

Washington Free Public Library  
Regular Meeting Minutes- December 29,2022

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

Approval of Minutes: Frakes made a motion to approve the minutes of the November 17,2022 meeting. Murphy seconded. The motion was approved.

Approval of Financial Reports: A deposit was made in the amount of \$5,736.12 (Brighton contracting city fees). Another deposit was made in the amount of \$3,320.47 (Enrich Iowa state grant). As well as a deposit for \$2,518.19 (Open Access/ILL reimbursement). Murphy made a motion to approve the Financial Reports, Santoro seconded. The motion was approved.

Approval of New Expenditures: The door to the handicapped stall in the 2<sup>nd</sup> floor men's bathroom was damaged; waiting for an estimate on a new door.

Library Services Report: Circulation is up 37% along with an increase in attendance.

Committee Reports: No meetings were scheduled for the month of December.

Old Business a.) Library Facility Update discussion: The FEH estimate for construction costs related to the renovation of the basement space is between \$400,00 to \$595,00. This would cover general construction, demolition and electrical with an additional costs for furniture and equipment. The exact costs cannot be determined until the final design is done. The professional design cost for FEH services related to the project is \$69,500. Kramme made a motion to accept the FEH design proposal and move forward with an agreement with them. Murphy seconded. The motion was approved.

#### New Business

a.) Closed Session: Frakes made a motion to go into closed session. Hofer seconded. To go out of closed session, Hofer made a motion, Frakes seconded.

b.) Policy Review: Section 1: Use of Collection- The board discussed the issue raised by Frakes at the last meeting related to the financial responsibility for parents for juvenile accounts and behavior in the library. Graham made a motion to approve the policy as presented, Hofer seconded. The motion was approved.

c.) Library Art Print Collection: Due to very minimal use (no checkouts in 2 years) Siegfried proposed removing this collection and giving the majority of the art prints that were in the circulating collection to the Washington Public Library Foundation for them to dispose of through sales. Kramme made a motion to approve the proposal with the exception of keeping the four prints that are local. The Art Committee will go through the prints to see which ones will be for sale. Hofer seconded the motion. The motion was approved.

Library FY 23/24 Budget process: Siegfried reviewed the draft budget proposal with the board. The proposal will be submitted to the City Administrator on Dec. 30. In addition, Siegfried shared comparable statistics for other Size E Libraries with the board for salaries and collection expenditures.

Announcements and Adjournment: Next meeting will be scheduled Thursday, January 26, 2023 at 9:30 a.m. Kramme made a motion to adjourn, Frakes seconded. The meeting adjourned at 11:32 a.m.

Respectfully submitted, Mindy Graham, secretary