

**Washington Free Public Library
Board of Trustees
Regular Meeting Minutes – Sept. 8, 2011**

The meeting was called to order at 4:00 p.m. by President Karen Murphy. Present were Murphy, Diana Flannery, John Thorne, Yaro Chmelar, Rachel Nicola, and guest LeeAnn Kunz from the library staff.

Minutes from special meetings held in July and August were not presented for approval.

Expenditures: Thorne presented a complete list of bills for August. Motion by Chmelar, seconded by Flannery, to approve purchases. All ayes.

Alexandria software update: LeeAnn Kunz reported, explaining the Alexandria software will track all titles and cardholders. All school districts in Washington County plan to use this software. The software vendor is responsible for delays in installation, which should be done next week. She also said the library has 12,000 patrons of record, after eliminating those who have not checked out materials for the past five years.

Contracting cities update: Chmelar reported he and Murphy visited the Ainsworth City Council, explaining the library/city contract arrangement and cost. Ainsworth has sent its payment for the 2011-12 year. Murphy noted new billing should be sent in December, to allow the cities to plan for next year's budget. Chmelar also has contacted Brighton City Council, which has requested a contract.

Maintenance issues: Chmelar will present the bill from Dutch Creek Electric, for track lights in the front entry, to Washington Library Foundation for payment. Doors which were sticking and the face plate around the book drop in the circulation desk have been repaired. Armstrong Heating and Air Conditioning will do a walk-through with Chmelar next week to discuss filter maintenance and give a bid for quarterly maintenance. There was discussion on where to place address information on the front of the building. Murphy will follow up on this.

New director update: Thorne reported he contacted Debbie Stanton by phone following the trustees' unanimous vote to select her as library director and she accepted. Flannery will take the contract and resume information for Stanton to City Hall to be placed on file. A library credit card in Stanton's name has been signed for.

Chmelar noted he keeps a box for all important papers for the library treasurer and will create a similar box for important papers of the piano committee.

Flannery will draft a letter from the board of trustees to the city council, per Illa Earnest's instruction, to request the \$2,000 for moving expense reimbursement which the trustees offered Stanton.

Following confidentiality issues raised during the director search, Yaro will provide a sample letter of confidentiality for possible use and Nicola will obtain a copy of the University of Iowa's social media policy, for the board to review for possible future use.

Staff/board picnic: will be at Chmelar's farm, with date to be set upon Stanton's arrival.

Old business: Chmelar reported the Foundation's and library piano tax returns are almost done and will be filed ahead of the deadline.

Meeting adjourned at 5:00 p.m.

Respectfully submitted,
Rachel Nicola