

## Minutes

For the Aug. 26 2019 Meeting  
of the  
Washington Public Library Board of Trustees  
6:00 PM  
Library Meeting Room

Present: Leon Hove, Norma Brinker, Katie Dieckhaus, Katie Schonaerts, Leanne Gisburne, Jeff Holtmeier, Diane Lick and Nelson Appell

Not present: Barb Vollmert

Also Not Present: Gretchen Pettet and Greg Skornia – City Council, Patti Frick – Friends of Library

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

Pledge of Allegiance

Katie Dieckhaus would like to add to New Business on the Agenda – search for new library director. Jeff Holtmeier made a motion to approve the updated agenda. Leon Hove seconded. Motion passed.

Katie Dieckhaus made a motion to approve the July minutes with a correction to remove the duplicate section under Old Business – a section was added twice. Jeff Holtmeier seconded. Motion passed.

### **Friends of the Library report – Nelson Appell**

Two author events will be coming up soon. Aug. 27<sup>th</sup> – mystery thriller and Sept. 12<sup>th</sup> presentation about the St. Louis Cardinals. The Friends book sale will be held Sept. 20-22<sup>nd</sup>.

Katie Dieckhaus welcomed Nelson Appell to the meeting. He is serving as interim director.

### **Library Director Report – Nelson Appell**

The staff is being trained on Webbie.

Equinox – is the new vendor providing services for Evergreen. The staff will be trained on this system.

Technology meeting – not yet scheduled yet with Mary Sprung.

Katie Dieckhaus asked for clarification for the NOC contract – when did it start? Nelson clarified that the contract is included in the current budget. He is requesting additional details on the contract. Nelson and Katie will look into the contract – verify if it is grouped together with the City or separate. He has left several messages.

Nelson also clarified e-rates - this is through a grant, not through more.net. We can apply for a grant. Process it in winter – it is not in place right now. This would be for next year. Nelson is working through this process right now.

Nelson clarified that we would not pay for internet until the computers are up and running.

Envisionware- will assist with accepting credit cards and cash, self check out – there also will be a computer upstairs for self service. Looking at October as a target date for this.

Outreach –

Nelson has reached out to Washington West and Washington High School – looking for ways to partner together to make use of our collection. Both are good advocates and it was a good opening conversation. The High School would like to explore the use of electronic books – biggest challenge is getting parental signatures on library cards for the students.

Summer Reading

The participation numbers are comparable to last year. They maintained higher number for adult participation. Ruth is gathering the final results for the children's program. The launch was very successful. Nelson commented that the activities and special were a big hit.

Programming – Oct. 12<sup>th</sup> – special event at the library Run to Read.

### **Budget Overview**

Katie Dieckhaus asked for clarification for the NOC contract. Nelson will look into this. He is having a difficult time getting a response back.

### **Old Business**

Nothing to report.

### **New Business**

#### **Library Director**

Katie Dieckhaus shared the job description and ad for the Library Director position. She suggested two spots for the City to amend the position. She suggested ALA Masters and wanted to be sure that the physical requirements for the job were descriptive. The suggestions were reviewed and approved by HR and the City.

Katie asked for a motion to approve the description and the ad. Leon Hove made a motion to approve the description and ad for the Library Director as well as include a deadline date of Oct. 1 for the ad. Norma Brinker seconded. Motion passed.

No roll call vote for a closed session

Motion to adjourn by Katie Dieckhaus. Leon Hove seconded. Meeting adjourned at 7:04 p.m.

Next meeting Sept. 23, 2019 at 6:00 PM in Library Meeting Room