

## Western District Library Board Minutes February 24, 2025

### Call to Order

The meeting was called to order at 6:00 pm by Jan Gustafson. Those present were Jeanine McGaughy, Beth Hoffman, Sue Routt, Rod Ward, Julie Abbott, and Michelle Bailey. Absent was Kathi Parrish.

### Guest Speaker

Betty Murphy made a presentation to the board.

### Public Comments

No public comments

### January Minutes

Meeting minutes from January 27, 2025, were reviewed. Rod moved to approve as written, Jeanine seconded. Voted, approved.

### Communications.

There were no communications

### Treasurer's Report

Rod shared the January treasurer's report, as well as some summary statistics. Sue moved to approve as presented, Beth seconded. Voice vote, approved 6-0, with 1 absent.

### Director's Report

Board reviewed the director's report for January, including the following:

- Michelle reported that she met with Zach from Legat to get started on bidding the basement. They met with a waterproofing company on 2/18/2025 to obtain some more advice.
- There were 8 adult programs in January including Dave Markward's talk about his book entitled "From Dubuque to Sema and Beyond."
- Georgia has organized chair exercise classes for stretching and strengthening.
- Other events included a book club and jewelry class.
- Brooke offered 14 programs including the final days of the Winter Reading program for children.

### Committee Reports

Julie left the room so that we could discuss personnel business. Jeanine presented the personnel committee report. After studying policies from several surrounding libraries, the committee recommended switching from using sick leave and vacation to combining the two calling it paid time off (PTO), allowing carryover of 1 week to new fiscal year. After discussion, Sue moved to combine sick leave and vacation days, calling it paid time off (PTO) and allowing employees to carryover 1 week to a new fiscal year. Rod seconded. Voted on and approved. The committee also recommended pay raises for the two employees at Step F on the pay scale, effective with the September paycheck and eliminating the 5% stipend for the children's librarian. The work duties of the library aides have changed since this stipend was initiated and all aides have duties besides working at the desk. Recommendations were discussed. Rod moved to give the pay raises for Step F employees effective with the September paycheck which were recommended by the personnel committee and to eliminate the 5% stipend for children's librarian. Beth seconded. Voice vote, approved 5-0, 2 absent. Julie then returned to the meeting.

### Old Business

There was no old business

### New Business

There was no new business.

### Closed Session

No closed session.

### Other Business/Future Agenda Considerations

Michelle is going to inquire about the TIF district which is expiring and find out what it will mean to the library. She will report on this at the next meeting.

Rod moved to adjourn; Sue seconded. Voted, approved. Meeting adjourned.

Respectfully submitted,  
Jeanine McGaughy, Secretary pro-tem