

**WARREN COUNTY PUBLIC LIBRARY DISTRICT
OCTOBER 10, 2022**

The Warren County Public Library District monthly board meeting was held October 10, 2022, in the Alexis branch of the Warren County Public Library. In attendance were Trustees Audette, Gambetta, Heerwagen, Simmons, and Zesbaugh. Director Good, Bookkeeper Buckley and Alexis Librarian Debbie Bowling were also in attendance.

Vice-President Heerwagen called the board meeting to order at 5:15 PM. Zesbaugh (Audette) moved to accept the September 12, 2022, board meeting minutes as amended. Ayes–5, Nays–0, Abstentions–0. Motion carried. Unrecorded vote.

FINANCIAL REPORT FOR SEPTEMBER 2022

Checking Account Balance 8/31/2022	\$870,054.41
Receipts	\$215,642.16
Disbursements	\$66,424.87
Balance 9/30/2022	\$1,019,271.70
Working Cash Fund Balance 8/31/2022	\$26,247.58
Receipts	\$4.53
Disbursements	\$0.00
Balance 9/30/2022	\$26,252.11
Certificate of Deposits 9/30/2022	\$300,000.00
Building Account Balance 8/31/2022	\$35,262.96
Receipts	\$16,343.37
Disbursements	\$3,647.95
Balance 9/30/2022	\$47,958.38

Zesbaugh (Audette) moved to file for audit the 9/30/2022 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.

The trustees discussed the interest rates available at Midwest Bank and Security Savings Bank for the Certificates of Deposit that are coming due on 10/14/22 and 10/25/22. Gambetta (Audette) made a motion to invest the one coming due on 10/14/22 in a 15-month CD at 2.25% and the one coming due on 10/25/22 in an 18-month CD at 2.75% with Security Savings Bank unless there is a better rate at time of maturity. Ayes–5, Nays–0, Abstentions–0. Motion carried. Recorded vote.

CORRESPONDENCE

Director Good circulated a thank you note from patron Kathy Lowe-Arthur.

PRESIDENT’S REPORT

No report. The trustees thanked Vice President Heerwagen for planning an enjoyable picnic last month.

REPORTS OF COMMITTEES AND BOARD MEMBERS

The trustees reviewed Ordinance #5 2022-2023 Annual Tax Levy; Director Good noted that we are asking for the allotted 5% increase of last year’s levy amount, which we have asked for in previous

years. Most of the increase will be dedicated toward increasing costs. Ayes—5, Nays—0, Abstentions—0. Motion carried. Recorded vote.

UNFINISHED BUSINESS

The trustees discussed the audit report. Treasurer Gambetta noted that the auditors found only one deficiency, which is the process with which the library staff manages the small amount of cash collected at the front desk since it is the responsibility of a single person. The auditors acknowledge that is a minor deficiency. Simmons (Gambetta) made a motion to accept the 2021-2022 audit report. Ayes—5, Nays—0, Abstentions—0. Motion carried. Recorded vote.

NEW BUSINESS

Trustee Audette informed the board and Director Good that her husband Andre is available to help with the creation and distribution of the community survey in the Spring 2023 semester. Director Good indicated that she will contact him.

Debbie from the Alexis Branch provide a branch report. Debbie indicated that there are many maintenance issues at the library; our lease indicates that the city is responsible for maintenance of the building and grounds. For example, the handicap ramp is in disrepair, and it regularly leaves splinters in patrons' hands. Additionally, several windows have bb holes in them and are lacking caulk, and so the library is drafty and cold in the winter. The curling carpet is a tripping hazard. The trustees suggested that Director Good ask our lawyer to write a letter to the city to clarify whose responsibility these issues are.

DIRECTOR'S REPORT

Circulation/Programs/Internet/Door Count Statistics: The door counts are steadily increasing. Internet usage is up this month over a year ago.

Kirkwood Branch: Director Good reported that the Kirkwood branch continues to present challenges. She hired Jena Piper as the new staff person, and Jena is enthusiastic about the job. However, the building issues persist. Director Good has repeatedly tried to contact the owner of the building to discuss the issues, but his phone is disconnected. The board suggested that Director Good ask our lawyer to write a letter to the landlord to clarify the library's rights as tenants.

Upcoming events:

- The adult book discussion will happen on Thursday, 10/27 over the book *Night Circus*.
- The Trick or Treat on the Square event will occur on 10/29 at 10:00 AM

Motion to adjourn by Zesbaugh (Simmons). The meeting was adjourned at 6:28 p.m.

—Michelle Holschuh Simmons, Warren County Public Library Board Secretary