

Washington Free Public Library

Regular Meeting Minutes- January 27, 2022

In-Person and Zoom Meeting

Call to Order: The meeting was called to order at 10:07 a.m. by President Rick Hofer with members Harold Frakes, Mindy Graham, Isabella Santoro, Gary Murphy, Mike Kramme, Margi Jarrard and Ex-Officio Cary Ann Siegfried in attendance.

Approval of Minutes: Kramme moved to approve the December, 2021, minutes, seconded by Murphy. The motion was approved.

Approval of January Expenditures and 2nd Quarter Budget Report: Siegfried noted that we are over 11.2% in expenditures at this point. This is due to expenses for replacements due to the glass incident. She said that insurance money is still coming in: \$4,000 for library materials and \$10,000 for maintenance and repairs. There were many purchases from Amazon because of availability of materials. Siegfried pointed out a \$500 reimbursement from The Washington Betterment Foundation for materials for the mural in the basement. She said that the \$459 in Fines was mainly from printing and faxing for patrons. Frakes complimented the increased purchases of large print materials. Kramme said he appreciated the non-fiction section being moved to the main floor. Frakes moved to approve the Financial Transactions, January Expenditures and 2nd Quarter Budget Reports. Jarrard seconded, and the motion was approved.

Library Services Report: Siegfried said that circulation was down in December. December is usually a slower month because of the holidays. January has been a busy month so far. Programs and the addition of new cards and card renewals are up.

Old Business: a. Insurance settlement update- The last invoices were submitted to insurance. \$15,000 will be the final payment. Jarrard thanked the director and staff for their work and efforts in dealing with the clean-up and replacement of materials.

b. Review of COVID precautions (programming, masks, etc.)- The precautions that are in place are working and will remain in place for the present.

c. FY 23 City Budget Process- Siegfried shared the FY 23 Budget Changes Summary. She pointed out that Washington Free Public Library is in the 25th quartile for Size E Public Libraries in spending on collections. The average annual expenditure for materials for Size E Public Libraries in Iowa for FY 20 was \$47,682 annually. The 25th percentile average was \$30,808. In FY 22, WFPL's combined general fund and gift fund expenditures on library materials is projected to be \$25,000. The average physical collection size for Size E libraries in Iowa for FY 20 was 45,483. WFPL's collection size is 37,584. The Library's general fund materials budget was reduced by \$4,500 in FY 22. The budget will be approved at the next city council's meeting. Siegfried said that she would like to use \$12,000 from the gift fund to supplement the \$21,000 in the budget for materials. She said that many of the donations to the gift fund were made to purchase materials for the library. She would like to encourage donations be given to The Foundation as it earns a greater rate of interest. Weekly articles in The Union will highlight the services the library provides and suggestions to donate to The Foundation. Kramme moved to approve the FY 23 Budget Changes Summary. Murphy seconded, and the motion was approved.

New Business: a. Review of Employee Job Descriptions- The Board reviewed job descriptions for the Assistant Director, Adult Services Librarian, Family Services Librarian, and Youth Services Librarian. The job description for the assistant director is new. The other job descriptions were fine tuned. Kramme moved to adopt the job descriptions with the changes. Jarrard seconded. The motion was approved.

b. Review of Collection Development Policy- Siegfried shared the Collection Development Policy and noted the additions that were made. Frakes moved to adopt the policy with changes. Santoro seconded and the motion was approved.

c. Board continuing education requirement for accreditation- Board members need three hours of continuing education annually. Courses can be taken on-line on the IA Learns web site. Siegfried said that another way to meet the requirement would be a joint meeting with the Kalona and Wellman Library Boards. It would include presentations and could be done annually.

Announcements and Adjournment: a. The Board decided by consensus to move the starting time for meetings to 9:30 a.m.

b. Next meeting- Thursday, February 24, 2022, at 9:30 a.m.

c. Adjournment- Kramme moved to adjourn at 11:17 a.m. Murphy seconded. The motion was approved.

Respectfully submitted: Margi Jarrard, secretary