



ERICSON PUBLIC LIBRARY

AGENDA ERICSON PUBLIC LIBRARY BOARD OF TRUSTEES

Place: LIBRARY MEETING ROOM

Date: September 16, 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

Topic: Ericson Public Library Board Meeting

Time: September 16, 2024 05:00 PM Central Time (US and Canada)

<https://us02web.zoom.us/j/88099850113?pwd=A2qM2eEPdCC407diZyNHsaH7GE3MBa.1>

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
 - 1. Director evaluation
- H. Old business
 - 1. Grant updates
- I. New business
 - 1. Policy manual, sections 5 & 6
 - 2. CIP, list and priorities
 - 3. SILO state provided email service
- J. Adjournment

THE NEXT SCHEDULED BOARD MEETING: Monday, October 21, 2024, 5PM

The Board of Trustees of the Ericson Public Library met in regular session on Monday, August 19, 2024 at 5:00 p.m. at the library.

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

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

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

1. The circulation for July was 13,947. Computer usage was 768, Wi-fi usage was 1,259 sessions and we had 2,684 visits to our website. The meeting rooms were reserved 38 times.
2. The library received a donation of \$500 from Betty Cox and a \$250 donation from Boone Noon Kiwanis. The library also received the contract and payment from Luther for \$426.11
3. We have a new librarian, Grace, who started at the end of July. She comes to us with her MLIS and experience in school and public libraries. She's been learning a lot of our systems, people and processes and has caught on quickly. We are still looking for a library page, if you know of any teens that would like a great afterschool job.
4. This year the Iowa Library Association two-day conference is in Des Moines, October 10th through 11th. We have some librarians that would like to attend one of the days and with Des Moines being closer we do not plan to stay overnight. We would like to utilize those funds for other conferences that are of interest. This year I am not requesting overnight travel for the ILA conference.
5. Our server has been installed with a new firewall and the OTC connection is established. We have been having some network issues since all of the changes and I am working with Andy to determine the cause. Our phone system has needed to be restarted four times and our wifi connections haven't been consistent. We will continue to troubleshoot and find solutions.
6. Our initial vendor for the book bike has been unresponsive. I have another vendor that has a great reputation with a slight cost increase, however they are the best option to use and the increase is for shipping. The book bike is ordered and I'm hoping can be here this fall.
7. The Library Community survey is out in the library and also has been added to the next city newsletter in September. It is also available online which is the preferred method of submission, since we will have to enter all our paper copies online. With that in mind, please either take copies or let folks know it is available on our webpage

homepage, and encourage as many people as possible to participate! We will close the survey October 1st.

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

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

Under old business Williams requested Trustees be assigned to committees. Trustees will continue to serve on committees that they did previously as follows: Personnel: President Gradoville, Vice President McKenny, Treasurer Frese; Building and Grounds: Baber, Carr, Dvorsky; Public Relations: Madson, Frese, McKenny, Rardin. A motion to approve the committee assignments was made by Baber and seconded by Carr and carried unanimously.

Under new business Williams presented revisions and updates to sections 3 and 4 of the policy manual. Discussion ensued with no recommended changes to the revisions. A motion to approve all revisions as written was made by Frese and seconded by McKenny and carried unanimously. Williams asked Trustees how to structure board focus group input. If they would recommend inviting others to participate in gathering information. Trustees directed Williams to plan a Board planning session after the data from the survey is available. Williams will proceed with planning a session in an upcoming Board meeting.

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

Respectfully submitted,

Jamie Williams, Director