

MEETING CALLED TO ORDER/ROLL CALL

Meeting called to order at 7:00 PM by Stacy Smith.

Board members present: Deb Dukes, Chris Nichols, Pam Tomka, Stacy Smith

Board members absent: Lorena Cary, Ashley Mahony, Karen Williams

Also present: Lexie Walsh, Ali Dixon, Lori Salmi, and Reynolds Beckham

RECOGNITION OF VISITORS

There were no visitors.

PUBLIC COMMENT

No public comment was made.

FY25 AUDIT REPORT

Lori Salmi of Philips, Salmi, and Associations gave an overview of what an audit entails before Reynolds Beckham gave the FY25 audit report. He reported that the audit went smoothly overall and was in line with the findings from the previous year. Lori concurred and answered any questions posed by the board.

CONSENT AGENDA ITEMS

MINUTES OF MEETINGS

11.18.25 Board Meeting Minutes

FINANCIAL STATEMENTS

CHECK REGISTER—December

BUDGET WORKSHEET—December

TREASURER'S REPORT—November

UPDATED BOARD MEETING POLICY

NEW PROGRAMMING POLICY

UPDATED REQUEST FOR RECONSIDERATION FORM

UPDATED BIRTHDAY TIME POLICY

2025 PER CAPITA GRANT

PER CAPITA GRANT

- Chris Nichols asked about the library's succession plan for the director indicated in the per capita grant checklist. Lexie Walsh briefly displayed the plan and explained where it could be located. Chris commended the level of preparedness.
- Pam Tomka asked about community networking. Ali Dixon detailed the more recent community networking engagements attended by staff, specifically the library's marketing coordinator (Cassie Shelton) and outreach librarian (Aubrey Scott).
- Pam Tomka asked if the staff were given the opportunity to give feedback on staff training and evaluations. Lexie responded that they were and briefly outlined the process for each.

CHECK REGISTER

- Pam Tomka asked about a large reimbursement paid to Cassie Shelton. Lexie Walsh explained that Cassie had recently attended a library marketing conference and that the reimbursement was for registration, lodging, and related expenses.

Pam Tomka made a motion to approve the consent agenda items.

Deb Dukes seconded the motion.

Ayes: Deb Dukes, Chris Nichols, Pam Tomka, Stacy Smith

Nays: none

The motion passed.

DIRECTOR'S REPORT

CIRCULATION STATISTICS—NOVEMBER DONATIONS—DECEMBER

Lexie Walsh gave her director's report and reviewed the circulation statistics and donations.

- Lexie asked the board if they might consider closing the library the day after Christmas the way it is for Thanksgiving. While no one was openly opposed to the idea, the board was hesitant to commit to that closure as a policy. Chris Nichols suggested it be decided upon on a year-by-year basis, dependent on how it falls in the week. The board agreed and gave their approval for closing the library on December 26, 2025.
- Lexie noted in her budget review that because of timing, two months of health insurance premiums showed up on the current budget worksheet. Stacy Smith asked for clarification on when new rates would take effect. Lexie responded that new rates take effect in January and would be locked in for a year.
- Lexie announced that she would need two board members to review closed minutes that are eligible to be released to the public. Deb Dukes and Chris Nichols volunteered.
- In the review of circulation statistics, Stacy Smith noted that there was a noticeable dip in e-book numbers. Lexie confirmed that it was due to the loss of Boundless and the lag time in getting its replacement, Palace Project, launched.

COMMITTEE REPORTS

There were no committee reports.

WACC REPORT

Stacy Smith reported that there was an entity meeting attended by Pam Tomka and Deb Dukes in lieu of a regular WACC meeting. Pam Tomka reported on who else was in attendance and commented that discussion was mostly focused on fundraising efforts. Stacy also announced that Vicki would likely be retiring in 2027 and their search for her replacement would focus heavily on fundraising capabilities.

OTHER DISCUSSION

Stacy Smith asked about how an ad hoc donation committee would be formed. The process was discussed briefly. Deb Dukes told the board about a friend of hers that had wanted to reserve a room at the library but was denied as they did not have a library card. While the response was in line with library policy, Deb was disappointed that the offer to make a library card was not made. She asked Lexie to please encourage staff to take opportunities to offer library cards in order to better serve those in the library's district.



WASHINGTON DISTRICT LIBRARY
380 N Wilmor Rd
BOARD MEETING MINUTES
09.16.25
7:00 PM

PUBLIC COMMENT

There was no public comment.

BOARD COMMENT

There was no board comment.

ADJOURN

Chris Nichols made a motion to adjourn at 7:55 PM

Pam Tomka seconded the motion.

The motion passed unanimously.

Ali Dixon (Recording Secretary)

Karen Williams (Secretary)