

Washington Public Library Board of Trustees
Thursday, January 25, 2024
Washington Public Library

Call to Order: President Margi Jarrard called the meeting to order at 9:34 a.m. with members Isabella Santoro, Regina Schantz, Harold Frakes, Mindy Graham, Gary Murphy, and Cary Ann Siegfried, ex-officio, in attendance.

Approval of Minutes: Murphy moved and Frakes seconded to approve the minutes from the meeting of January 4, 2024. Motion carried.

Approval of Financial Reports: Santoro moved and Murphy seconded to approve the financial reports. Motion carried. Frakes moved and Schantz seconded to approve the purchase of a new heat pump replacement from Johnson Controls. The city will purchase this from their building maintenance fund for \$8,334.00. Motion carried.

The Library Services Report was presented by Siegfried. Highlights included the high number of library cards that will expire soon, the continued popularity of DVDs, and the availability of jigsaw puzzles for patrons.

Committee Reports:

- a) Makerspace Project Steering Committee—Doors and hardware will be installed, lights and the kiln vent are done, painters will return to repair/restore some areas, then the floor will be installed. Staff visited the Art Center of Burlington for advice and assistance with use of the ceramics section of the Makerspace. The kiln has not been ordered yet. Grant money is being used for purchases. The furniture order was placed. Cricuts and sewing machines were ordered. Several items will be ordered soon: scanner, MacBooks, televisions, MacStudio display. Cabinets and windows are being installed.
- b) The technology committee (Graham, Jarrard, Siegfried) met. The Washington County libraries are looking for new vendor support services. The libraries are currently using KCTC. Siegfried suggested holding an annual meeting with the chosen company. The contract will start July 1.
- c) The building committee will meet in February.

Old Business

- a) FY 24/25 budget process: City department heads will present budgets to the City Council on February 6.
- b) Donor Wall update—Colors and fonts have been revised. Name-checking is concluding. The Board proposed having a ribbon-cutting for the new wall with available donors present.

New Business

- a) Staff Policy Review: Graham moved and Santoro seconded a motion to accept the revised Educational Benefits section of VII. Staff Policies. There was a discussion pertaining to Section B. Working Conditions, 1. Hours, that section c regarding employees not being paid if the Library is closed for weather or emergencies, be removed. Jarrard will express the Board's opinion to the city administrator. Motion passed 5-1 (Voting yes: Jarrard, Santoro, Schantz, Murphy, Graham. Voting no: Frakes.)
- b) Schantz moved and Graham seconded to accept the revised job title and description for what was previously the Assistant Director. Motion carried. The new job title will be Technical Services Librarian.

Announcements and Adjourn: Schantz moved and Santoro seconded to adjourn the meeting. Motion carried. The next meeting will be February 22, 2024.

Respectfully submitted,

Regina Schantz, Library Board of Trustees Secretary