

Washington Free Public Library Board
Regular Meeting Minutes-August 25,2022

Call to Order: The meeting was called to order by President Hofer at 9:35 a.m. with members Margi Jarrard, Harold Frakes, Mindy Graham, Isabella Santoro, Mike Kramme, Gary Murphy, Rick Hofer and Ex-Officio Cary Ann Siegfried in attendance.

Approval of Minutes: Kramme moved to approve the minutes of the July 2022 meeting. Seconded by Murphy. The motion was approved.

Election of Officers: Frakes moved to nominate Jarrard for president, seconded by Murphy. Kramme moved to nominate Santoro for vice-president seconded by Murphy. Murphy moved to nominate Graham for secretary, seconded by Jarrard. The three motions were voted upon simultaneously and were approved. Committee memberships are as follows; Technology- Graham and Murphy. Personnel- Frakes, Santoro and Jarrard. Building- Hofer and Kramme. It was suggested that committees meet quarterly and report to the Board.

Approval of Financial Reports: a. Expenditures and End of Month Account Balances- Siegfried noted that expenditures and account balances were as expected. At the end of FY22, 97.4% of the budget was spent. \$23,480 was spent from the gift fund, leaving a balance of \$358,318.68. A bid from the Book Browser for \$6,161.00 was presented for consideration. This is for three bins for picture books. It would be paid for by the Library's gift fund which allocated \$10,000 for library furniture. Frakes moved to approve the purchase, seconded by Kramme. The motion was approved. Santoro moved to approve the financial reports. Kramme seconded, and the motion was approved.

b. Approval of Roof Repair Expenditures: A leak in the roof was caused by a crack around the elevator shaft. The crack was caulked and problem should be taken care of.

Library Services Report: July circulation was higher than in June. Dvd use and downloadables are increasing. Card renewals are increasing. There has been an increase in usage in Ancestry and Heritage Quest.

Old Business: a. Digital Collection Update- Siegfried presented a FY23 Annual Budget and recommended digital library funding to the Foundation. Goal is to have some of it up and running by September 1st.

b. Strategic Planning Information and Review and Updates: Siegfried shared preliminary survey results. The survey will help shape the library's strategic plan. there have been 194 responses so far. The deadline is September 15th.

c. Update on Forum on Downtown Safety and Homelessness: There was a discussion about the forum which was held at the library August 22nd.

New Business: a. August 4th Foundation Board Meeting Update- Siegfried and Hofer discussed what was covered at the Foundation meeting on August 4th. A fund raiser will be held in November. The Weeks Trust Fund was also discussed.

b. Review Programs at the Library Policy- Suggested changes to the policy were presented in the area A. Purpose, and area D. Access. The Board will review again in September before voting on it.

Announcements and Adjournment: Next meeting -Thursday, September 22, 2022, at 9:30 a.m. The meeting adjourned at 11:45 a.m.

Respectfully submitted, Margi Jarrard and Mindy Graham, secretary