

Washington Free Public Library

Regular Meeting Minutes- November 23, 2021

Hybrid Meeting- In-Person and Zoom

Call to Order: President Rick Hofer called the meeting to order at 10:01 a.m. with members Mike Kramme, Mindy Graham, Isabella Santoro, Gary Murphy, Margi Jarrard, Harold Frakes, and ex-Officio Cary Ann Siegfried in attendance.

Approval of Minutes: Frakes made a motion to approve the October 28, 2021, minutes. Kramme seconded, and the motion was approved.

Approval of Expenditures and Budget Report: Siegfried noted that the 1st county payment of \$29,703.67 was received. Two insurance reimbursement payments of \$32,888.85 and \$25,304.60 were received as well. Maurice Ferrier gave a donation of \$15,000. Ferrier is a former resident of Brighton, Iowa. In the expenditure report, Siegfried said that we are 6% below budget at this time. The focus has been on replacing library materials lost from the glass incident. Another insurance payment of \$15,000 will be coming. Siegfried said that she would like to have the ordering done by December. Kramme moved to approve the budget and expenditures reports. Murphy seconded, and the motion was approved.

Library Services Summary Report: The library services report showed the numbers of service usage, comparing monthly the years 2020-2021 and 2021-2022. The areas include circulation, programming, computer usage, library patrons and digital services. Circulation showed an increase of 16% and digital services with an increase of 687%. Card renewals were up 109% and new library cards, 153%. Murphy made a motion to accept the report, seconded by Jarrard. The motion was approved.

Old Business: a. Insurance Settlement Update- Siegfried said she will submit the final invoices in December.

b. Budget Request Proposal for Washington County Public Library Association- The library directors from Kalona and Wellman met with Siegfried to discuss the budget request for FY 2022-2023. They will meet again, and then present the request to the county supervisors. They are going to ask for an increase to fund the purchase of Apollo software for the Kalona and Wellman libraries. This is the system the Washington library is currently using. Patrons would be able to utilize materials from the three libraries, making for improved circulation among them.

New Business: a. Review of Use of Library Facilities and Equipment Policy- Siegfried highlighted the proposed changes to the policy. Many of the changes were for clarification. The study rooms section was a new addition. The section on piano usage was deleted. Kramme made a motion to adopt the policy with the changes, Murphy seconded. The motion was approved.

b. Approval of Technology Replacement Purchases- The monitor and bracket in the foyer need to be replaced. Murphy made a motion to purchase a new monitor and bracket, cost not to exceed \$1000. Kramme seconded, and the motion was approved.

c. Identify Budget Priorities for FY 23 City Budget Process- Siegfried asked the board for input on budget priorities. Ideas about increasing hours and more time for cleaning the facility were discussed.

Announcements and Adjournment: Due to some resignations on the Foundation, Siegfried asked members to be thinking of potential candidates. The next meeting will be Thursday, December 23, 2021, at 10:00 a.m. Kramme moved to adjourn the meeting, Murphy seconded. The meeting was adjourned at 11:41 a.m.

Respectfully submitted: Margi Jarrard, secretary