

Woodward Public Library  
Board Meeting Minutes  
February 5, 2024

Attended by: Sandra Dickson, Dave Elliott, Myrna Griffith, Pat Verrips, Maureen Tiernan (by phone), Zane McGlade, Kathy Butler. Absent: Jessica Hass. Guests: Mary Bustad.

Meeting called to order at 5:04 pm.

Kathy made a motion to approve the agenda, Dave 2<sup>nd</sup>, motion passed.

No public comments.

Kathy made a motion to approve the minutes, Dave 2<sup>nd</sup>, motion passed.

After discussion, Dave made motion to approve the bills, Pat 2<sup>nd</sup>, motion passed.

Education: Myrna went through an outline of what her job as Director of the Library entails. The Director answers to the Board, the City Council, the Community and the Library patrons. Administration includes: statistics, grants, budget, board meetings, city council meetings and advertising. Programs: human resource, staff, volunteers, adults, summer reading, advertising. Daily library work: books, materials, catalog/process, circulation, organizing and supplies. Archives, fundraising, building maintenance, technology. Working with the Foundation, customer service and many miscellaneous other duties.

Unfinished business: 24-25 budget, the city council accepted our budget with no questions asked. Other, ALA, the WRC called about a drop box and Myrna asked called about our questions on copying music and no one has called back yet.

New Business: Computer replacement/update proposal, the only computer that needs replacing is Myrna's; also, 2 battery backups needs replacing. Need updating of some programs. Who Fi from the State Library will be used to store all of our stats. Battery backup is necessary in case of power outage. Information was provided. Dave moved to approve the budget of the computer proposal, Zane 2<sup>nd</sup>, motion passed. Teacher Geek Cart, a request to purchase our teacher geek cart, after discussion, Zane made motion to keep it, Dave 2<sup>nd</sup>, motion passed. Woodward Archives, (scanners and software), the State Library has scanners that they loan out to start out with, they are featured in IA History Digital Website. Patrons would go to our website and then go to the IA History Digital Website. This started last week. Library Volunteers Recognition, Sandra would like to have a small thank you to the volunteers, to let them know they are truly appreciated. She would have the Board there. After discussion, we tabled this for next month and Sandra will put something official together. Staff Jury Duty, Susan has jury duty for February and March, we will need volunteers to help cover.

Director's Report/Snapshot: information provided.

Foundation had no report for January.

Board comments, questions discussed about the state bills concerning Library Boards and the AEA.

Next meeting will be Monday, March 4, 2024 at 5 pm.

Kathy made motion to adjourn at 6:12 pm, Zane 2<sup>nd</sup>, motion passed.

Kathy Butler  
Secretary  
March 4, 2024