

Washington Free Public Library

Regular Meeting Minutes- December 23, 2021

In-Person and Zoom Meeting

Call to Order: The meeting was called to order by President Rick Hofer at 10:08 a.m. with members Harold Frakes, Mike Kramme, Mindy Graham, Gary Murphy, Margi Jarrard and Ex-Officio Cary Ann Siegfried in attendance.

Approval of Minutes: Kramme moved to approve the November, 2021, minutes. Murphy seconded, and the motion was approved.

Approval of Expenditures and Budget Report: A payment from the Brighton Library was received . Memorials for Jaicey Miller for \$1500 have been received. Siegfried will consult with the family as to how it will be used. Materials from Amazon are replacements for books lost in the glass incident. Siegfried hopes to have materials all purchased by the end of the year. We are 3% under budget at this point of the year. Kramme moved to accept the reports, seconded by Graham. The motion was approved.

Library Services Report: There has been a big increase in circulation, due to the fact that the library is open after being closed for COVID. Siegfried noted that it is not back to normal but is trending in that direction. There has been an increase in active and new library cards. She pointed out the adult programming which includes Writers' Workshop and a book club that meets monthly, and individual programs such as Iowa History. Siegfried said she is checking into restarting the music committee. Jarrard moved to accept the library services report, seconded by Murphy. The motion was approved.

Old Business: a. Insurance Settlement Update- Siegfried said that most of the insurance has been spent. There is approximately \$1000 left.

b. Budget Request Proposal for Washington County Library Association- The Washington County Library directors will meet with the Board of Supervisors Monday, January 3, at 10:00 a.m., to present their budget request proposal. They are asking for an overall 3% increase.

c. Review of COVID Precautions- The Board decided to continue with the policy of recommending mask wearing. The staff is wearing masks when interacting with the public.

New Business: a. Review of Staff Policy and Employee Job Descriptions- Siegfried presented some proposed changes to the VI. Staff Policy. The first is an addition, " A. Library Employee Categories" that outlines current existing categories. The next addition is in B. Working Conditions/Benefits. The sentence "All employees of the Washington Public Library are administrative employees of the City of Washington and must adhere to the rules, regulations and policies outlined in the City of Washington Personnel Manual," has been added in the first paragraph. In section D. Purchasing Policy, numbers for amounts have been updated. Frakes made a motion to increase the pages' pay, ranging from \$8.50 to \$12.00 per hour. Murphy seconded, and the motion was approved. This will be pending city approval. Frakes moved to approve the policy changes, seconded by Jarrard. The motion was approved.

b. FY 23 City Budget Process- Siegfried went over the budget request proposal that will be presented to the Board of Supervisors in January. She highlighted various categories, noting that the gift fund has \$400,000. Siegfried said that she wanted to be sure that memorials are being spent as intended. Frakes moved to adopt the proposed city budget proposal. Graham seconded, and the motion was approved.

c. Review Request for Reconsideration Process and Form- The Request for Reconsideration Process and the Form were reviewed.

Announcements and Adjournment: a. Next Meeting Thursday, January 27, 2022: Frakes commented on how inviting the study areas are and complimented Jenisa Harris and Bryna Walker on their efforts. He also asked that the Spanish collection be a budget priority. Siegfried said that a high school student is working on it, and is trying to incorporate materials for all age groups. Frakes also asked that feminine hygiene products be provided in the women's restrooms free of charge. Frakes moved to adjourn the meeting at 11:20. Murphy seconded, and the motion was approved.

Respectfully submitted: Margi Jarrard, secretary