

ERICSON PUBLIC LIBRARY

AGENDA ERICSON PUBLIC LIBRARY BOARD OF TRUSTEES

Place: LIBRARY MEETING ROOM

Date: May 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. Contracting cities
- I. New business
 - 1. Reaccreditation, long range plan
- J. Adjournment

THE NEXT SCHEDULED BOARD MEETING: Monday, June 17, 2024, 5PM

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

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

The March 18, 2024 meeting minutes were presented by Williams. A motion to approve minutes was made by Rardin and seconded by Baber, motion carried unanimously.

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

1. The circulation for March was 11,854. Computer usage was 700, Wi-fi usage was 1,044 sessions and we had 2,386 visits to our website. The meeting rooms were reserved 23 times.
2. The library received a donation of \$25 from K. Hakanson and \$4750 from the Force Board for the purchase of a book bike.
3. The migration to the city's new time entry system for payroll has been going well. It certainly saves on paper and is more efficient for reviewing time worked. It also helps keep the time records accurate.
4. Our HRDP grant for microfilming the Boone News Republican from 2007-2021 is finally complete. The microfilm is here and available. I will continue to look for ways to fund more digitization on behalf of the Friends of the Ericson Public Library. The approximate cost for digitizing the remaining years is around \$42,000.
5. I believe we are able to transfer our Windstream line to VOIP with some changes in programming. Our IT expert says as long as we keep Infobunker as a backup we'll be able to call between city departments and have our backup offsite still. He sees no issues with us using OTC as our primary and Infobunker as a secondary. There is an agreement to get connections ran before OTC's crews leave town. We can get the connection set up and when Andy has time to switch over the connections we could get that going anytime.
6. May is Mental Health Awareness month. We will be doing another month long series of programs for the community for Activating Community Voices. Join us on May 1 at 11:00 am: Mental Health Proclamation from Boone County Supervisors at Boone County Courthouse and May 6 at 6:00 pm: Mental Health Proclamation from Mayor Stines at Boone City Hall. Check our monthly calendar and Facebook for what we'll have going on! We are also participating in a project called, the Wisdom Corridor Project. The purpose of the Wisdom Corridor Project is to share a life lesson and/or a piece of wisdom with the community. These will be on display at various locations for the community to read during the month of May. We will also be utilizing the storywalk in May to display life lessons! Just a reminder that Activating Community

Voices, is a library program developed and facilitated by the library with the support of community stakeholders. It's an immersive and educational learning experience to understanding the dimensions of equity by providing community programming.

7. I am working with RSVP to get a garden volunteer to help with the landscaping. I'm hoping they can locate someone with the time and expertise to care for our outdoor plants and garden beds.

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

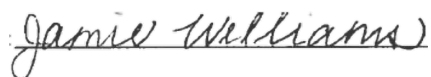
The financial reports for March were examined and filed. A motion approving the financial reports and payment of warrants was made by Rardin and seconded by Baber and carried unanimously.

Under old business Williams updated Trustees on the book bike and getting it ordered with the grant money.

Under new business Williams provided the OTC agreement and let them know that she will proceed with signing it but won't make them the primary until the IT work is done to make that transition. Williams also provided the contract price for providing library services to residents in Luther, Fraser and Pilot Mound. She asked Trustees if they would like to make any adjustments to the contract. A motion to keep the contract the same for FY25 was made by Rardin and seconded by Baber and carried unanimously. Williams provided Trustees with a budget amendment for the memorial line items for revenue and expenses. She recommended it be increased to 75,000 to cover additional grant funding and donations for projects funded in FY24. A motion to approve the budget amendment was made by Baber and seconded by Rardin and carried unanimously.

The meeting was adjourned at 5:11 p.m. on a motion by Carr and seconded by McKenney and carried unanimously.

Respectfully submitted,



Jamie Williams, Director