

Woodward Public Library
Board Meeting Minutes
December 4, 2023

Attended by: Sandra Dickson, Dave Elliott, Myrna Griffith, Pat Verrips, Maureen Tiernan, Jessica Hass, Zane McGlade and Kathy Butler. Guests: Mary Bustad, Jim Gough, Mayor Todd Folkerts.

Meeting was called to order at 5:05 pm.

Motion to approve the agenda as amended was made by Kathy, 2nd by Dave, motion passed. (Next meeting date was changed from January 2, 2023 to January 2, 2024).

Sandra welcomed Mary, Jim and Mayor to our meeting. No comments at this time.

Dave made motion to approve the minutes of 11/6/23 and 11/16/23 as amended, Kathy 2nd, motion passed. (11/16 minutes – 3rd paragraph, #2 “Staff must be trained so they can assist others ...)

Approval of Bills: Kathy gave an update on the fundraisers; the Library will be closed Friday 12/22, Saturday 12/23 and Monday 12/25 for the Christmas holiday and closed Monday 1/1/24 for the New Year’s holiday; for space management Myrna needs help keeping the Library clean, Myrna hopes to have the weeding of books done by the end of the year and we need volunteers to help do things at the Library; the first evaluation has been sent in for the ALA Grant, Myrna plans on spending more time to get caught up; Jim will speak with Kathy Yager about the Foundation’s newsletter and the Library’s newsletter merging; volunteer lanyards will be tabled for next month; DMCA will be done costs \$6 for 3 years, Myrna will double check if there are any more requirements, this will protect us from any complaints of copywriting; Mary has painted the electronic sign; Myrna will be putting bricks on Facebook Marketplace.

New Business has been set aside for the Board to meet and discuss issues with the Mayor. Mayor says our present budget is \$90,000 and asks that we try to do what we did last year. We will be having a 15% increase in health insurance, increase in utilities, it is tough but it is the world we live in. Money will be coming in from our growth, but not for several years. Our windows will be taken care of by the City. Sandra says we will need a new hot water heater in the next year or so, the Mayor believes that will be covered by the City. The Mayor would like to know when we are using grant money to cover some of the things to help them understand. Mayor asked why the Foundation controls some of our money. Jim suggested we look at an increase of \$5000 to our next year’s budget, but the Mayor says they want only an increase of 3% (\$2700). Mayor says our budget has not been set yet and is giving us until the end of the month to bring it to 3% increase. Dave asked if we put together an austere budget and the City gets a windfall, is there a system where we could get some more money. Mayor said absolutely. He added that if we submit a budget under a \$5000 increase, they will consider this budget. If the Library comes in with a big increase, the Council is going to push back, we need to work as a partnership.

Myrna will rework the Snapshot numbers, as they don’t match-up.

Foundation Report was provided, discussion on the hotspot which still hasn’t been returned.

The Board plans on re-looking at our proposed upcoming budget. We looked at a bare-bones plan and that is with \$5000 increase and now we need to look at it with \$2700 increase. Another meeting is planned for Monday December 11th at 5pm to finalize our 2024 budget.

Next regular meeting will be Monday, January 2, 2024 at 5 pm.

Kathy moved to adjourn, Jess 2nd, motion passed at 6:20 pm.

Kathy Butler
Secretary