

Washington Free Public Library
Regular Meeting Minutes- March 29, 2021

Zoom Meeting

Call to Order: The meeting was called to order by President Rick Hofer at 10:02 a.m. with members Harold Frakes, Margi Jarrard, Mindy Graham, Mike Kramme, Isabella Santoro, Carol Ray and Bryna Walker, ex-Officio, in attendance.

Approval of Minutes: Santoro moved to approve the minutes, seconded by Graham. The motion was approved.

Approval of Expenditures: Walker noted that some memorial library materials were purchased through the gift fund. She said she is considering setting up an area in the library for local authors. Some of the books may not meet the selection policy due to lack of reviews. Graham moved to approve the expenditures, seconded by Santoro. The motion was approved.

Budget Report: At 66.67% of the year, 64.18% of the budget has been spent. Walker noted that maintenance and professional services were over. She said that the second revenue check has not been received yet but should be arriving soon. A new printer was purchased with funds from the gift fund with a donation from a memorial from last year. A discussion about some issues with KCTC involved some service problems and technical malfunctions on laptops. Walker noted several donations for summer reading. It will be held in Central Park in June. In case of rain, it will be held over Zoom. Frakes moved to accept the budget seconded by Kramme. The motion was approved.

Old Business: a. Changes to Reopening Plan for April, 2021- Walker suggested the following changes for April:

- Continue mask mandate
- Extend hours to 8:00 a.m. – 7:00 p.m. for Monday- Thursday, 8:00 a.m. – 4:00 p.m. Friday, and 10:00 a.m. – 2:00 p.m. on Saturday with the doors unlocked.
- Appointments not needed to use computers, printers, and copiers.
- Extend browsing from 30 minutes to one hour
- Put more furniture out in newspaper area to allow reading

The Baby Garden and the Genealogy Department will remain closed. Walker said her goal is to increase circulation and to be open in May with no restrictions. Ray moved to approve the reopening changes, seconded by Jarrard. The motion was approved.

New Business: a. Animal Project for April/May- Walker said that she was considering having chicks in a incubator in the library for a short time for children. It was suggested that she check with Public Health and Environmental Health for health concerns. She will do this and report to the Board.

b. Approval of FY22 Bridges Consortium Participation- Frakes moved to approve participation in the FY22 Bridges Consortium. It was seconded by Ray. The motion was approved.

c. Approval of Final FY22 City Budget- Walker noted that telecommunications increased from \$4500 to \$6000. Postage decreased due to less use from \$2200 to \$1000. An increase of \$2000 was made for furniture purchase. Library materials decreased from \$4500 to \$3500. The maintenance technician's salary has been taken out of the library budget. Walker is no longer serving as supervisor for the

position. It has been moved to the city. Kramme moved to approve the final FY22 budget. This was seconded by Jarrard. The motion was approved.

d. Approval of Internet Use Policy- Ray moved that in section Internet Use Policy, #3 Use, the age be changed from 10 years to 12 years old to align with the confidentiality policy. Graham seconded, and the motion was approved.

e. Approval to close library for training April 22, 2021- Walker requested that the library be closed on Thursday, April 22, for training on mental health and CPR. The regularly scheduled Board of Trustees meeting will be changed to Wednesday, April 21. Jarrard moved to approve the closing. Santoro seconded, and the motion was approved.

Announcements and Adjournment: A grant of \$1500 from Earth's Bounty was spent for the Sunflower project. Walker said marketing efforts continue through Twitter and Instagram. Santoro moved to adjourn the meeting, seconded by Frakes. The motion was approved. The meeting adjourned at 10:55 a.m.

Respectfully submitted: Margi Jarrard, secretary