

Washington Free Public Library
Regular Meeting Minutes- July 28, 2022

Call to Order: The meeting was called to order by President Hofer at 9:30 a.m. with members Mindy Graham, Margi Jarrard, Isabella Santoro, Mike Kramme, Harold Frakes and Ex-Officio Cary Ann Siegfried in attendance.

Approval of Minutes: Frakes moved to approve the minutes of the June, 2022, meeting. Kramme seconded, and the motion was approved.

Approval of Financial Reports: a. Expenditures- Siegfried pointed out the annual elevator maintenance cost of \$3,385. A discount of \$500 was given by Biblionix for service that had been paid for but had not been received.

b. End of Month Account Balances- Siegfried said that she will report the percentage of the budget that has been expended on a quarterly basis.

c. Purchase Approvals- A quote from KCTC for updating wireless access ports was presented for \$4,183.31. With tax subtracted, the total will be \$3,909.64. Graham moved to approve the financial reports and the purchase of the wireless access points. Santoro seconded, and the motion was approved.

Library Services Report: Circulation continues to increase. There was a big jump in June of card renewals and new cards.

Old Business: a. Washington County Library Association training- The library boards from Washington, Wellman, and Kalona met July 21, 2022, at the Washington Library for training via Zoom from Becky Heil, a consultant from the State of Iowa Library.

b. Music and Art Committee Appointments- Membership on the music committee includes Harold Frakes (Library Board), Doug McBride (Library Foundation), Dean Kuntz and Beth McBride (community), and Cary Ann Siegfried (Library Director). One more member may be added. The art committee membership includes Isabella Santoro (Library Board), Carol Ray (community), and Cary Ann Siegfried (Library Director). More members will be added. It was stated that a staff member should be part of each committee. Siegfried said that she would like these committees to begin meeting in August.

New Business: a. Closed session- Library Director Evaluation- Kramme moved to go into closed session, seconded by Santoro. The motion was approved. Kramme moved to come out of closed session, seconded by Santoro. The motion was approved. Frakes made a motion to recommend a 5% increase in pay for Director Siegfried. Graham seconded, and the motion was approved. The recommendation will be sent to the city financial administrator.

b. Digital Collection Overview and Recommended updates- Siegfried gave a presentation on the digital collection available through the library and recommended some programs for future purchase.

c. Strategic Planning Survey Discussion- The Board discussed the sample survey that Siegfried had asked them to try. She would like to finalize it and get it sent out in the next couple of months.

Announcements and Adjournment: a. Next meeting- Thursday, August 25, 2022, at 9:30 a.m. Jarrard moved to adjourn, seconded by Graham. The meeting adjourned at 12:10 p.m.

Respectfully submitted: Margi Jarrard, secretary