

Washington Free Public Library
Regular Meeting Minutes- May 25, 2023

Call to Order: The meeting was called to order by President Margi Jarrard at 9:28 a.m. with members Isabella Santoro, Rick Hofer, Mike Kramme, Mindy Graham, Harold Frakes, and Cary Siegfried, ex-officio in attendance. Gary Murphy was not present.

Approval of Minutes: Santoro made a motion to approve the April 2023 minutes. Frakes seconded. The motion was approved.

Approval of Financial Reports: Hofer made a motion to approve the Financial Reports, Frakes seconded. The motion was approved.

Approval of new expenditures:

I. Wolf Conference Room video conferencing - An approval was needed for purchasing items for the conference room. A sales quote from KCTC consisted of a LED TV, wall mount speaker with microphone and camera, along with installation. The quote was in the amount of \$2,284.97. The purchases will be paid from the Gift Funds (furniture and fixtures). Hofer made a motion to accept the quote. Santoro seconded. The motion was approved.

Library Services Report: Circulation has increased by 37%. Also, there is an increase in usage of Mango Languages.

Committee Reports: a.) Technology Committee Report - The Technology Committee met with Siegfried on May 17, 2023. Siegfried created an inventory list on all equipment/devices. The list consisted of serial numbers, model numbers and dates of purchases. Most of the computers were purchased in 2018. Future goals are to upgrade all computers within the next three years. Also, Siegfried created a list of technology items along with quantities and prices for the Makerspace when or if needed. The building committee will meet in June 2023.

b.) Makerspace Project Steering committee - The committee decided to create a wall off of the ceramics area. KCL also recommends adding air ventilation to the ceramics area. Construction documents will be drawn up for bid.

Old Business: a.) Report on Disposition of Library Furniture- Siegfried stated that \$715.00 was made from the recent online furniture sale.

New Business: a.) Review board member applications - The board members reviewed and discussed 6 applications for the rural member seat that will be vacant in July 2023.

b) **Recommend new board member to City Council** - Frakes made a motion that Regina Schantz be recommended for appointment to the Library Board effective July 1, 2023. Kramme seconded. The motion was approved.

c.) Report from Foundation Board meeting - Siegfried presented the same slide show of the maker space field trips that was shown to the Library Board. Also, the Foundation Board decided to sell 3 to 4 art prints a week, using the Facebook Foundation page for online bidding and also using in person bidding.

d.) Policy Review: Gift Policy, Art & Music Policy -The Library Board reviewed the policies, Siegfried has no recommendations for changing the policies. Hofer made a motion to approve the policies. Frakes seconded. The motion was approved.

Announcements and Adjourn: Siegfried presented the Makerspace Survey results, the name for the Makerspace will be called The MakeIT Place. Kramme made a motion to adjourn the meeting. Santoro seconded. The meeting was adjourned at 11:20 a.m. Next meeting will be June 22,2023.

Respectfully submitted: Mindy Graham, secretary