

**The Watseka
Public Library
Board
did not meet in
January 2021**

**The Watseka
Public Library
Board
did not meet in
February 2021**

due to lack of Quorum

Watseka Public Library Board Meeting
March 15, 2021

Present: Troy Simpson, Lesa Corzine, Rhonda Pence, Beth Warren, Wayne Lehman, Kay Jonson, Debi Custer, Rose Gilman, arriving at 6:00 Kris Lundquist and Brian Hasbargen

The meeting was called to order at 5:30 PM by Vice President, Troy Simpson.

Rhonda Pence moved to adopt the agenda. A second was received from Kay Johnson and all present verbally agreed.

The minutes of the November 23, 2020 meeting were presented. One spelling error was noted; under the treasure's report "Kindle" was misspelled. Beth Warren moved to accept the minutes with the spelling correction noted. Lesa Corzine seconded the motion and all present agreed.

Director's Report: Not included this month to create more time for budget and financial discussions.

Treasurer's Reports: Director Gilman explained that there is an accounting discrepancy with the "open equity balance". She explained the discrepancy and assured the board that technically the reports are correct, but the information on those reports is coming from different dates. Going forward in the new fiscal year this accounting discrepancy will be corrected in the reconciliation phase. The WPL accounting reports are audited with the City of Watseka's books. After further discussion it was suggested that the Library pay for their own audit every 2 to 3 years. This audit expense will be included the next budget. Wayne Lehman said that he would prefer condensing the boards financial reports. He does not feel it is necessary to include the check registers for all accounts in the board packets. He suggested that the board packets have a profit loss statements showing monthly and year-to-date income/expenses. After discussion it was noted that most board members agreed with Lehmann. Kay Johnson appreciated that the legal trust information for the Frank Smith Trust was included. It was brought to the boards attention that 1995 was the last time a lawyer for the library looked over the trust information. This should be done every 5 years. The board discussed the farm income from the trust. It was lower this year even though the crop prices were better than previous years. Questions from the board members included; "Is the farm cash rent or crop share?" and "Do they bid on the cost of crop insurance, etc.?". The board also questioned if the principal could be used and if the designated use of the income could be adjusted. Kay Johnson moved to have Director Gilman talk to the First Trust Farm administrator to see if they will provide more information and answers about the Frank Smith Trust and the farm income. Beth Warren seconded the motion and all present voted yes. The Treasurer's Reports will be put on file for the library's audit review.

Old Business: none

New Business: Director Gilman reported on three proposed capital outlays. First is the roof repair. The current roof shingles are 20 years old and should be replaced. The library must use a roofer with a commercial license. The City of Watseka's building inspector, Eric Brandt, recommended Burklow Construction from Kankakee. Gilman will request sealed bids from them and a few other firms as the cost will be over \$25,000. These bids will be opened and voted on at the April 2021 meeting. The second proposed capital outlay will be for interior painting. This cost will not require sealed bids. Gilman will ask for bids from local painters. The third capital outlay expense proposed would be for flooring. The transition from tile to carpet has proved to be a trip hazard. Currently Director Gilman is still considering the type of replacement flooring to use. Brian Hasbargen moved to seek bids on the

three proposed capital outlays: replacement roof/shingles, interior painting and flooring. Lesa Corzine seconded the motion and all present verbally agreed. Director Gilman said that this fall or early next year she would like opinions from the staff and board on other improvements needed at the library. She would like to see improvements that would be patron interactive such as a quiet reading area.

In other new business Carmie Spenn, library bookkeeper, wrote a letter to the board concerning Quick Books 2020 update, fund accounting and the tax levy. Gilman read the letter aloud to the board. The members then discussed Spenn's letter. It was decided that the Quick Books 2020 update could be postponed since the other changes for fund accounted will start with this next fiscal year. Gilman explained the restricted levy funds for payroll withholding and the MM account that will be set up to pay the city for the withholding. There was discussion on how far to go back on the payroll funds since the library has never paid these to the city. The consensus was to open the MM account with funds for the past 5 years and start paying the city for withholding taxes in the next fiscal year. Lesa Corzine moved to set up a MM account for IMRF and SS Fund Accounting going back 5 years and to start paying the city the amount due starting in the next fiscal year. Kris Lundquist seconded the motion and all present voted yes. There has been no levy increase since 2010-2011. Gilman said the average tax paid by a homeowner to the library is \$92.00. She suggests leaving the levy the same and in December revisiting the topic.

Director Gilman presented the board with a 2021-2022 draft budget along with salary proposals for staff. The board discussed the budget and the staff salary proposals. The board will vote on these at the April 2021 meeting.

Gilman would like to close the library for staff training on April 15. Rhonda Pence suggested that the library open from 9:00-1:00 and then close for an afternoon training starting at 1:00. Gilman and the board agreed to this suggestion.

Director Gilman would like approval for the purchase of a Scan Pro2200 Microfilm Machine from e-ImageData for \$9,005.00. The machine will be used to digitize microfilm from both the library and the county courthouse. It could be a future source of income for the library. It would need an archival space. Gilman recommends moving her office and using that as the archival space. She said the money needed for this purchase has already been raised by donors. The purchase just needs board approval. Rhonda Pence moved to accept the bid to purchase a Scan Pro200 Microfilm Machine. A second was received from Lesa Corzine. All present verbally agreed to the motion.

The next board meeting will be moved forward one week to April 19 so that the budget can be approved in a timely manner.

Wayne Lehman moved to adjourn the meeting and a second was made by Kris Lundquist. All present agreed to adjourn.

The next meeting will be Monday, April 19, 2021, at 5:30 PM

Respectfully submitted by Debi Custer, Recording Secretary

Watseka Public Library Board Meeting
April 19, 2021

Present: Lesa Corzine, Rhonda Pence, Kris Lundquist, Wayne Lehman, Kay Jonson, Debi Custer, Brian Hasbargen, Rose Gilman

The meeting was called to order at 5:30 PM by President, Kris Lundquist.

Brian Hasbargen moved to adopt the agenda. A second was received from Rhonda Pence and all present verbally agreed.

It was agreed to table appointing a new secretary for the present time. Until a secretary is appointed the Library Director will record the board meeting minutes.

The minutes of the March 15, 2021 meeting were presented. Lesa Corzine moved to accept the minutes. Kay Johnson seconded the motion and all present agreed.

Treasurer's Reports: Discussion of how report are presented ensued. All agreed to place March 2021 financials on file for audit.

Old Business: The roofing project and bids was discussed. A motion was made by Wayne Lehmann to reject all bids and place an ad in the local newspaper to restart the bid process. Brian Hasbargen seconded and all agreed. The upcoming levy was discussed. The Director explained how the Bookkeeper and Director spoke with the auditor. It was agreed that the library be more involved in their portion of the City of Watseka's levy.

New Business: The Board of Trustees discussed the meeting room sound system. It was agreed that the Director can utilize the services of Josh Heeren who originally installed the system and not to exceed \$3,000 for upgrades. If the cost should exceed \$3,000 the board will discuss at the May 2021 meeting.

The Board of Trustees discussed the Library Holiday dates as presented. It was agreed to eliminate Columbus Day, Martin Luther King, Jr. Day, Good Friday, Easter Saturday, and Easter Monday as holidays. It was agreed to close the library for holiday purposes on the following days: Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day. Rhonda Pence made a motion to approve Library Holidays with changes. Lesa Corzine seconded the motion and all agreed.

The Board of Trustees were presented options for board meeting dates on either the second, third, or fourth Mondays of the month. There was discussion. Also, eliminating meeting in July, December, and January as was done prior was discussed. Brian Hasbargen made a motion to meet the third Monday of each month with the exception of July, December, and January. Wayne Lehman seconded the motion and all agreed.

Old Business - Budget: The proposed budget was presented. At 7:03 pm Kay Johnson made a motion to enter into executive session pursuant to 5 ILCS 120/2: the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. Brian Hasbargen seconded the motion and all agreed. Wayne Lehmann made a motion to end executive session. Brian Hasbargen seconded the motion and all agreed. No action was taken during executive session.

Wayne Lehman moved to adjourn the meeting and a second was made by Lesa Corzine. All present agreed to adjourn.

The next meeting will be Monday, May 17, 2021, at 5:30 PM

Respectfully submitted by Rose Gilman, Library Director, recording secretary pro tem