



ERICSON PUBLIC LIBRARY

AGENDA ERICSON PUBLIC LIBRARY BOARD OF TRUSTEES

Place: LIBRARY MEETING ROOM

Date: September 19, 2022 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/83358460505?pwd=L25kc2RlY0RkLytEYVBYVnVnbTlkUT09>

Meeting ID: 833 5846 0505

Passcode: 549790

- 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. Election of officers
 - 2. CIP Project
- I. New business
 - 1. Easement agreement with Ogden Telephone Co.
 - 2. ILA Travel approval
 - 3. Hotspot policy
 - 4. Board Development
 - a. Library Funding and Memorial/Trust accounts
- J. Adjournment

THE NEXT SCHEDULED BOARD MEETING: Monday, October 17, 2022, 5PM

The Board of Trustees of the Ericson Public Library met in regular session on Monday, August 15, 2022 at 5:00 p.m. at the library.

Those present were: Heather Frese, Michael Carr, Sue Gradoville, Susan Posch, Barb Rardin. Absent: Lisa Kobernusz. The meeting was called to order by Frese at 5:00 p.m. There was a quorum present.

The July 18, 2022 meeting minutes were presented by Williams. A motion to approve the minutes was made by Rardin and seconded by Gradoville and carried unanimously.

Correspondence included an update regarding Lowrey grant funding increase for the Afterschool Rocks program.

The Director's report contained the following items for August 2022:

1. The circulation for July was 13,311. Computer usage was 723, Wi-fi usage was 1,227 sessions and we had 2,005 visits to our website. The meeting room was reserved 20 times.
2. The library received a memorial via two CDs from C Rose Smith (\$16,920.88) and \$163 for adult library sales and adult donations of \$27.
3. We had an intern over the summer, Katie Claman. She was a tremendous helper with our summer reading program and assisted us with different projects. Her last day is August 11th and we wish her all the best and hope she returns for a visit after her last year at Wartburg!
4. Our hours will be changing in September. I have ordered new signs for the exterior and also ordered signage for our materials return. We still had money in Clinkenbeard and Buildings and Grounds committee has asked if signage was needed at the beginning of the project. At the time it was unknown. With staff complaints and phone calls asking about where our book return was, or finding books in our dryer vent and old book return I went ahead and ordered signage. It will alleviate the confusion and help direct patrons and make it more convenient for everyone!
5. Our Summer Reading Program was a great success and we've seen a good participation that brings us back to pre-Covid numbers. We set a goal for 250,000 minutes to be read for the program and we made that goal and more. A total of 420,060 minutes were read by participants.
6. Dave Loesen, our engineer from Twin Rivers came for a site visit. He has updated the drawings although he needs to verify some things. They are about 75% complete. What he has found is that there is not going to be a way to put in a fan powered VAV box in some of the spaces as the space is not large enough. This is the case some areas in the Children's department and 2nd floor. In that case, he will plan to have a standard VAV box put in. Of the 25 total 8 will be standard. We need to finalize schedule. I will reach out to Skare to determine what our funding looks like. Our original schedule had indicated bidding in October and work to start in January.

7. Mike has noted some glycol leaks that occurred this week and is on top of figuring out what is going on with Krucks. We also scheduled a PM for the boilers before the heating season. Ogden Telephone will be putting a vault on our property by the garden square.
8. With three new Trustees I am creating an online board packet and trustee links to important documents and information. This will help improve accessibility.

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

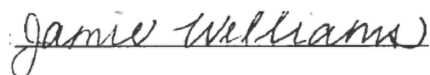
The Building and Grounds committee did not meet, however Williams consulted with Posch regarding signage for materials return. Williams also provided an update regarding storywalk.

Old business was tabled due to low attendance. Board education will be used in September to address memorial and trust accounts and other library funding received.

For new business Williams provided an update regarding the schedule and drawings from the engineer for the Digital Controls project. Williams will need a funding update and plans to schedule a meeting with Skare to discuss before any further plans are made. Williams also updated board on the Hoopla account spending which is up to \$900 a month and growing, she is mostly concerned about sustainability. With it being funded out of memorial funds, Williams wanted to make sure Trustees are still ok with Hoopla being paid for out of that funding. Trustees believe that the memorial account should be utilized to make library services and resources better and so the funding although increasing, will continue to make library services better. Williams will continue to pay the monthly content fees out of the memorial fund.

The meeting was adjourned at 5:32 p.m. on a motion by Carr and seconded by Gradoville and carried unanimously.

Respectfully submitted,



Jamie Williams, Director