

## Washington Free Public Library

### Regular Meeting Minutes- October 28, 2021

#### Zoom Meeting

**Call to Order:** The meeting was called to order at 10:00 a.m. by President Rick Hofer with members Mindy Graham, Harold Frakes, Isabella Santoro, Margi Jarrard, Mike Kramme and ex-Officio Cary Ann Siegfried in attendance.

**Approval of Minutes:** The minutes were approved with the addition of Isabella Santoro in attendance at the September meeting. Kramme made the motion. Graham seconded.

**Approval of Expenditures:** Siegfried presented the October, 2021, expenditures using a new Excel spreadsheet format. It shows a summary for all categories with a total of 14% under budget. She also presented a 1<sup>st</sup> quarter FY22 budget report that shows budget allocation, YTD expenditures, %expended, balance the insurance reimbursement in process, the balance adjusted for insurance, and the % expended (adjusted). It was broken down into categories. We are 2.9% under budget at this point. Santoro moved to approve the expenditures and accept the budget report. Jarrard seconded, and the motion was approved.

**Old Business: a. Mask requirement discussion-** Siegfried requested clarification on the criteria used to make the mask requirement. It was based on the local positivity rate for covid 19, comparisons with other libraries, and staff safety. Following discussion, Jarrard made a motion to change the requirement for masks to a recommendation for wearing them. It will be up to the individual to make that decision. Frakes seconded, and the motion was approved. This will go into effect November 1.

**b. Insurance settlement update-** Siegfried said that we received a check from the insurance company for \$80,933.97. She has submitted additional invoices for \$57,688.45. An additional \$15,571.03 will be submitted for the collection. There is approximately \$9,000 left to spend on collections with a majority of it to be spent on children's books. She would like the ordering to be done by the end of November. The total insurance payout is \$154,299.73.

**New Business: a. 2021 State Annual Report Summary-** The report compared FY20 to FY21. The categories being compared included collections, circulation, programs, and usage. Siegfried noted that the past two years have been difficult with the pandemic and the glass incident. Many of the categories were in the negative due to these factors. She said that it will make weeding of materials difficult. Siegfried will be meeting with the Kalona and Wellman library directors to see how their statistics compare. The report has been submitted to the state.

**b. Ongoing Operational and Financial Reports-** Siegfried asked the Board if they would like her to continue using the new format and also to do a quarterly budget report. The Board was agreeable to that.

**c. Revised Policy Review Schedule for FY22-** A draft for a revised schedule for policy review was proposed by Siegfried. The Board has reviewed policies on an annual basis and will continue to do so with the proposed revisions.

**d. Status of Budget Request Proposal for Washington County Public Library Association-** Siegfried will meet with the Kalona and Wellman library directors to discuss this budget request. It was suggested that as many Board members as possible attend the Washington County Supervisors' Meeting when it is presented.

**e. Collection Development Budget and Vendors-** A draft of a budget was presented by Siegfried to show different categories and how funds would be allocated. This would provide a framework and help guide decision making.

**f. Director evaluation-** Jarrard asked if the director evaluation could be moved back from November to sometime in the next year. Siegfried started in late September and an in-depth evaluation would be difficult to do this November. The Board agreed by consensus to postpone the evaluation until sometime next year.

**Announcements and Adjournment-** The Board expressed sympathy for the recent passing of one of the pages. The next meeting will be held Tuesday, November 23, 2021. It may be a hybrid of in-person and zoom. It was moved to Tuesday because of Thanksgiving. Frakes made a motion to adjourn, seconded by Jarrard. The motion was approved, and the meeting adjourned at 11:40 a.m.

**Respectfully submitted:** Margi Jarrard, secretary