

Washington Free Public Library
Regular Meeting Minutes - February 23,2023

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

Approval of Minutes: Jarrard noted a correction under Committee Reports, the committee will meet again in 3 months, instead of 6 months. Kramme made a motion to approve the revised minutes for the January 19, 2023 meeting. Hofer seconded. The motion was approved.

Approval of Financial Reports: a) Expenditures - There was a Memorial Gift in the amount of \$1,445.00, along with an additional \$50.00. Reimbursements were made for the 1000 Books before Kindergarten. Santoro made a motion to approve the Financial Reports. Kramme seconded. c.) Approval of new expenditures - an approval was needed for the expenditure quote in the amount of \$2,665.00 from Wood Construction, Inc. for the new restroom handicap stall door (on the second floor). Graham made a motion to approve the new expenditure. Santoro seconded. The motion was approved.

Library Services Report: Circulation of Children's Books are up 46%, with Primary and Readers in Children's books increasing in circulation. Programs are up 36% along with Computer Sessions up at 53%.

Committee Reports: a) Building Committee - the Committee met with Siegfried on February 1st, 2023 along with Kirk from maintenance. Old Business - the 2nd floor handicap stall door can be replaced with an identical item. New Business - Items were mentioned for repairs: the countertops in every restroom, the east wall in the Nicola/Stoufer room needs repaired due to tables rubbing against it, furniture restoring oil needs to be applied to the mop boards in the library entryway. A few LED fixtures need replacing. Also, the basement stair landing should be swept out. Jarrard suggested keeping a schedule of what needs to be repaired and the timing of each repair. Graham requested the company Renoux Builders for a quote for new countertops in the bathrooms. b) Makerspace Project Steering committee - the Committee will meet with FEH on March 1st, 2023.

Old Business: a) Strategic Plan: Review Draft Document - Siegfried created a draft for the Strategic Plan. Showing information based on data, surveys and focus groups. Frakes made a motion to approve the draft. Santoro seconded. The motion was approved. b.) Staffing change updates -there are three applicants for the full-time Family Services position. Also, an applicant for a part - time Library Technician position.

New Business: a.) Policy Review: Section III: Use of Library Facilities & Equipment - The Policy Review will be tabled for the March meeting.

Announcements and Adjournment: Next meeting will be scheduled March 23,2023 at 9:30 a.m.
Kramme made a motion to adjourn, Hofer seconded. The meeting adjourned at 10:30 a.m.

Respectfully submitted, Mindy Graham, secretary