

Washington Free Public Library

Regular Meeting Minutes- February 24, 2022

In-Person and Zoom Meeting

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

Approval of Financial Reports: a. Expenditures- Siegfried pointed out that we received the last insurance reimbursement of \$15,571.02. She pointed out the expenditures for the Fiber Arts program and materials. There was good participation for it. We are 15% over budget due to the glass incident. Hofer said that we have received good coverage for library activities on Facebook and The Union. Jarrard moved to approve the expenditures, seconded by Kramme. The motion was approved.

b. Purchase Approvals- Two purchases were approved: A mobile 3-Tier Display Case purchased with general gift funds and Karen Murphy Memorial funds, and a sanitary dispenser system for the first and second floor restrooms. Frakes moved to approve the purchases, seconded by Graham. The motion was approved.

Library Services Report: Circulation for January, 2022, was high, triple the January, 2021, circulation total. Saturday circulation has increased, and after school is busier. The wireless access point has been updated, and now includes new Apple phones. There have been more card renewals, and 26 new cards were issued in January. Jarrard moved to accept the report. Kramme seconded, and the motion was approved.

Old Business: a. Insurance settlement update- As noted earlier in the minutes, the last insurance reimbursement of \$15,571.02 was received.

b. Review of COVID precautions- Siegfried said that the existing precautions in place have been working. She noted that fewer masks are being worn by patrons. Mask wearing is recommended, but not required.

New Business: a. Review of state accreditation process- The standards for Tiers 0, 1, 2, and 3 were shared. Tier 1 is the most basic. We are at Tier 3. Siegfried is finishing up the paperwork and will submit it to the state by February 28, 2022. Accreditation is for three years.

b. Riverboat Foundation Grant application- Siegfried gave an overview of the 1000 Books Before Kindergarten Program. The program promotes early childhood literacy. Siegfried would like to apply for a grant to help fund the program. It would involve purchasing books to be placed in backpacks that would be available for check out. A request for \$5,000 from the Riverboat Foundation and \$2,750 from the Library Foundation would make a total of \$7,750 for the program. Frakes moved to support the grant request, seconded by Murphy. The motion was approved.

c. Use of the Collection Policy issues discussion- Section 1 of the collection policy was discussed. The four areas under consideration for revision are hours of the library, card guidelines for patrons, conduct in the library, and circulation of materials (materials and equipment). Siegfried will make the revisions and bring them for board approval at the March meeting.

d. Quarterly Library Foundation Board Meeting update- Minutes from the Winter Meeting Minutes, February 10, 2022, were shared. Siegfried said that she is working on a plan to redesign the Donor Wall in order to include all existing donors and future ones.

Announcements and Adjournment: a. Next meeting Thursday, March 24th at 9:30 a.m.

Respectfully submitted, Margi Jarrard, secretary