHED BUSINESS

None

NEW BUSINESS

None

DIRECTOR'S REPORT

Circulation/Programs/Internet/Door Count Statistics:

Statistics provided. Children's Director Mindy has done a really good job of getting families interested in library events.

RSA IGA Agreement

Intergovernmental agreement for a shared catalog to allow our members to enjoy books from other libraries. RSA is becoming independent of RAILS so we need to sign a new agreement. There should be little impact in cost for the library and in options of books available to share with

its patrons. Audette (Beal) moved to enter into the new RSA IGA Agreement. (Ayes—5, Nays—0, Abstentions—0. Motion carried. Unrecorded vote.)

Materials Selection Policy

By law the Trustees need to approve the Materials Selection Policy every two years. The only change Director Good recommended was that 1) if an individual wants to fill out a complaint or Request for Reconsideration Form, the individual must be a Warren County resident and 2) removal of language that allows for art prints and computer software to be checked out as those items are no longer available. Davis (Audette) made a motion to approve the Materials Selection Policy with the proposed changes. (Ayes—2, Nays—0, Abstentions—3 [Davis, Gambetta, Henderson]. Motion carried. Unrecorded vote.)

Historical Items

Recently some items were found in the attic such as confederate money, a warrant, a land deed, and several other documents/certificates. The director of the Warren County History Museum stated the museum would be very interested in the items and said that there could be monetary value in some of it. However, because no donation form was completed back then, selling it might not be an option because we cannot prove provenance or right to sell. The Board discussed the matter and strongly recommended that the library donate the items to the museum for our community to enjoy.

WebTitan

The library is required to filter its internet activity because it receives government or public funds. The current system is robust and therefore, more expensive than is necessary. WebTitan is a filtering system that would be more in line with the library's needs and would be more cost effective. The current contract will expire in July. While the board was in favor of switching to WebTitan at the currently proposed pricing, it advised that the library cannot enter into a new contract until the current one expires.

Kirkwood Branch Update

Director Good, Trustee Henderson and Bookkeeper Buckley looked at potential property for the Kirkwood branch. While the owner has done some work on the building, it would still require additional money be spent to be ready to open such as flooring, a mold inspection, painting, general cleaning, and landscaping. The owner would require the library to pay for these items while still paying rent with a 3% increase annually. The prospect does not appear to be a viable option. Unfortunately, the current location does not have any heat so the facility has been closed on really cold days. The Board recommended, for safety reason and unforeseen circumstances, closing the branch temporarily. Additional discussion about the future viability of this branch will be held at a later date.

HVAC Estimate

Director Good presented estimates for the HVAC system proposed for replacement this year according to the rotation schedule. There were two very similar options. The Board discussed and recommended that the library stay with the current York product used elsewhere, in part because it has been effective and it will be more energy efficient. Gambetta (Beal) made a motion to purchase the York system. (Ayes—5, Nays—0, Abstentions—0. Motion carried. Recorded vote.)

Upcoming events:

- Every Tuesday @ 3:30 pm: Lego Challenge Club
- Every Thursday @ 3:30 pm: Pokemon Club

- Every Saturday @ 10:00 am: Youth storytime
- Playgroup with the Regional Office of Education the 3rd Thursday @ 10:00 am.
- Family literacy night the 3rd Tuesday from 5-7 pm.
- April Take-and-Make kits: Earth Day handprint art
- April 10th @ 3 pm: National Library Week craft of button pressing
- April 17th @ 4 pm: Adult craft will be DIY seed bombs
- April 25th @ 5:00 pm: Adult book discussion – “This Golden State” by Marit Weisenberg

The next meeting will be held on May 13th in Monmouth @ 5:15 p.m.

Motion to adjourn by Davis Audette. The meeting was adjourned at 7:10 p.m.

—Jackie Beal, Board Trustee and Recording Secretary