

Washington Free Public Library

Regular Meeting Minutes- June 30, 2022

Call to Order: President Rick Hofer called the meeting to order at 9:30 a.m. with members Mike Kramme, Harold Frakes, Mindy Graham, Isabella Santoro, Gary Murphy, Margi Jarrard and Ex-Officio Cary Ann Siegfried in attendance.

Approval of Minutes: Santoro moved to approve the minutes from the May 26, 2022, meeting. Murphy seconded, and the motion was approved.

Approval of Financial Reports: a. Expenditures- Siegfried noted that the e-rate reimbursement was received. The \$1413.89 amount is for 11 months. The final payment will be paid next month. Siegfried said that the new chairs are now in the Rebook Room, and the mural was finished. There was a discussion about fines and fees. The majority of money in that category is for scanning and printing. The daily fine fee is 10 cents a day with a seven day grace period. Kramme moved to accept the financial reports, seconded by Jarrard. The motion was approved.

Library Services Report: The circulation for the month of May was at an all time high. Most areas are trending up. Active cards are less due to the removal of inactive cards. Card renewals and new cards remain steady.

Old Business: a. Washington County Library Association training- The training will be coordinated with the Wellman and Kalona Boards. It will be held on July 21, 2022, from 4:00-6:00 P.M. at the Washington Library. Becky Heil, a State of Iowa consultant, will do the training via Zoom.

b. Music and Art Committee appointments- The committees will be made up of one Board member, one Foundation member and two to three community members. Isabella Santoro was appointed to the Art Committee and Harold Frakes to the Music Committee. Other possible members will be contacted by Siegfried to fill the remaining positions.

New Business: a. Closed Session- Frakes moved to go into closed session, seconded by Murphy. The motion was approved. Staff evaluations and FY salaries were discussed. Kramme moved to come out of closed session, seconded by Murphy. Kramme moved to approve the recommended 5% increase for staff for FY23. The motion was seconded by Jarrard. The motion was approved.

b. Revisions to Staff Policy regarding Educational Benefits- Siegfried presented recommended changes to the educational benefits policy. After discussion, Kramme moved to accept the recommendations, seconded by Santoro. The motion was approved.

c. Revisions to Public Technology & Internet Policy- Siegfried presented changes to the policy. A Statement on Internet Safety is required if the library receives federal funds. The statement with other recommended changes was proposed. Murphy moved to approve the changes, seconded by Santoro. The motion was approved.

d. Strategic Planning Update Process- Steps involved in effective strategic planning were shared by Siegfried. She showed the Fairfield Public Library's document as an example. The Library Board of Trustees will serve as the steering committee. The timeline will begin in July with an examination of data, a survey in August and September which will be done on-line, a link in the fall city newsletter, and paper copies dispersed throughout the community. Data will be collected and analyzed in October and the plan finalized in November and December.

Announcements and Adjournments: Santoro asked if the Novelist could be made more visible on the website. A Writers' Workshop will be held on July 19, 2022. Kramme moved to adjourn the meeting. This was seconded by Santoro. The meeting was adjourned at 11:22 a.m.

Respectfully submitted, Margi Jarrard, secretary