

Washington Free Public Library
Regular Meeting Minutes - September 28, 2023

Call to Order: The meeting was called to order by President Margi Jarrard at 9:33 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: Santoro moved to approve the August 2023 minutes. Graham seconded. The motion was approved.

Approval of Financial Reports:

- a) Murphy moved and Frakes seconded to approve the Financial Reports. The motion carried.
- b) Frakes moved and Murphy seconded to approve two new expenditures: 1) temperature control work by Johnson Controls for \$2950.76, and 2) the purchase of up to four adult computers and one children's computer to replace current ones. The motion carried.

Library Services Report: Siegfried highlighted increases in several areas in August, including new library cards, program attendance, and total circulation. She attended a webinar about the online tutoring program, Brainfuse.

Committee Reports:

- a) The technology committee met with Siegfried on September 21. She is investigating the fire alarm and elevator phones. The committee will meet again in January, 2024.
- b) The MakeIT Place committee reported that construction has begun. Some used furniture was purchased from Iowa Wesleyan University. New equipment and furniture will be ordered in December and installed in February. The tentative schedule shows completing the punch list in mid-January, 2024. The opening is tentatively set for May, 2024.

Old Business: The newly-formed Finance Committee will meet November 7 at 10:00 a.m. Siegfried will invite a member of the Library Foundation to attend the meeting.

New Business:

- a) Siegfried presented the FY 24 policy review schedule.
- b) The board reviewed the library bylaws. Schantz moved and Santoro seconded to accept the bylaws as written. The motion carried.

- c) Siegfried presented the FY 23 End of Year Report. This report will be submitted to the city council at a future meeting.

Announcements and Adjournment: A part-time technology librarian will begin in October.

Santoro moved and Schantz seconded to adjourn. The motion carried. The meeting was adjourned at 10:20 a.m. The next regular meeting will be Thursday, October 26, 2023.

Respectfully submitted,
Regina Schantz
Secretary