

## Washington Free Public Library

### Regular Meeting Minutes - September 22, 2022

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

Approval of Minutes: Kramme moved to approve the minutes of the August 25, 2022, meeting. Murphy seconded. The motion was approved.

#### Approval of Financial Reports:

a. End of Month Account Balances- Siegfried noted that Baker & Taylor is back “online” again so purchases for the collection are back to normal. Frakes made a motion to approve the account balances, Murphy seconded.

b. Approval of new expenditures- A KCTC quote for 2 desktop computers to replace outdated computers (in the kids' section) cost was \$2,349.98. Murphy made a motion to approve the expenditure. Kramme seconded. Motion was approved.

4. Library Services Report: Services continue to increase.

#### 5. Old Business:

a. Library Programming Policy- Frakes made a motion to approve the policy, Hofer seconded. Motion was approved.

b. Digital Collection Updates- Mango Languages and Kanopy (streaming service) has added 30 new users.

c. Strategic Planning information review and updates- Survey shows that people are interested in downloadable material. Also liking the variety of collections. Siegfried would like to display Spanish language materials more effectively since it seemed that many survey respondents were unaware of them. More information regarding the planning process at the October meeting.

d. Board Committee membership & meeting schedule- Each committee will meet three times a year, with Siegfried being present. Each committee will present their information to the Board.

e. Art and Music Committee membership approvals- Hofer made a motion to approve the membership committees with a possibility to add more members in the future. Murphy seconded. The motion was approved.

#### 6. New Business:

a. Library Facility Update discussion: 3,000 square feet (not finished) is available in basement for use Siegfried shared a proposal with the board from an architectural firm to assist with the design of the space. This information will also be shared with the Foundation Board in November.

b. Review Music and Art Committee Policies- The Art Policy was approved March of 2019. Section 2 and a corresponding policy for the Music Committee has been added. The Music Committee Policy was established on 9/22/22. A yearly schedule for both committees will be under discussion. Santoro made a motion to approve the policies. Frakes seconded. The motion was approved.

c. Review Library Gift Policy- The Policy was last reviewed in 2017. The revision presented is substantially the same but is now reorganized and with numbering. This policy focuses on monetary donations rather than library materials donations. Frakes made a motion to approve the revised policy. Hofer seconded. The motion was approved.

#### 7. Announcements and Adjournment

a. Next Meeting- Thursday, October 27,2022 at 9:30 am. The meeting adjourned at 11:10.

Respectfully submitted, Mindy Graham, secretary