

**WARREN COUNTY PUBLIC LIBRARY DISTRICT**  
**FEBRUARY 13, 2023**

The Warren County Public Library District monthly board meeting was held February 13, 2023, in the main branch of the Warren County Public Library. In attendance were Trustees Audette, Gambetta, Henderson, Simmons, and Zesbaugh. Director Good and Bookkeeper Buckley were also in attendance.

Vice-President Simmons called the board meeting to order at 5:19 PM. Zesbaugh (Henderson) moved to accept the January 6, 2023 board meeting minutes. (Ayes—5, Nays—0, Abstentions—0. Motion carried. Unrecorded vote.)

The Oath of Office was administered for new board member appointee Jackie Beal.

**FINANCIAL REPORT FOR JANUARY 2023**

Checking Account Balance 12/31/2022	\$864,197.86
Receipts	\$206,870.77
Disbursements	\$66,366.08
<b>Balance 1/31/2023</b>	<b>\$1,004,702.55</b>

Working Cash Fund Balance 12/31/2022	\$27,229.57
Receipts	\$11.56
Disbursements	\$0.00
<b>Balance 1/31/2023</b>	<b>\$27,241.13</b>

Certificate of Deposits 1/31/2023	\$300,000.00
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Building Account Balance 12/31/2022	\$43,268.42
Receipts	\$15,310.79
Disbursements	\$3,204.51
<b>Balance 1/31/2023</b>	<b>\$55,374.70</b>

Henderson (Gambetta) moved to file for audit the 1/31/2023 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.)

**CORRESPONDENCE**

Director Good circulated a letter from the Secretary of State notifying that any board vacancy must be filled within 90 days or a new board member will be appointed by the State Librarian. The library is in compliance with this as Trustee Beal was appointed by the board within the 90 day requirement.

The Reading Room Association donated a gift certificate to Patton Block restaurant for former board President Chad McKenna in thanks for his years of service. The board thanks him as well.

**PRESIDENT'S REPORT**

No report.

**REPORTS OF COMMITTEES AND BOARD MEMBERS**

No report.

## UNFINISHED BUSINESS

**2023 Holiday Closures:** Director Good proposed full-day closure of the library on this year's observed Christmas Eve (December 23) and New Year's Eve (December 30). Future closures on these holidays will require a change regarding holiday closures in the policy manual. Henderson (Zebaugh) moved to approve the 2023 holiday closures. (Ayes–6, Nays–0, Abstentions–0. Motion carried. Recorded vote.)

**Estimate for Architectural Firm for Roof Project:** Bruner, Cooper & Zuck, Inc. submitted a Fee Proposal to provide architectural services for the proposed roofing project. These services will include independent inspection, analysis, and determination of the scope of the project; development of construction documents; and assistance during the bidding and construction processes. The total fee for these services amounts to \$7,500. Gambetta (Henderson) moved to hire the firm for these services. (Ayes–6, Nays–0, Abstentions–0. Motion carried. Recorded vote.)

## NEW BUSINESS

No report.

## DIRECTOR'S REPORT

**Circulation/Programs/Internet/Door Count Statistics:** Door count and circulation have increased at the main branch. Patrons continue to thank staff for the online Value Line subscription, which continues to see substantial use.

**Awning Repair Estimate:** Midwest Awning has estimated a \$2032 fee to fix the building's torn and molding front awning. Services include: repair, cleaning, restitching seams, new binding, reattachment to frame, and rehang. Zesbaugh (Gambetta) moved to accept the estimate. (Ayes–6, Nays–0, Abstentions–0. Motion carried. Recorded vote.)

**Branch Updates:** High water usage in Kirkwood prompts concerns of leakage from the hot water heater. The building landlord has been extremely difficult to contact due to a non-working phone number and non-response via other methods of contact. Malfunction of the building's heating has forced closures. In Alexis, discrepancies about maintenance responsibilities (most importantly, snow removal) have caused concern. The board discussed possible solutions to concerns from both branches.

**Teen Room Mural:** Local artist Angelica Penn, who has provided chalk and window art to the library, was invited to submit concept art for a small mural on a wall in the teen room. Director Good and the staff accepted her proposal and the board discussed appropriate compensation. Director Good will confer further with Penn to determine a fee based on the cost of supplies and the square footage of the mural space (30.7 square feet).

## Upcoming events:

- The February Take & Make kit is a candy flower Valentine
- Thursday, February 16 at 5pm - Patrons are invited to make cat and dog toys for the Western Illinois Animal Rescue and donate pet care items. This is a joint craft event for kids and adults. WIAR plans to bring some animals to the library during the event.
- Thursday, February 23 at 5:30pm - Book discussion about *The Midnight Library* by Matt Haig.
- Saturday, March 4 from 10am-12:30pm - In collaboration with Carl Sandburg College, the Jamieson Center, and the Warren County Workforce Office, the library will host "Dress for Success." The event will provide patrons with guidance on dressing professionally and interviewing, an overview of the library's job-seeking resources, and a bus to the Jamieson Center's thrift store to shop for professional wear.

Motion to adjourn by Gambetta (Beal). The meeting was adjourned at 6:47 p.m.  
—Katelyn Audette, Warren County Public Library Board Secretary