

## Washington Free Public Library

### Regular Meeting Minutes- April 28, 2022

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

**Approval of Minutes:** Graham moved to approve the March 24, 2022, minutes, seconded by Frakes. The motion was approved.

**Approval of Financial Reports: a. Expenditures-** Siegfried said that the Awe computer has been purchased and is ready to set up. Some donations have been received. Some of the memorial money has been spent on purchasing library materials. A new UPS server was purchased to replace the server that was no longer functioning. Siegfried said that the wireless access points that were approved for purchase will be bought in the next fiscal year. In the fines and fees category, most of it comes from scanning materials and printing costs. Santoro moved to accept the financial reports. The motion was seconded by Kramme, and was approved.

**Library Services Report:** The statistics show an upward trend in most areas. The number of visitors increased by 1000 compared to March of last year. Total circulation is up 33%. Siegfried explained that there are a number of active cards that have not been used for quite some time and are due to expire in January, 2023. The staff are going through these and are deleting some each month until everything is up to date. There were 11 new cards issued last month. Kramme made a motion to accept the report, seconded by Jarrard. The motion was approved.

**Old Business: a. Use of Collection Policy-** Siegfried presented some recommendations to ensure that our policy meets legal requirements. After discussion, Kramme moved to adopt the changes in policy to include the creation of a youth card. It will be stated in policy that "Youth residing in the WPL service area may register for a library card with limited borrowing privileges without a parent present. Fines will not accrue for these cards and parents will not be held responsible for items borrowed. Borrowing is limited to two (2) items at a time and use of the Bridges e-consortium is allowed. A photo ID with proof of address is required. Youth cardholders must pay for any lost or damaged material to continue using the card." Frakes seconded, and the motion was approved. Changes in hours will begin May 19 and will be as follows: Monday- Thursday 8:00 a.m. – 7:00 p.m. except during Farmers' Market Season. Those Thursday hours will be 8:00 a.m. – 8:00 p.m. Saturday hours will be 9:00 a.m. – 1:00 p.m.

**New Business: a. Washington County Library Association July training-** Siegfried has been exploring the possibility to meet jointly with the Kalona and Wellman library boards to provide library funding training in July. Some possible dates were discussed. Siegfried will report back to the Board with further details.

**b. Summer Reading Update-** A packet describing the various summer reading programs was presented. This year's theme is "Read Beyond The Beaten Path." The programs will be held in June. Grades K-2 will meet every Monday from 9:30-10:30 a.m.. Grades 3-5 will meet every Wednesday from 1:00-2:00 p.m. Brenda Bean will be in charge. Brandi Glaspie will head the Summer Teen Reading Program that will meet every Monday from 1:00-2:00 p.m. Family programs will include Juggler Jason Kollum on June 14, Pop artist Michael Albert June 21, Fonziba Drums June 28, and The Iowa State University Insect Zoo July 12.

**c. Services to Library Patrons Experiencing Homelessness-** Siegfried described some of the issues that the library has had to deal with concerning this problem. She and other city leaders are meeting to try to find solutions and to make others aware of what concerns there are. The homeless shelter closes daily at 8:00 a.m. and reopens at 4:00 p.m. This forces people to find other places to shelter during the hours they are closed. This has created some problems for the library and other places in town.

**Next Meeting-** May 26<sup>th</sup>, 2022, at 9:30 a.m. A motion to adjourn was made by Santoro and was seconded by Graham. The meeting adjourned at 11:22 a.m.

**Respectfully submitted,** Margi Jarrard, secretary