

Minutes

For the Nov. 25, 2019 Meeting
of the
Washington Public Library Board of Trustees
6:00 PM
Library Meeting Room

Present: Norma Brinker, Katie Dieckhaus, Katie Schonaerts, Leanne Gisburne, Leon Hove and Nelson Appell

Not present: Diane Lick, Jeff Holtmeier and Barb Vollmert

Also Present: Gretchen Pettet and Greg Skornia – City Council

Also Present: Patti Frick – Friends of Library

President Katie Dieckhaus called the meeting to order at 6:00 pm

Pledge of Allegiance

Leanne Gisburne made a motion to approve the agenda. Katie Dieckhaus seconded. Motion passed.

Leon Hove made a motion to approve the August minutes. Norma Brinker seconded. Motion passed.

Friends of the Library report – Patti Frick

The Friends hosted two events in November, which were well attended. The Dec. 8th event is postponed. Friends paid for canvas bags – 400 – ran out in two weeks.

Library Director Report – Nelson Appell

First official report as director.

They have hired two new shelveers and are advertising for circulation manger. Applications are due by 12/2 end of day.

The library is a winter warming center for cold days – hot tea and water are provided.

It is “weeding” season – taking out old volumes and updating as necessary. The state report is due 11/30/. Nelson will be submitting this tomorrow. The Self Day is installed – you can use credit card, coins and cash. Print from mobile phone, laptop, print on demand. They are pursuing online payments soon. This self-pay helps with the flow at the upstairs desk.

They are working on the public computers and are now ready for testing and then they cut over to the new Internet. They are upgrading all systems from Window 7 to Windows 10.

Nelson is working to utilize social media more. Goal is to provide more interaction – tell our story – what is happening with books and library events. He looks to pursue this more in the New Year.

Katie Dieckhaus commented it would be good to create a social media policy / plan for the library. We need guidelines of what we post and how we post to ensure we are in alignment with the City.

As far as programming, the NEA was well-attended. Three book club discussion are occurring, and Kids Turkey Bingo.

Nelson also will be doing radio interviews on KLPW.

A staff day will be held on Dec. 20th.

Nelson and the staff will be assisting with the upcoming Friends event and will start planning for Summer Reading. He is excited to include the kick off event again. The theme for the program is Fairytales.

Nelson also is looking into the server stats – to verify the wireless figures on the report.

McMillian Publishing Embargo – allowing one e-copy for first eight weeks of sale may impact holds. The embargo is just E-books and it started last week.

Unfinished Business

Partnership with Local Schools

There are two proposals to consider.

1. Washington West – we will work as a “test” case to provide more access to our collection.
2. Washington High – we will work to provide more e-books for their students.

There was discussion on the cost of e-books and how this would be handled. We also need to review permission form and speak to Dr. Van Leer. Parents need to sign a form and this signature needs to be verified. Nelson and Katie will do outreach and talk to local school administration and schedule a meeting to determine next steps.

There was discussion as to who pays for the books if they are not returned? How much loss can our library handle?

Strategic Planning

Katie Dieckhaus would like to get this together again and work on future library goals. The committee will include: Norma Brinker, Leanne Gisburne, Jeff Holtmeier and Katie Dieckhaus – Nelson will attend as well.

Leon Hove made a motion for this group to work on strategic goals for Library. Katie Schonaerts seconded. Motion passed.

No public vote for closed session.

Leon Hove made a motion to adjourn. Norma Brinker seconded. Motion passed.
Meeting adjourned at 6:48 p.m.

Next Meeting – Jan. 27, 2020.