

WARREN COUNTY PUBLIC LIBRARY DISTRICT
MARCH 13, 2023

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

Vice-President Heerwagen called the board meeting to order at 5:15 p.m. A recommendation was made to amend the February minutes to include that Jackie Beal was appointed as a trustee within the required 90-day timeframe according to the Secretary of State. Zesbaugh (Henderson) moved to accept the February 13, 2023 board meeting minutes as amended. (Ayes—5, Nays—0, Abstentions—0. Motion carried. Unrecorded vote.)

FINANCIAL REPORT FOR FEBRUARY 2023

Checking Account Balance 01/31/2023	\$1,004,702.55
Receipts	\$4,556.12
Disbursements	\$51,815.62
Balance 2/28/2023	\$957,443.05

Working Cash Fund Balance 01/31/2023	\$27,241.13
Receipts	\$1,351.82
Disbursements	\$0.00
Balance 2/28/2023	\$28,592.95

Certificate of Deposits 2/28/2023	\$300,000.00
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Building Account Balance 01/31/2023	\$55,374.70
Receipts	\$6.26
Disbursements	\$10,965.15
Balance 2/28/2023	\$44,415.81

Henderson (Simmons) moved to file for audit the 2/28/2023 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

Director Good circulated a thank-you card from Today's Woman Investment Club, along with a \$500 donation to offset the library's cost of switching to a digital subscription to Value Line. Also circulated was a thank-you note from former board President Chad McKenna for the gift certificate given to thank him for his years of service.

PRESIDENT'S REPORT

No report.

REPORTS OF COMMITTEES AND BOARD MEMBERS

No report.

UNFINISHED BUSINESS

Teen Mural: Director Good reported that she is waiting on a listing of the cost of supplies from artist Angelica Penn before a decision is made as to the cost of the project and the work begins. Zesbaugh inquired as to how we chose a painted mural instead of chalk art, which is the medium Angelica has provided for the library in the past. Director Good explained that the choice was made based on the existing wall. Heerwagen then asked whose idea it was to update the wall. Director Good stated that the intention was to give the room more of a teen friendly vibe. Both the library staff and Angelica are learning about the process for commissioning a painting as this project moves along. This project will start with a small space and if it is successful, there may be a consideration to add more art.

Carpet in Alexis branch: Zesbaugh asked for an update regarding the carpet installation at the Alexis branch. Director Good stated that the project is almost complete and that only the bathroom remained to be finished. There was brief discussion about carpeting the bathroom and it was acknowledged that there was carpet in the bathroom previously.

Kirkwood update: Simmons asked for an update on the Kirkwood branch. Director Good reported that she did not have anything further to add since the last meeting. She did, however, share the details from the February meeting with Heerwagen. The board discussed whether there was a possibility of relocating to another facility in Kirkwood, but no viable option has yet been identified. Henderson recommended we ask for a month-to-month lease when our annual lease expires in May. Zesbaugh inquired as to the possibility of reopening the branch at a later date if we would need to close it for the time being and does the board have the authority to take that action. Directory Good stated that any opening would be based on demographics.

NEW BUSINESS

Director Good discussed the previously approved, multi-year plan to replace furnace and air conditioning units. The 2023 schedule includes the boardroom, offices, and the periodical room. Hawk Heating and Cooling will submit a bid for consideration at the April meeting.

A handout was distributed regarding library salaries for discussion and consideration. Director Good shared her concerns about how the mandated minimum wage increase impacts longer term employees and recruitment options when necessary. Henderson shared that perhaps we could consider that Social Security recipients received an 8.7% increase in 2023 as a benchmark. There will be further discussion and decision at next month's meeting.

The representative from the architectural Firm Bruner, Cooper & Zuck, Inc. shared with Director Good that the bidding process for the work will be completed in June and expects work to begin in July. He has been out to the library to take measurements and suggested we consider replacing the skylight. While there is no current leaking of the roof around the skylight, the age of the skylight might be a point of dispute regarding roof warranty or responsibility for repair costs should any future issues arise. The cost of replacing the skylights will be listed in the itemized bid allowing us to decide during the bidding vote as to whether or not to install new skylights.

DIRECTOR'S REPORT

Circulation/Programs/Internet/Door Count Statistics: Door counts and circulation have remained steady.

Survey: The library survey has begun and, at the time of the March meeting, had been live for 14 days with 16 responses thus far. The first round of notices about the survey was posted at

multiple locations around Monmouth and on Facebook. The survey form includes a QR code and the library's website as options to complete the survey. Henderson suggested making something portable such as a bookmark to be placed in library books as they are checked out so that patrons could complete the survey at their convenience. She also suggested announcing the survey in the Community Newsletter. Director Good was excited about both suggestions and thought the bookmark could be created relatively inexpensively. She wanted to give a special thank you to Andre for helping to formulate the questions on the survey as well as creating the QR code and design. Survey results will direct strategic planning efforts in the fall.

Cleaning service: The board discussed the ongoing concerns regarding the lack of quality provided by the current cleaning company Dustbusters. Director Good has had several conversations with Dustbusters without seeing any improvement. In addition, she and Bookkeeper Buckley have viewed security videos and determined that the cleaning staff are regularly not completing the full three hours contracted for each night of service. It has been determined that being bonded is not necessary when selecting a cleaning service, only that the company be insured. Director Good brought to the board a proposal from C&L. The cost would be slightly higher than Dustbusters, but she was impressed with C&L's approach and its accountability process, which includes regular inspections. The monthly cost would be \$1,916.46 for the main floor with an additional cost of \$124.00 per month to clean the second floor. Cleaning on the main floor would occur six days a week, three hours each night. The second floor would be cleaned once a month, with the exception of the upstairs bathroom being cleaned more frequently. The current cost with Dustbusters is \$958.23/month and the proposed cost with C&L would be an increase of approximately \$4,000/year. Simmons was in favor of switching cleaning providers especially with patrons' sensitivity post-COVID. Henderson agreed and added that Director Good and Bookkeeper Buckley have spent hours managing the challenges with Dustbusters. Heerwagen also was in favor of selecting a new provider. Director Good asked for a motion. Henderson (Simmons) made a motion to select C&L to provide cleaning services to the library and approve the contract as presented. (Ayes—6, Nays—0, Abstentions—0. Motion carried. Recorded vote.)

Upcoming events:

- The March Take & Make kit is a chia pet shaped like a clover.
- Thursday, March 30th at 5:30pm - Book discussion about *The Family Chao* by Lan Samantha Chang
- The event scheduled for Saturday, March 4th in collaboration with Carl Sandburg College, the Jamieson Center, and the Warren County Workforce Office, "Dress for Success" was postponed due to lack of registrations. The hope is to try again and make sure that any marketing of the opportunity points to the event being offered free of charge.

All were reminded that April's meeting will be held in Roseville. It will be Heerwagen's and Zesbaugh's final meeting.

Motion to adjourn by Henderson (Simmons). The meeting was adjourned at 6:29 p.m.
—Jackie Beal, Board Trustee and stand-in secretary