

Woodward Board of Trustees

Woodward Public Library

October 7, 2024

Attended by: Dave Elliott, Myrna Griffith, Sandra Dickson, David Brown, Peggy Nieland, and Jess Hass.

Absent: Kathy Butler and Zane McGlade.

Guest: Mary Bustad.

The meeting was called to order at 5:03 p.m.

Sandra moved to approve the agenda as presented, motion seconded by David.

October 7<sup>th</sup> minutes were approved by Peggy, seconded by David. Motion carried.

Bills were reviewed with the addition of an updated list, move to accept bills as presented made by Jess, seconded by David. Motion carried.

Myrna presented the education portion for the meeting. She covered the Enrich Iowa program.

Unfinished Business: Strategic plan 2022 – 2025 – Myrna handed out a replacement page and other changes for the Board members to add to their packets.

Myrna presented changes needed for the Personnel policies. There changes to sections A – F; changes were reviewed then presented for approval as one package. Motion to accept changes was made Jess with David seconded. Motion was passed.

Beggars Night town celebration was discussed. It was decided to continue the past tradition of handing out full sized candy bars at the library from 6 – 8 p.m.

Christmas Fundraiser Committee report – Cathy is the committee chair and is not present for the report.

Chairman Dave E. left at 5:27 for another Board meeting, He will return later. Vice Chairman Sandra led meeting during his absence

Community Education Committee report

Ongoing Business – Myrna led discussion and presented slides and quotes for the purchase of new furniture – folding chairs and davenport, also discussed shelves for food storage. Shelves would cost \$643.97. Also looking at purchasing six folding tables like the tables currently in use.

New Business – Collection Development policy – there are three parts to this policy. David suggested that although three sections, they be reviewed and voted on as one. David moved to approve the suggested changes and Jess seconded.

Local History and Genealogy Collection Development Policy – discussion on what will be included and how stored. David moved to accept new policy; Jess seconded. Motion carried.

Dave returned at 5:43 and became acting chairman again.

Library work hours – general discussion on the hours the library will be open. No action was taken.

2025 – 2026 Budget discussion. There was discussion held about the new budget and some clarification needed for parts of the suggested budget. Dave and Myrna will meet and report at the next meeting some changes and clarification of items included in the new budget.

Reports – Foundation September meeting – Dave had attended meeting and had some questions and concerns. The Foundation is functioning and overseeing some invested funds on behalf of the Library.

Director's Report – Myrna reported on the new system being used by the library for cataloging new books and checking books in and out. Those wishing to volunteer in the future will need to be trained on the new system, Myrna stated that the new system is easier to use than the old one.

Snapshot – reviewed by Myrna, some questions about reduced usage of library and patrons was addressed and discussed.

WhoFi report – Myrna reviewed the figures and explained the ones that were questioned.

Foundation report – no new figures had been added so same balance as last month's report

Member attendance was discussed, and if there is required number of meetings to attend or if missed what action will take place.

Board comments – some discussion about the Wednesday morning Story Hour was held and the fact that there is currently no attendance. Program was active when a Children's Librarian was in place. Sandra offered to help with marketing of program and conducting program as she has experience with that age group of children. She will meet with Myrna at a later date and help with some marketing ideas to reach families with children in this age demographic.

With no more discussion the members were reminded that the next meeting is scheduled for November 4, 2024, at 5 p.m.

Sandra made motion to adjourn meeting, Jess seconded. Meeting adjourned

Kately Butler Secretary