

WARREN COUNTY PUBLIC LIBRARY DISTRICT
October 9, 2023

The Warren County Public Library District monthly board meeting was held October 9, 2023, in the main branch boardroom of the Warren County Public Library. In attendance were Trustees Lisa Adkisson, Katlyn Audette, Jackie Beal, Emily Brooks, Cammy Davis, Stephenie Gambetta, and Sarah Henderson. Director Larisa Good and Bookkeeper Sarah Buckley were also present.

President Henderson called the board meeting to order at 5:21 p.m.

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

The minutes from the previous meeting on September 11, 2023 were presented for approval by Secretary Beal. It was noted that within the upcoming events section that the date of the walk should be changed from September 27th to October 27th. Brooks (Audette) moved to accept the board meeting minutes with the amendment. (Ayes–6, Nays–0, Abstentions–1. Motion carried. Unrecorded vote.)

FINANCIAL REPORT FOR SEPTEMBER 2023

Checking Account Balance 08/31/2023	\$828,709.04
Receipts	\$269,485.18
Disbursements	\$73,120.69
Balance 9/30/2023	\$1,025,073.53

Working Cash Fund Balance 08/31/2023	\$27,266.89
Receipts	\$11.20
Disbursements	\$0.00
Balance 9/30/2023	\$27,278.09

Certificate of Deposits 9/30/2023	\$300,000.00
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Building Account Balance 8/31/2023	\$34,255.53
Receipts	\$19,432.56
Disbursements	\$2,167.40
Balance 9/30/2023	\$51,520.69

Brooks (Gambetta) moved to file for audit the 9/30/2023 Statement of Tax Fund/Statement of Working Cash Fund/Statement of Certificate of Deposits/Statement of Building Fund. (Ayes–7, Nays–0, Abstentions–0. Motion carried. Recorded vote.)

CORRESPONDENCE

No correspondence

PRESIDENT'S REPORT

It was noted that the Friends of the Library dinner held in September was a nice event. Sarah Buckley provided an update on the possible new location for the Kirkwood branch.

REPORTS OF COMMITTEES AND BOARD MEMBERS

Ordinance #7 – 23-24 Annual Tax Levy

This involves money the county is asked to collect on behalf of the library for 2024. Majority of increase will be used in the corporate category. Library has a new auditor because the previous firm has been sold and this switch has resulted in an increased cost of the audit. Adkisson (Davis) made a motion to approve the annual tax levy. (Ayes–7, Nays–0, Abstentions–0. Motion carried. Recorded vote.)

UNFINISHED BUSINESS

Tort Levy Expenditures/Risk Management Policy

Director Good explained that 10% of her salary falls under the category of tort levy/risk management. It has been suggested that we have a policy to address this process. Audette (Adkisson) made a motion to approve the proposed Tort Levy Expenditures/Risk Management Policy and for said policy to be added to the current policy manual. (Ayes—7, Nays—0, Abstentions—0. Motion carried. Unrecorded vote.)

Public Comment at Board Meetings Policy

Director Good stated that many libraries are establishing ground rules for public comments, including potential discourse. She recommended we proactively establish guidelines that provide a procedure for public comment, the progression for adding a topic to an agenda on which to be voted, and a response to a Freedom of Information Act request. Brooks (Gambetta) made a motion for said policy to be added to the current policy manual. (Ayes—7, Nays—0, Abstentions—0. Motion carried. Unrecorded vote.)

NEW BUSINESS

Davis stated that she would like to discuss the duties of the adult librarian and suggested that the employee be more present or visible within the library to be able to better interact with the patrons. The board discussed the programming/staffing in place and agreed that it was good. Brooks asked if there was a monthly or quarterly staff meeting for communicating suggestions to the staff and Director Good said they have an annual staff training day once a year. Otherwise, she interacts with staff on a more individual basis.

DIRECTOR'S REPORT

Circulation/Programs/Internet/Door Count Statistics:

Kirkwood was down significantly during that same period last year. Kirkwood branch librarian Jena was off a few times in September so that might have had some impact. The Alexis branch librarian has returned and is doing well.

Raise Director's Authority to Spend Limit to \$2,000

The general practice for other libraries in this area is to set the authority at a \$2,000 limit; our current limit is \$1,000. Brooks (Audette) made a motion to increase the limit of the director's authority to spend to \$2,000. (Ayes—7, Nays—0, Abstentions—0. Motion carried. Recorded vote.)

Upcoming events:

- Every Saturday in October @ 10:00 am: Youth story time of dinosaurs theme in October
- October Take-and-Make Kits: Youth kits of paper plate dinosaur
- October 12th @ 4:00 pm: Adult credit/financial best practices presented by Midwest Bank
- October 13th @ 4:00 pm: Youth dinosaur hat craft
- October 19th @ 4:00 pm: Adult craft – fall beaded keychains/bracelets
- October 20th @ 3:30 pm: Teen craft – paper book pumpkin
- October 26th @ 5:00 pm: Adult book discussion – “Mexican Gothic” by Silvia Moreno-Garcia
- October 27th @ 2:00 pm: Halloween Story Walk will be held in conjunction with businesses around the square. Director Good is expecting a large crowd so may ask for assistance that day.

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

Motion to adjourn by Davis (Brooks). The meeting was adjourned at 6:23 p.m.

—Jackie Beal, Board Trustee and Recording Secretary