

Washington Free Public Library
Regular Meeting Minutes- July 27, 2021

Call to Order: The meeting was called to order at 10:00 a.m. by President Rick Hofer with members Harold Frakes, Margi Jarrard, Mike Kramme, Mindy Graham, Isabella Santoro, Bryna Walker, Ex-Officio, and LeAnn Kuntz, assistant library director, in attendance.

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

Approval of Expenditures: Walker said that renewals for one year subscriptions and contracts were paid this month. She is going to request that insurance cover the costs for moving and cataloging due to the glass incident. There will be some shortages that insurance won't cover. There is a capital outlay project fund to cover this. ServPro costs were covered by insurance. Frakes moved to approve the expenditures. Kramme seconded, and the motion was approved.

Budget Report: Walker said that we were .5% under budget for the year, at 99.49%. We received \$5,096.18 from Ainsworth as contracted. Santoro moved to accept the deposits report. Jarrard seconded it, and the motion was approved. The completed budget for FY2021 will be coming from the city.

Old Business: a. Library Director discretion to close during construction in August- Santoro made a motion to allow the interim director to use her discretion on closing during construction in August. Frakes seconded, and the motion was approved.

b. Library hours back to normal in August- Jarrard moved to set the hours as: 8:00 a.m.-7:00 p.m. for Monday-Thursday, 8:00 a.m. – 5:00 p.m. for Friday, and 10:00 a.m. – 2:00 p.m. for Saturday. Kramme seconded, and the motion was approved.

New Business: a. Selection of FY22 Goals based on strategic plan- Kramme moved to approve the following goals:

1. City Relationship & Building
 1. Pursue Pedestrian safety downtown
 2. Contract for library janitorial services for FY23 and continue with city maintenance services
2. Collections & Patrons
 3. Fine-free card policy
 4. Increase collaboration with Genealogy
3. Continuing Education
 5. Meet with Board committees as needed
 6. Encourage Trustees to participate in continuing education for accreditation
4. Foundation Relationship
 7. Encourage gifts to the library
 8. Encourage volunteerism from Foundation directors

Santoro seconded, and the motion was approved.

b. Motion of what to do with U-Haul boxes- Santoro moved to make the boxes available to city staff and non-profit government agencies. Kramme seconded, and the motion was approved.

c. Officer appointments and committee assignments for FY22- Santoro moved to approve the following officer appointments: President Rick Hofer, Vice-President Harold Frakes, and Secretary Margi Jarrard. Graham seconded, and the motion was approved. Jarrard moved to approve the following committee assignments:

5. Personnel: Margi Jarrard, Harold Frakes, Mike Kramme
6. Technology- Mindy Graham, Gary Murphy
7. Building- Rick Hofer, Isabella Santoro

The motion was seconded by Kramme, and the motion was approved.

d. Selection of Interview Questions for Library Director Position- A list of questions was selected by consensus.

e. Review of Library Director candidates chosen by steering committee for interviews- Frakes moved to go into closed session, seconded by Santoro. The motion was approved. Kramme moved to come out of closed session, seconded by Frakes. The selected candidates will be contacted for interviews.

f. Set interview times/dates for Library Director interviews- August 3 and August 4 were set as tentative interview dates. A special meeting will be held Thursday, August 5, to discuss the interviews.

Announcements and Adjournment: The next regular meeting will be held Thursday, August 26, 2021 at 10:00 a.m. Kramme moved to adjourn the meeting at 12:45 p.m., seconded by Graham. The meeting was adjourned.

Respectfully submitted, Margi Jarrard, secretary