

April 10, 2023 Library board minutes
The meeting was held in the library

The meeting was called to order at 5:24 pm by Vice President Dian Nowell

Roll call: Dian Nowell, Emily Murray, Erin Murray, Beth Kisch, Mary Tuel
Absent: Gary Christians

Motion to approve the agenda by Mary, second by Emily, all ayes; motion carried

Motion to approve the minutes by Emily, second by Mary, all ayes; motion carried

Motion to approve the bills by Mary, second by Emily, all ayes, motion carried

Public comment: none

Correspondence: Erin provided us with a copy of the Lehigh Public Library Material Donation form. The donation form was sent to the party for the donation.

Budget report: Erin reported there is an adjustment to the April budget. There were 3 bills which were milage for a meeting Erin attended in Clarion, a magazine subscription, and items needed for the Tea Party. The total amount was \$73.32.

In March the City Council approved a \$10,000.00 budget amendment for the library to cover if we received the Deardorf grant. State law requires budget amendments to be done in March so the taxpayers can be made aware and voice objections before the end of the fiscal year. A budget amendment was proposed by Dian and second by Mary—all ayes; motion carried.

Final March numbers:

Total revenue: \$10,726.92

Total expenses: \$3199.09

Reports: Tentative expenses for April are \$7046.27

Director's update: WhoFi: 17 unique visitors used this service, 77 visits, 127 sessions

Circulations: Bridges: 86 checkouts, 5 unique users

Circulations: Physical collection: 140 check-outs, 104 check-ins

96 items added, no items deleted

Erin reported that she collected \$120.00 for craft night and the expenses were \$150.84.

There are 8 people signed up for the Tea Party. The 3 libraries will share the charge of a minimum of 40 people as per The Homeplace where the event will be held. The charge will be \$10.00 per person. At the time of our meeting Erin had not yet received an invoice.

Erin has set up a Trivia night to be held Monday, August 21, 2023 at the Riverside. Erin will run the Trivia and Kelly will provide prizes.

Remodel Update: Erin received a quote from Library Furniture International out of Ankeny. They proposed \$14,975.00. The quote was way out of our price range and they were contacted that we would not be going with them. Erin has contacted 2 other companies and one responded and will be coming to give Erin a quote.

Discussion about going with Ruggables for the new rugs and runner for the library continued with information from Gary that he had gathered. If we have issues with the rugs curling we can use rug tape to secure them. Then consensus is to use Ruggables.

Directors evaluation was discussed and the board feels Erin is doing a great job for the library. Dian proposed giving Erin a \$2.00 raise. She is currently getting \$12.00 per hour. Beth made a motion that Erin be given a \$2.00 per hour raise effective this current pay period, which brings her hourly wage to \$14.00 per hour second by Mary-all ayes, motion carried.

Erin proposed changes be made to Collection Development Policy on Donations, Donation form. Beth made a motion to except the changes and Mary second the motion. All ayes; motion carried.

Erin proposed changes be made to Circulation Policy, Lending Periods, Fines and Fees. Beth Made a motion to except the changes and Emily second the motion. All ayes; motion carried.

NICL yearly meeting: Erin attended this meeting at Clarion. Beacon Consortium, which is our check in and out system has an app for your phone. The cost would be \$1500.00 to start up and then \$750.00 yearly. At this time Erin suggests not doing this because of the cost. We can do the same thing this app offers with our current website. Erin did find out that if we choose to go with the state for our website which has a much easier interface there would not be a charge to leave the Beacon Consortuim. Nothing was decided at this time.

Erin has to attend the Director's Roundtable meeting on Tuesday, May 9th in State Center, so the library will be closed.

Erin will be purchasing a bench and cabinet that will house legos and the new kids chairs.

The bean bag chairs and TV stand will be sold to make room for the bench and cabinet. Erin will sell the bean bag chairs for \$15.00 each or 2 for \$20.00. Erin will sell the TV stand for \$20.00.

Agenda items for the next meeting:

1. Deardort Grant/Remodel Updates

Upcoming Meeting

1. Regular meeting: May 8th @ 5:30 board training @ 4:00

Beth made a motion to adjourn the meeting, second by Mary, all ayes; motion carried. The meeting was adjourned at 6:09.

Minutes submitted by secretary Beth Kisch

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