

Washington Free Public Library  
Regular Meeting Minutes - January 19,2023

Call to Order: The meeting was called to order by President Jarrard at 9:32 a.m. with members Isabella Santoro, Gary Murphy, Rick Hofer, Harold Frakes, Mike Kramme, Mindy Graham and Cary Ann Siegfried, Ex- Officio, in attendance.

Approval of Minutes: Frakes made a motion to approve the minutes of the December 27, 2022 meeting. Murphy seconded. The motion was approved.

Approval of Financial Reports: a.) Expenditures - A deposit was made in the gift account for \$1,609.58. \$624.12 of the deposit was from a foundation reimbursement of the purchases for 1,000 Books Before Kindergarten. A purchase was made in the amount of \$1,593.02 to KCTC for a new firewall system. b.) End of Month Account Balances - Library materials are expended by 81.1%. Collection Development was expended by 60%. c.) Approval of new expenditures - no new expenditures , waiting on a few estimates. Murphy made a motion to approve the Financial Reports, Frakes seconded. The motion was approved.

Library Services Report: There has been a 40% increase in Circulation. Program attendance is increasing. Wireless use sessions are down due to the Firewall issues (from Nov/Dec) .

Committee Reports: a.) Technology Committee- The Technology Committee met with Siegfried on January 16, 2023 at 10:45 a.m. Siegfried will create an inventory list of all technology items , corresponding serial numbers with each item along with dates of when each item was purchased. The Committee also looked over the Technology Plan ,which was created in January 2020. The Committee will meet again in 6 months.

Old Business: a.) Library Facility Update discussion - The City Council approved the agreement with FEH. FEH will create a contract (an AIA contract) for signatures. b.) Strategic Plan: Review of Goals & Objectives (Draft) and Focus Group notes - Siegfried created a Strategic Plan for January 2023 - December 2025. This plan has been compiled from focus groups and comments from the previous survey that was given. Hofer suggests going through the Mission Statement, making sure that it corresponds with our Strategic Plan. c.) Library FY 23/24 Budget process update - Siegfried had a meeting with Deana for a budget submission. The budget was approved with minor adjustments.

New Business a.) Policy Review : Section II: Collection Development Policy - Siegfried saw no need for changes at this time. Murphy made a motion to approve the policy, Hofer seconded. The motion was approved. b.) Staffing changes - changes have been highlighted in yellow, one change that has been made is under the Job Title - Family Services, under the Job Summary that services will be from infant through 2nd grade. Previously from being infant up to Kindergarten, along with a new Job Title: Librarian -Technology Programming (Part - time) . Murphy made a motion to approve the policy. Frakes seconded. The motion was approved.

Announcements and Adjournment: Next meeting will be scheduled February 23, 2023 at 9:30 a.m. Kramme made a motion to adjourn, Murphy seconded. The meeting adjourned at 10:58 a.m.

Respectfully submitted, Mindy Graham, secretary