

Minutes

For the June 22, 2020 Meeting
of the
Washington Public Library Board of Trustees
6:00 PM
Library Meeting Room

Present: Jeff Holtmeier, Katie Dieckhaus, Leon Hove, Katie Schonaerts, Diane Lick, Barb Volmert, Lynn Hart, Carolyn Witt and Nelson Appell

Not present: Leanne Gisburne

Also Present: Greg Skornia and Gretchen Pettet – City Council

Also Not Present: Patti Frick – Friends of Library

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

Pledge of Allegiance

Leon Hove made a motion to approve the agenda. Jeff Holtmeier seconded. Motion passed.

Carolyn Witt made a motion to approve the February 24 minutes. Diane Lick seconded. Motion passed.

Leon Hove made a motion to approve the March 23 minutes. Jeff Holtmeier seconded. Motion passed.

Leon Hove made a motion to approve the April 27 minutes. Jeff Holtmeier seconded. Motion passed.

Leon Hove made a motion to approve the May 4 minutes. Jeff Holtmeier seconded. Motion passed.

Diane Lick made a motion to approve the May 18 minutes. Jeff Holtmeier seconded. Motion passed

Friends of the Library report – Patti Frick

No report, they haven't been meeting due to COVID.

Library Director Report – Nelson Appell

Currently advertising for a part time position for Clerk. This would include weekend hours – average of 20 hours per week.

We are limiting patrons to 10 in the building at a time. Five in the computer area. We have a concierge desk set up to monitor the flow. We also have self check out. We are accepting donations again – small bags or boxes.

We are working again with our normal courier. We quarantine the books for three days.

Nelson is participating in continuing education courses as Director. He also is working on a “fix” with Scenic Regional – on hold items. There is a bit of a bug in the system.

Nelson has worked on website adjustments. There has been an increase in users – from this time last year. As more patrons are at home – this may be source of the increase. He is hoping to add more functionality to the site – through Word Press and a move to More Net.

The Summer Reading Program is all mostly online this year, with a few patrons using the paper system. Due to COVID, the lack of programs, and lower foot traffic in the library, registrations are lower this year. Nelson believes that once we move beyond the pandemic, we’ll have an enhanced tool to help improve the summer reading program experience.

The Board expressed appreciation to Nelson for his leadership during these unique times.

Unfinished Business:

HVAC

Nelson reported the day after the HVAC unit was repaired -- another condenser and cartridge broke. The City is handling this – the expense will be a bit lower since the repair company has already done the test. The unit today is functioning – and a temperature valve has been installed – even though it is not fixed yet.

The repair company did note that the entire unit would need to be replaced in 15 years. We are in year 8 right now. There are likely to be more repairs as the unit has undergone a lot of stress due to the temperature valve not be regulating. Nelson mentioned that we should be proactive in discussing this with the City about funds for this new unit. The cost could be in the range of \$1 million.

Strategic Planning

Katie Dieckhaus mentioned that this topic could be part of the Library’s strategic plan. Diane asked about the status of the committee. Katie Dieckhaus reported that this committee has not met due to the COVID, when the committee resumes; she suggested the HVAC be a key topic.

New Business

New Trustees

- * Carolyn Witt introduced as new Trustee
- * Lynn Hart introduced as new Trustee

Nelson shared an updated handout of contact information and Trustee terms

Officer Nominations and Election

Katie Dieckhaus shared that she is resigning from the role of Trustee and as Board President. She previously shared via email that she would need to step down after the June meeting.

Katie opened the floor for nominations for the role of President. Barb Volmert nominated Jeff Holtmeier for President. Diane Lick seconded. Jeff accepted the nomination and the nomination passed.

Leon Hove nominated Katie Schonaerts for the role of Vice President/ Treasurer. Barb Volmert seconded. Katie accepted the nomination and the nomination passed.

Jeff Holtmeier nominated Carolyn Witt for the role of Secretary. Barb Volmert seconded. Carolyn accepted the nomination and the nomination passed.

Katie Dieckhaus shared she would encourage the Board to talk to the City now vs. in six years regarding the HVAC unit. We have time on our side to be having this discussion with the City and how this expense impacts the budget. She encouraged the Board to be proactive with this discussion.

Greg Skornia commented that we should review the budget with the ½ cent capital improvement tax – knowing that we will have this expense for possible new HVAC unit. We will work to maintain what we have.

No public vote for closed session.

Leon Hove made a motion to adjourn. Jeff Holtmeier seconded. Motion passed. Meeting adjourned at 6:34 p.m.

Next Meeting – July 27, 2020