

ERICSON PUBLIC LIBRARY

AGENDA ERICSON PUBLIC LIBRARY BOARD OF TRUSTEES

Place: LIBRARY MEETING ROOM

Date: February 20, 2024 5PM

You may join the meeting via internet. If you want to just listen to the meeting please utilize the electronic method below:

Join Zoom Meeting

<https://us02web.zoom.us/j/82323231700?pwd=Q3Zra3UvSVcrODJtdVNmSEdLbHA4dz09>

Meeting ID: 823 2323 1700 Passcode: 846322

- A. Roll call & quorum
- B. Approve minutes of previous meeting
- C. Correspondence
- D. Public comments
- E. Director's Report
- F. Financial report and approval of warrants
- G. Committee Reports
- H. Old business
 - 1. Fines/Fees Policy
 - 2. Children's desk update
 - 3. Hoopla
- I. New business
 - 1. Credit Card Policy
 - 2. Disposal list
 - a. Outdoor book return, spinner shelving, children's desk
- J. Adjournment

THE NEXT SCHEDULED BOARD MEETING: Monday, March 18, 2024, 5PM

The Board of Trustees of the Ericson Public Library met in regular session on Monday, January 15, 2024 at 5:00 p.m. at the library.

Those present were: Levi Baber, Michael Carr, Sarah Dvorsky, Sue Gradoville, Heather Frese, Rachel McKenny, Corey Melhus, Barb Rardin. Absent: Travis Estep. The meeting was called to order by Gradoville at 5:00 p.m. There was a quorum present.

The December 18th meeting minutes were presented by Williams. A motion to approve minutes was made by Rardin and seconded by McKenny, motion carried unanimously.

The Director's report contained the following items for January 2024:

1. The circulation for December was 10,078. Computer usage was 1033, Wi-fi usage was 886 sessions and we had 1,718 visits to our website. The meeting room was reserved 17 times.
2. The library received a donation from Ann Reed (\$150) and Sally Courter (\$100), and an honorarium from Michael and Margaret Mahoney (\$100). We received a donation for Adventurepass from Boone Bank and Trust for \$1000.
3. The intern, Grace has started and will be completing her 75 hours throughout the month of January and February. She will be assisting at the desk, working with Andrea and I on how the library does collection maintenance, cataloging, technology and project planning, a little on budgeting as well as helping with programs. Her goal is to get as much experience as she can in all aspects of public librarianship. She is geared up for a great experience!
4. FY25 Budget update includes dates if you'd like to attend include: January 16 at 6pm at City Hall. I will presenting the budget to Council and any Trustees are welcome to attend.
5. Hoopla changes were made in January. As you can see December's bill was higher and our adult memorial is quite low. I will start using the Clinkenbeard and Bequest funding lines. I am also waiting on some reimbursements from the Friends for hotspot service and the text message service.
6. Activating Community Voices will be meeting on January 19th at noon. If any trustee would like to attend please let me know so we can send you an invite! We will discuss the goals for the year including a possible 2nd annual Mental Health Awareness month in May. Last May, we put together an entire month of programs and activities around mental health. Boone County Supervisors issued a proclamation observing May as Mental Health Awareness month. In November, the REBEL with STEM event was held with ten community partners who offered children and families a variety of STEM activities. Each of these programs were well attended and well received. As a reminder, Activating Community Voices was formed to focus on the dimensions of equity through a programmatic lens. The common thread that weaves the

stakeholders is a commitment to be at the table to spark conversation, spearhead ideas, and create program opportunities for the community.

7. I have reached out to a former instructor for Tech for Beginners to take over teaching. I am teaching until we find a replacement.
8. We are working on updating our marketing plan and materials for the long range plan.

A motion to accept the Director's report was made by Rardin and seconded by Melhus and carried unanimously.

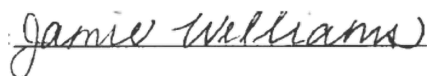
The financial reports for January were examined and filed. A motion approving the financial reports and payment of warrants was made by Melhus and seconded by Baber and carried unanimously.

Under old business, Williams provided an update regarding the FY25 budget as well as an update regarding timing of children's desk arrival and installation plan.

Under new business Williams presented information regarding fines taken in annually. Williams has been monitoring other library's going fine free and how well it was received, as well as benefits and disadvantages. Williams noted that fines taken in annually are around \$1,600 average. The cost for staff to handle, explain, search for books and mail overdue letters exceeds the amount we take in. Items are still charged if the book is never returned, damaged items are still charged and overdue items prevent them from checking out other items or using other services. Essentially they still have consequences for not returning items. This will help the library be more efficient with staff time spent in handling overdue fines as well as create more equal access to materials. Studies and experiences of fine free libraries tell us that people don't bring their materials back earlier when they know they will be charged an overdue fine. Trustees directed Williams to revise the policy and present at the next meeting. Williams also presented a way to be more involved in the schools and provide student cards after a general nod of support from Superintendent Tropa. Williams had procured policies and procedures from the ICPL and how they worked with the school district. Trustees had many questions which Williams will work on answering for the next Board meeting.

The meeting was adjourned at 5:52 p.m. on a motion by Rardin and seconded by Melhus and carried unanimously.

Respectfully submitted,



Jamie Williams, Director