

WARREN COUNTY PUBLIC LIBRARY DISTRICT
September 11, 2023

The Warren County Public Library District monthly board meeting was held September 11, 2023, at the Monmouth Country Club. In attendance were Trustees Katlyn Audette, Jackie Beal, Emily Brooks, Cammy Davis, Stephenie Gambetta, and Sarah Henderson. Director Larisa Good and Bookkeeper Sarah Buckley were also present. There were two guests in attendance.

President Henderson called the board meeting to order at 5:15 p.m.

The first agenda item was a time of public presentations to the Board. While there were no presentations at the September meeting, there were two guests in attendance, Ms. Vicky Young and Mr. Ted Briscoe. Both are members of the Friends of the Library group. Ms. Young shared her appreciation of library staff's efforts and offered a comment. She stated during the period leading up to the last Presidential election she had wanted to read a particular book and was told that the library was not ordering any additional political materials at that time. Director Good said it might have been during a time of pause in additional expenditures due to budgetary constraints for that genre and her desire to obtain a more in-depth analysis of materials before resuming ordering to ensure dollars spent would result in purchases of interest to all patrons for years to come. Mr. Young also commended the library on its general efforts and discussed the upcoming book sale. There was dialogue about the new sign purchased to let the community know about upcoming sales.

The minutes from the previous meeting on August 14, 2023 was presented for approval by Secretary Beal. Brooks (Audette) moved to accept the board meeting minutes as presented. (Ayes–5, Nays–0, Abstentions–1. Motion carried. Unrecorded vote.)

Director Good shared that the library has been given a tentative timeline of the end of October for the roof repair to start. This timeframe is later than she had hoped and means likely the project will have to be finished next spring. She will be giving the contract to the library attorney for final review. Upon review, she plans to sign the contract, since the board has already voted its approval, so that the work can begin. The minutes from the special board meeting on August 28, 2023 were presented by Secretary Beal. Gambetta (Brooks) moved to accept the special board meeting minutes as presented. (Ayes–6, Nays–0, Abstentions–0. Motion carried. Unrecorded vote.)

FINANCIAL REPORT FOR AUGUST 2023

Checking Account Balance 07/31/2023	\$876,731.21
Receipts	\$4,701.01
Disbursements	\$52,723.18
Balance 8/30/2023	\$828,709.04

Working Cash Fund Balance 07/31/2023	\$25,745.60
Receipts	\$1,521.29
Disbursements	\$0.00
Balance 8/30/2023	\$27,266.89

Certificate of Deposits 8/30/2023	\$300,000.00
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Building Account Balance 07/31/2023	\$36,590.58
Receipts	\$5.98
Disbursements	\$2,341.03
Balance 8/30/2023	\$34,255.53

Audette (Gambetta) moved to file for audit the 8/30/2023 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

No correspondence

PRESIDENT'S REPORT

Director Good provided an update to the Kirkwood Branch. The library is exploring an option of another location that might better suit the needs of that community. The owner of the potential building has been doing some maintenance work such as replacing the water heater and cleaning the building. The library is waiting to hear from the owner about possibly moving forward. President Henderson noted that she has found someone who may be interested in helping the library with the move to a new building and someone else who lives in Kirkwood who may help with snow removal and yard care. Director Good noted that Jena was recently asked if she would host bingo night for the community because it lost the Kirkwood Community Center and she agreed to do so. This has been a positive event.

REPORTS OF COMMITTEES AND BOARD MEMBERS

No reports

UNFINISHED BUSINESS

None

NEW BUSINESS

None

DIRECTOR'S REPORT

Circulation/Programs/Internet/Door Count Statistics:

Director Good shared that the circulation/internet/door count stats for this past month were positive. She also noted that Alexis branch numbers were over inflated due to an oddity in the system. During this period when there was no librarian for that branch, it was a good time to refresh the book supply, which elevated beyond normal numbers. A discarded book is considered a "check out" in the system. Her final note was that the library has eliminated Tumble Books (children e-book collection) because there has been zero usage for quite some time.

LIMRiCC (Library Insurance Management and Risk Control Combination) IGA Agreement:

This is the library staff's insurance for health, dental, vision, voluntary life, and additional life coverages. The insurance plan is in an inter-government agreement. The company was amending the agreement from a required 100% vote by all insured for amendments to a lesser mandatory percentage. There were two resolutions before the board – administrative and the other substantive. Director Good stated that there was a ballot to use for voting. She believed the changes were reasonable in nature to more practically assist the company with procedures and requested that the board vote to approve both resolutions, and in doing so approve the proposed amendments for both ballots. Brooks (Audette) made a motion to approve both resolutions and the proposed amendments. (Ayes–6, Nays–0, Abstentions–0. Motion carried. Recorded vote.)

Tort Levy Expenditures/Risk Management Policy

Director Good explained that 10% of her salary falls under the category of liability and tort. It has been suggested that we have a policy to address this fact. However, in an interest of the approaching Annual Library Appreciation Gathering beginning about 6:00 p.m., it was agreed that this topic could be tabled until next month. Additional details about the policy will be shared at that time.

Public Comment at Board Meetings Policy

Also, in an interest of the approaching Annual Library Appreciation Gathering, it was agreed that this topic could be tabled until next month. Director Good did state that she has noticed more and more libraries are having to establish ground rules for public discourse. The country has seen more libraries addressing discourse and her recommendation was for us to proactively establish guidelines in the event they be necessary.

PIPCO Quote

Director Good reported that the library is due for 3-year and 5-year checkup on its fire protection system. She recommended we complete both inspections and has brought the matter before the board because the total cost was above her authority. Gambetta (Audette) made a motion to approve both the 3-year and 5-year checkup. (Ayes–6, Nays–0, Abstentions–0. Motion carried. Recorded vote.)

November 11th Closure Request:

The library staff requested that it be closed on Saturday, November 11th for Veterans' Day. It will be time to clean the carpets about that time and the last completion of this task after a Saturday closure, carpets were still damp on Monday morning. Closing on Veterans' Day would allow extra time for carpets to be dried sufficiently after cleaning. Director Good did state that Saturday staff would have to be paid even though the library would be closed. Davis (Brooks) made a motion to close the library on Saturday, November 11th for Veterans' Day. (Ayes–6, Nays–0, Abstentions–0. Motion carried. Recorded vote.)

Alexis branch hours change request:

The next agenda item was a change of hours of operation request for the Alexis branch. The operational hours are listed in the library's policy manual so Director Good felt that the matter would have to be a board vote. The request was to change Wednesdays' hours from 3 p.m. – 6 p.m. to 2 p.m. – 5 p.m. Brooks (Davis) made a motion to change the hours of operation as requested. (Ayes–6, Nays–0, Abstentions–0. Motion carried. Unrecorded vote.)

Upcoming events:

- The Adult book discussion will be on September 28th about A Fever in Heartland
- There will be an informational session offered by Melissa Shepard and Heather John from Way Insurance Services in Galesburg called "What you need to know about Medicare" that is open to the public on September 21st.
- Youth story time will return Saturday, Sept 16th @ 10:00 a.m. and Batman will be present.
- Halloween Trick-or-Treat Walk will be held with businesses around the square on October 27th @ 2:00 p.m. Director Good is expecting a large crowd so may ask for assistance that day.

The next meeting will be held on October 9th in Monmouth @ 5:15 p.m.

Motion to adjourn by Davis (Gambetta). The meeting was adjourned at 5:55 p.m.

—Jackie Beal, Board Trustee and Recording Secretary