

## **BOARD OF TRUSTEES, WASHINGTON PUBLIC LIBRARY JULY 24, 2023**

The meeting was called to order by President Carolyn Witt, who led the Pledge. Members present included: Leanne Gisburne, Doug Holdmeyer, Jamie Holtmeier, Katie Schonaerts, Barbara Volmert, Sue Wehmueller and Carolyn Witt. Also in attendance was Antjea Wolff of the Missouriian.

Jamie moved that the agenda be approved. Motion seconded by Leanne and the motion carried.

**FRIENDS OF THE LIBRARY REPORT:** Lobby sales continue to remain strong. Bill Schwab is working on many programs from now through November. This is all coordinated with the library. As a reminder, the Friends of the Library program is also sponsored by Neighborhood Reads. This gives us three different entry points for authors/speakers – the Library, the Friends, and Neighborhood Reads. In August donations will be accepted for the yearly book sale taking place on the 3<sup>rd</sup> weekend in September.

### **LIBRARY DIRECTOR'S REPORT:**

**Statistics and Collections:** June statistics are attached. Results are very similar to 2022. The board games are circulating well this summer when children are home. The same is true for the STEAM Kits. The summer reading participation has increased from 2022. Final numbers will be given during the August meeting. The children's final prize T-shirt had a problem with the vendor. The staff is still waiting for the T-Shirts. They are giving out previous year's surplus T-shirts as participants finish the program and then will provide the new T-shirts to them once the shirts arrive. The adult T-shirts arrived on time.

**Facilities** – The Library had a leak in the ceiling. A cartful of books was water-damaged and will be discarded. He will complete a collection assessment on the damaged books for re-ordering and will work with Parks Dept. on the financial side. This leak was related to work done on the HVAC. A temporary leak fix was applied immediately after the damage occurred.

There are a few issues with the temperature in different parts of the building that are being reviewed and adjusted.

### **New Secretary of State Rules**

The updated Policy Manual voted on by the board in June 2023 has been submitted to the State Library, where they will retain a copy. Future updates must be submitted to the State Library as well. Libraries across the State, including Scenic Regional Library (SRL), are moving to expire juvenile cards. Parents will have to sign a new form, acknowledging the new rules. This is a grey area where it is difficult to determine best practices in response to the new rule. Nelson feels coordinating closely with SRL by having a similar policy will provide a seamless process.

## **Budget/Staffing**

Budgeting season is underway.

Welcome to Davne Nowak, the newest Library Clerk hired to replace the vacated position.

## **Technology/Communications**

LibraryAware allowed us to reach over 2,500 people with relevant information for our digital June monthly "What's Happening at the Library?" newsletter. Over 5000 were sent. It has a 52% open rate, which is considered fantastic. The Genre Book Recommendations are getting anywhere from 60-90% open rates, which means they are only going to patrons who want to receive them. This will likely continue to grow.

## **Programs**

### **June/July re-cap**

- Adult Paint Night, June 27
- The Circus Man, July 12
- Teen Pizza and Paint, July 19
- Gary Kremer, July 20.

### **Upcoming Events**

- End of Summer Carnival, July 26 @ 1:00 pm
- Great Decisions starts Wednesday August 2, 1:00 pm. This program will run for 8 weeks and is a repeat of the Winter Great Decisions.
- Closing: Carpet Cleaning will happen over the Fair Weekend. The library will be closed Friday Aug 4 @ 1:00 pm and re-open on Monday Aug 7.
- Local author Donna Villani, August 10 @ 6:30 pm
- Author Patricia Wahler, August 27 @ 6:30 pm

Jaime moved that the director's report be accepted, seconded by Leanne. Motion carried.

## **UNFINISHED BUSINESS**

A question was asked concerning the number of library board members required. An update was given by Nelson. He stated there should be nine, so the board needs 2 more. One is in the process of approval. Nelson will follow up on the progress and report back next month.

There being no further business, Katie moved that the meeting be adjourned. Doug seconded the motion, which carried.

**NEXT MEETING:** August 28, 2023