

**Washington Public Library Board of Trustees**  
**Regular Meeting**  
**Thursday, December 4, 2025**  
**Washington Public Library, Nicola-Stauffer Room**

1) Call to Order	<ul style="list-style-type: none"> <li>● Isabella called the meeting to order at 9:00AM.</li> <li>● Trustees Present: Regina Schantz, Kirsten Minino, Margi Jarrard, Kerrie Willis (on zoom), Owen Piette, Isabella Santoro</li> <li>● WPL Staff: Cary Ann Siegfried; Allison Greiner</li> <li>● Doug McBride <ul style="list-style-type: none"> <li>○ The Foundation could financially support the projects under the Collect, Create, Connect framework. Donations to a specific project could be powerful. People like to donate to a specific cause, to see where their money is going.</li> </ul> </li> </ul>
2) Public Participation	<ul style="list-style-type: none"> <li>● No members from the public were present.</li> </ul>
3) Approval of Minutes	<ul style="list-style-type: none"> <li>● Minutes were approved.</li> </ul>
4) Approval of Financial Reports	<p>Expenditures and End of Month Account Balances</p> <ol style="list-style-type: none"> <li>1. ...getting up to speed on ordering from Ingram; very satisfied overall; good availability <ol style="list-style-type: none"> <li>a. Check in a few months to see how Ingram shipping cost is affecting things</li> </ol> </li> <li>2. City will pay for about \$10,000 from their building maintenance account (replacing fans; elevator)</li> <li>3. Cary will talk more with Kelsey about Alliant billing questions.</li> <li>4. Owen moved, and Regina seconded; motion carried</li> </ol> <p>Approval of New Expenditures</p> <ol style="list-style-type: none"> <li>5. \$1,200 to install new part for Glow Forge</li> <li>6. Kirsten moved, and Owen seconded; motion carried</li> </ol>
5) Library Services Report (Siegfried)	<ol style="list-style-type: none"> <li>1. Decreases: fewer people visiting the library; physical circulation; digital sessions</li> <li>2. Outreach is holding steady.</li> <li>3. Computers: possibly reduce and reconfigure space at some point, since usage is down</li> <li>4. Increases: volunteer hours; pottery studio</li> <li>5. Other Notes: Foundation would like focus on Library Board direction, to clarify what funds are used for (active, instead of reactive)</li> </ol>
6) Committee Reports (Board)	
7) Continuing Education topic(s) of the month	<ol style="list-style-type: none"> <li>1. Owen shared the process for the pivot tables. <ol style="list-style-type: none"> <li>a. To pull data out of it, we could use a likert scale to get information we want in numerical fashion, or rank services liked, etc.</li> <li>b. Then we can keep slicing, keep drilling down into data.</li> </ol> </li> <li>2. He also shared about google Notebook LM—drop in PDFs, and it will figure out how to parse that information, and put it into context.</li> <li>3. Maybe asking what language you speak at home would be a more useful question on the survey than simply race.</li> <li>4. Strongest correlation is between frequent patrons, and think WPL is very important—all different ages</li> <li>5. Maybe pull out number of people in the rural areas who use WPL for Supervisors' Meeting.</li> </ol>
8) Old Business	<ol style="list-style-type: none"> <li>1. Library FY 25/26 Budget discussion <ol style="list-style-type: none"> <li>a. City says the budget will take a hit this upcoming year. Otherwise, no guidance is possible until rolls come in.</li> <li>b. Cary Ann will ask for what we need; she will not pre-emptively cut.</li> <li>c. Cary Ann reviewed the library narrative memo and elaborated on it a bit.</li> <li>d. County: Bridges, Apollo, movie licenses (based on supposition County will maintain current level of funding)</li> </ol> </li> </ol>

2. Presentation & approval of draft FY 26/27 budget
  - a. Cary Ann reviewed the documents in detail, with explanations of how, when, and why.
  - b. Questions and Comments
    - i. Owen: How did you project numbers?
    - ii. Isabella: property tax valuation comment
  - c. Regina moved, and Kerrie seconded; motion carried
    - i. Voting by e-mail may be needed in January, based on City feedback.
3. Strategic Plan draft review
  - a. Goal Objectives
  - b. Questions and Comments
    - i. Regina: likes the organization of the table, so see how each project feeds into the priorities
    - ii. Margi: how will project success be evaluated?
    - iii. Kirsten: So what's the next step? Whose job is it to finish the plan, and to create the chart?
    - iv. Owen: It's helpful to focus on what we will NOT do, so limiting the scope in this way will be effective.
    - v. Allison: this process clarifies HOW we're going to do it (and WHEN), and it echoes back to the WHAT and WHY priorities
  - c. Kerrie moved; Regina seconded; approved.

	Objectives	Projects
Collect		
Create		
Connect		

9. New Business

1. Upcoming hours changes /closure (New Year's Eve closure at 5 pm and Staff development day on January 29)
  - a. Marji moved, Kirsten seconded; motion carried
2. Art Committee membership changes
  - a. Add Karen; motioned by Margi; seconded by Regina; approved
3. Discussion of additional committee structures for other service areas
  - a. MakeIt Space Committee (fairly large budget; needs ongoing attention)
    - i. Power user(s); interested creatives; Board Member; Staff Member
  - b. PlayIt Space Committee

10. Announcements and Adjourn  
a. Next Meeting-  
January 8, 2026

1. Doug McBride: job descriptions for committees is helpful to make teams most effective
2. Giving Tuesday is going well.
3. Good News: [ALA welcomes reinstatement of all federal IMLS grants to libraries](#)
4. Regina moved, and Owen seconded; adjourned @10:55AM.