

# ERICSON PUBLIC LIBRARY

## AGENDA ERICSON PUBLIC LIBRARY BOARD OF TRUSTEES

**Place:** LIBRARY MEETING ROOM

**Date:** March 18, 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
- I. New business
  - 1. Trustee appointments
- J. Adjournment

THE NEXT SCHEDULED BOARD MEETING: Monday, April 15, 2024, 5PM

The Board of Trustees of the Ericson Public Library met in regular session on Tuesday, February 20, 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. Absent: Travis Estep, Barb Rardin. The meeting was called to order by Carr at 5:00 p.m. There was a quorum present.

The January 15, 2024 meeting minutes were presented by Williams. A motion to approve minutes was made by Gradoville and seconded by Frese, motion carried unanimously.

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

1. The circulation for January was 11,112. Computer usage was 942, Wi-fi usage was 906 sessions and we had 2,262 visits to our website. The meeting room was reserved 24 times.
2. The library received a reimbursement from Friends for text msg service, hotspot annual service, babybooks (\$2585.45) and Lions Club for ROAR (\$1230). We received \$3000 from Lowrey Foundation for the summer reading program, \$2500 from Pratt Fenton Trust for juvenile nonfiction and a storywalk sponsorship from Kiwanis Daybreakers (\$100).
3. As requested at the last meeting, the outdoor book return which has not been used for years and sitting as well as some shelving spinners and the children's desk needs to be disposed of for sale first and if no one is interested in purchasing I can explore other options. All have been listed on the state library's site pending approval for these three items. Sale or monies will be deposited into the City's general fund.
4. Hoopla continues to be very popular and more expensive! I've done some researching on other funding avenues. If we consider what our new monthly norm is for Hoopla we can foresee it costing us around \$22,000 or more a year. Our annual materials budget is \$37,500.
5. Our HRDP grant for microfilming the Boone News Republican from 2007-2021 is the final component that I have been waiting on. Advantage Archives has gone through some personnel changes and the account manager that was in charge of the project is gone. This is why the copies from the courthouse have not been picked up! They will be working on getting these microfilmed within the next couple months.
6. The Friends of the Library will be meeting on March 7<sup>th</sup> at the library at 6pm for any Trustee that would like to attend. I will be out of town, but Ronda Kelley will be there to provide the Library report. If you'd like to become a member of the Friends they are funding a lot of great things for us and always looking for volunteers too! Membership brochures are in the library and online.
7. Cat Gebhart and I will be sharing teaching responsibilities for the Technology class. Cat had taught them last year and did a wonderful job so I'm excited to have her back!

8. We have written a grant for a Book Bike mobile. The staff and I believe that it would be a wonderful opportunity to expand outreach programming and another way to reach out to the community to increase access to resources and programs outside the library walls. The mobility of the bike allows for new forms of outreach from outdoor events to a bike delivery route to offer a wide range of services, resources and programs. We would equip the bike with a hotspot to allow use of our digital collection. The Book Bike comes with a graphic vinyl wrap as well, perfect for displaying our library logo as well as sponsors who helped fund it. It includes a chalk board to highlight information or different collections. If our request is not fully funded from FORCE, we will continue to find sponsors to make this happen. We have already secured two businesses in town to sponsor at least \$500 each. If you know of any businesses or organizations that would be interested in sponsoring, let me know! The quoted amount for the bike was \$4,750.
9. We are excited to feature two children's books created by 1<sup>st</sup> graders at Ledges and a juniors at Boone High for our March Storywalk. Boone Edge students have worked to put these together and will help put them out at the Storywalk. We will be taking photos to kick off the Storywalk with the authors and illustrators on March 1<sup>st</sup> at 2pm if you'd like to join or visit the storywalk anytime in March. Edge students even created an audio addition of the authors reading that can be accessed via QR code!
10. The Quality One cleaning contract has increased their rate. Our rate had remained the same since 2008, and unfortunately, due to the rising cost of labor, materials and insurance, they were no longer able to provide services at that monthly rate. I did build in an increase during budget to cover increases in contracts, but FY26 budget we will want to increase contract services by at least \$3,500.
11. Upcoming Board education opportunity! At the ILA conference we had a fantastic speaker on sustainability in the library. I highly recommend Trustees sign up to attend one of the 2 sessions. The Sustainable Libraries Initiative (SLI) provides library leaders with a proven path forward to co-create libraries and communities that will thrive in the coming years. The Sustainable Library Certification Program and the SLI community of practice focuses your leadership to enable your library, and ultimately your community, to become more environmentally sound, socially equitable and economically feasible. If you're interested in signing up, let me know and I'll forward you the signup! They will be on Zoom.

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

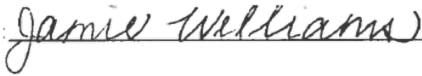
The financial reports for February were examined and filed. A motion approving the financial reports and payment of warrants was made by Baber and seconded by Frese and carried unanimously.

Under old business, Williams provided the policy revisions for the Fines/Fees policy. A motion to approve the revisions as presented was made by Gradoville and seconded by Baber and carried unanimously. Williams provided an update regarding the carpet and timing of installation for the children's desk. Williams presented Hoopla usage trends and statistics and a review of budgeting options. Discussion ensued regarding number of borrows, price caps and a budget cap as well as how it compares to Libby. A motion to decrease borrows to 6 with a price cap of \$1.99 on all formats was made by Frese and seconded by Gradoville and carried unanimously.

Under new business Williams presented a credit card policy that we added based on the city's audit and recommendations. A motion to approve the policy was made by Carr and seconded by Melhus and carried unanimously. Williams requested approval to dispose of the outdoor book return, spinner shelves and children's desk. They will listed and hopefully sold. A motion to approve the disposal list was made by Melhus and seconded by Frese and carried unanimously.

The meeting was adjourned at 5:40 p.m. on a motion by Frese and seconded by Gradoville and carried unanimously.

Respectfully submitted,



Jamie Williams, Director