

May 13, 2024 Board Minutes

The meeting was held at the library

President Dian Nowell called the meeting to order at 5:31 P.M.

Roll Call: Present: Paula Martin, Dian Nowell, Erin Murray, Doug Dellachiesa, Beth Kisch

Absent: Mary Tuel

A motion was made to approve the agenda by Paula, seconded by Doug, and the motion was carried.

A motion was made to approve the minutes by Doug, seconded by Paula, and the motion was carried.

A motion was made to approve the bills by Beth, seconded by Doug, and the motion was carried.

Public comment: none

Correspondence: Erin received a packet from the author that will come at the end of the month. She sent flyers and cards about how to purchase her book on Amazon.

Erin also received an email about the renewal of our movie license. Erin does not feel that we need to spend \$780.00 for the license for a 3-year term. The movies that she shows are not listed on the license, and she may also purchase that license if the need arises.

Budget: Final April numbers

Total revenue: \$4,214.45

Total expenses: \$3,216.42

Reports:

Tentative expenses for May: \$5,937.93

Remaining funds in the budget for June is \$3,736.49

Who-Fi: 14 unique visitors used this service, 23 total visits, 25 sessions

Circulations: Bridges: 19 check-outs, 2 unique users

Circulations: 62 check-outs, 63 check-ins, 110 items added, 1 item deleted

A motion was made to approve the consent agenda by Paula, seconded by Doug, and the motion was carried.

Unfinished business: The library will be closed on May 25 and 27 in observance of Memorial Day, and on July 4-7 for the 4th of July.

10 people attended the author's visit last month, and Erin has her book in the library.

The latest programs will be Intro to Embroidery, a healthy eating class, and 2 book clubs. Erin has the Summer Reading Program as well as the Early Out Program.

Erin will be having a contest to create a new logo for the library. She will have a kids group and an adult group.

Erin reported that the funds we receive from the county will increase by \$1,306.00 from last year.

Director Evaluation: Erin did a raise worksheet to show what our line items would look like for \$15.00/hr, \$15.50/hr, and \$16.00/hr. Erin is currently receiving \$14.00/hr. A motion was made by Doug and seconded by Paula to give Erin a \$2.00 raise for our 2025 Fiscal year starting July 1, 2024, and the motion was carried.

Erin has data from the community survey. From this data, the Strategic Plan will be created. Dian and Doug have volunteered to be on the committee to create the Strategic Plan to bring to the board for approval.

Policy Review: Erin took the City Personnel Policy and tailored it to the library. All new highers will be given both the City Personnel Policy and the Library Personnel Policy. A motion to accept this new policy was made by Paula and seconded by Doug, and the motion was carried.

Sign Policy / Item Policy: Erin created a check-out policy for the 2 Sided Sign and the Sewing Machine. Any patron of the Library may check them out but must read and sign the policy. She will also post the regulations for putting things on the bulletin board. Erin will purchase a carrying case for the sewing machine. A motion was made by Beth and seconded by Paula to approve the policies, and the motion was carried.

New Business: There will be a Book Sale during River Days. It will be a free-will donation. Erin will ride in the Fire Truck for the parade and toss flyers about what is happening at the library.

Erin would like to purchase a large Puzzle Table. A motion was made to approve the purchase by Beth and seconded by Doug, and the motion was carried. Erin will also purchase 2 coffee carafes for the library.

Paula's term is up in June and has chose not to remain on the board. A motion was made to accept her resignation by Beth and seconded by Doug, and the motion was carried.

Agenda items for the next meeting

1. Events Update
2. Strategic Plan
3. Continue Policy Review

Upcoming Meetings

Regular Meeting: June 10, 2024 at 5:30 PM

A motion was made to adjourn by Dian, and seconded by Paula, and the motion was carried.
The meeting was adjourned at 6:21 PM

Minutes submitted by Secretary Beth Kisch