



ERICSON PUBLIC LIBRARY

AGENDA ERICSON PUBLIC LIBRARY BOARD OF TRUSTEES

Place: LIBRARY MEETING ROOM

Date: July 15, 2024 5PM

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Join Zoom Meeting

Topic: Ericson Public Library Board Meeting

Time: Jul 15, 2024 05:00 PM Central Time (US and Canada)

Join Zoom Meeting

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Meeting ID: 880 9985 0113 Passcode: 252205

- 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. Summer Reading Program update
- I. New business
 - 1. Election of officers
 - 2. Policy manual, sections 1 & 2
- J. Adjournment

THE NEXT SCHEDULED BOARD MEETING: Monday, August 19, 2024, 5PM

The Board of Trustees of the Ericson Public Library met in regular session on Monday, June 17, 2024 at 5:00 p.m. at the library.

Those present were: Levi Baber, Michael Carr, Sarah Dvorsky, Heather Frese, Rachel McKenny, Corey Melhus and Barb Rardin. Absent: Travis Estep, Sue Gradoville. The meeting was called to order by Carr at 5:01 p.m. There was a quorum present.

The May 20, 2024 meeting minutes were presented by Williams. A motion to approve minutes was made by Frese and seconded by Rardin, motion carried unanimously.

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

1. The circulation for May was 11,885. Computer usage was 629, Wi-fi usage was 816 sessions and we had 2,486 visits to our website. The meeting rooms were reserved 35 times.
2. The library received a donation of \$91 from Lowell Study Club for book selections and \$299.40 from Boone Lions Club to provide sunglasses for the SRP carnival. The library also received \$3,000 from Boone County Cares for children's programming as well as \$15,100 for the payment of the digitization HRDP grant from the Friends of the Library.
3. The State Library reaccreditation is due in the next year and we will begin policy revisions in July after the fiscal year ends. I schedule a meeting with STATCOM and begin planning for the survey. Input sessions will be discussed and I'll provide the Board an opportunity for feedback.
4. Mayor Stines has appointed 2 new Board members: Barbara Madson and Lowell Davis. They will both be starting their full six year term with the July meeting. We also will hold election of officers in July, so think about what officer or committee commitments you'd like to be involved with!
5. Access Systems provided us with three options for a printer/copier lease as well as Koch Office Group. Access Systems, our current provider offered better pricing and a better machine. I discussed some changes in our print limits to increase them. Our Toshiba lease began around covid when our printing was less and with more programs and activities going on in the library printing has increased. We've also noticed connection problems with our current machine, and this will be eliminated with the technology in the new equipment. The contracted monthly lease amount will increase \$50 however we also increased our color copies that we were paying overages on. The per page cost was lower with Access Systems and we will be upgrading our equipment in the next month.
6. City Council approved a resolution that all full-time non-union, department heads, and part-time employees shall receive a 4% increase effective July 1, 2024. With that

resolution as well as the budget already including that 4%, it needs to be approved by the Library Board for our staff.

7. The library is sending out summer reading program updates via Mailchimp and we have over 500 subscribers which is over the free limit threshold. We have set up our account for monthly payment, which we can use for surveys too, so I'm looking into using it for our community survey! We can end it whatever month we want.

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

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

Under old business Williams will provided an update regarding an increase in registered participants for the summer reading program as well as more attendees and partners at the carnival!

Under new business Williams presented the FY25 salaries increase of 4% for all staff, a motion to approve the 4% increase in full time and part time salaries was made by McKenney and seconded by Rardin and carried unanimously. Williams updated the board on the FY24 budget balance and presented invoices that could be paid yet this fiscal year. Current invoices total \$13,250 and Williams will call to see if Set Point will be invoice us for chiller maintenance as we paid the invoice last year in June. A motion to approve current invoices and Set Point to be paid out of fiscal year 2024 was made by Rardin and seconded by Frese and carried unanimously. Williams also provided Trustees with a request to sell, or dispose of the children's desk, the desk equipment that was attached to it, the two computers that were replaced and the networked receipt printers. A motion to decommission the desk and equipment was made by Melhus and seconded by Baber and carried unanimously.

The meeting was adjourned at 5:24 p.m. on a motion by Carr and seconded by Frese and carried unanimously.

Respectfully submitted,

Jamie Williams, Director