

Woodward Public Library
Board Meeting Minutes
September 3, 2024

Attended by: Dave Elliott, Myrna Griffith, Jess Hass (by phone), Peggy Neiland (invited guest), David Brown, Kathy Butler. Absent: Sandra Dickson, Maureen Tiernan, Zane McGlade. Guest: Mary Bustad.

The meeting was called to order at 5:02 pm.

Kathy moved to approve the agenda, Jess 2nd, motion passed.

No public comments.

Kathy moved the minutes as amended, David 2nd, motion passed. (with “where” we are going, not “when”)

Approval of bills – information provided; Myrna will be attending workshops, A.I. Coming to the Library and Space Evaluation. Kathy moved the bills, David 2nd, motion passed.

Announcements – Maureen has stepped down from the Board, Myrna has put Peggy’s name forward. Myrna brought her annual Thanksgiving zucchini bread, thank you Myrna.

Unfinished business – a) Apollo migration is overnight, with 20 built-in videos for training, in-person training is at a flat rate. Myrna plans to call them tomorrow afternoon to be ready Thursday morning. David made a motion to approve the move to Apollo, Kathy 2nd, motion passed. b) Need to make additional changes to the Strategic Plan, Myrna will bring back next month. c) Lockdown Policy – Myrna provided an overhead presentation addressing seven questions: 1- What is the city’s criteria for lockdowns, 2- What is the chain of notification for lockdowns, 3- does the city have a plan to notify the Library at the beginning of and at the “all clear”, 4- is this policy enforceable, 5- Can the Library “force” anyone, minor or adult, to stay, 6- Do we need a waiver for those insisting on leaving, 7- Is the waiver a legal form of protection for a waste of time. The board believes we have done our due diligence. Dave moved motion to approve our Lockdown Policy, Kathy 2nd, motion passed.

Christmas fundraiser – Kathy put forward the idea of selling T-shirts. Kathy has talked to 4 companies who can do this, only one so far has given information. Broken Arrow, which has a fundraising program set up. We would set up an account online with them,

people interested in purchasing, would login and choose style, color, size and number of T-shirts, pay for it and Broken Arrow would ship it out to them and send us our money. No worry about storing T-shirts or number of sizes to order or get them out. Kathy would like a committee to get together to discuss specifics. Committee members: Dave, David, Kathy.

On-going business – a) Myrna had an overhead presentation on more options for chairs, tables, sofas and loveseats. Kathy suggested looking at the folding chairs purchased at COSTCO for 45-50 each which matched our tables, she will bring one in for Myrna to look at. Haven't been able to get ahold of Prison industries yet. b) Personnel Policy, in VI Professional Benefits, only changed the mileage to \$0.65 a mile. Director's Job Description, Attachment – no changes. Questions about adding the ADA requirements, it is the other job descriptions. David made the motion to table till next month, Kathy 2nd, motion passed.

New business – a) Committee for Community Education Presenters: Dave, Peggy, Myrna and Kathy volunteered. Start brainstorming ideas. Classes maybe 6-8 weeks long, 1 or 2 times a week, charging people based on what the educator wants for a fee. The first meeting will be on Tuesday, September 10th at 2pm. b) Shared computer services with the city proposal, information provided, would take care of all computers. Questions about whether our new fire wall and new anti-virus would be part of this proposal. The board decided against this as we are ahead of where the city is, and we are good.

Reports – a) Director's report, information provided. Dave asked about a museum, Myrna said not a museum we don't have the space but have things accessible about our past. b) Snapshot, information provided. c) WhoFi Report, information provided. d) Foundation report, information provided.

Board Comments, none.

Next meeting is Monday, October 7, 2024, at 5 pm.

Kathy made a motion to adjourn at 6:10 pm, David 2nd, motion passed.

*Sandra L. Dickson, Vice President
Acting Secretary*