



# ERICSON PUBLIC LIBRARY

## AGENDA ERICSON PUBLIC LIBRARY BOARD OF TRUSTEES

**Place:** LIBRARY MEETING ROOM

**Date:** October 17, 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/85215959020?pwd=OTMwOXJYZVBuSk53blVGclBZWnUzd09>

Meeting ID: 852 1595 9020 Passcode: 579140

- 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. CIP Project
- I. New business
  - 1. Trustee resignation
- J. Adjournment

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

The Board of Trustees of the Ericson Public Library met in regular session on Monday, September 19, 2022 at 5:00 p.m. at the library.

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

The August 15, 2022 meeting minutes were presented by Williams. A motion to approve the minutes was made by Rardin and seconded by Carr, Kobernusz abstained and motion carried unanimously.

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

1. The circulation for August was 12,552. Computer usage was 835, Wi-fi usage was 1,176 sessions and we had 2,259 visits to our website. The meeting room was reserved 24 times.
2. The library received a grant from Lowrey for afterschool programming (\$5,940) and a grant from the HRDP for microfilming (\$6,865) and hotspot reimbursement from FOEPL (\$864) and (\$500) from Rotary for SRP.
3. We will need to repair our crankcase heater for the HVAC compressor. The cost will be around \$700 and work to be completed in October before heating season.
4. We were awarded \$7,000 from Public Library Association (PLA) for digital literacy workshops. This grant supports many parts of our strategic plan. Specifically by increasing technology access and training but we are also planning a summit to promote this new program series. This summit is planned for October 19<sup>th</sup> from 10-1. We will have community organizations partnering with us to promote this new library program as well as having a speaker and the instructor there. This also supports our strategic plan by providing outreach technology help sessions each month. We will contract with an instructor to provide these classes and we will offer two programs a month in the library. One class will be in the morning and the other will be in the evening. We are naming this new program "Tech for Beginners".
5. Our city administration is looking into new software for accounts receivable/payable, HR and all the data and reports that are used to run city business. I sat in on a software demo and it appears that when we migrate to the new system, department heads will have more abilities to work within the system. I will need more training on the system and there will be more responsibilities of department heads to change their current workflow. With this change we will be able to access some reports that we currently have to request. So it will be nice to have more self-help options.
6. The Friends of the Library have agreed to purchase additional hotspots. With more hotspots and in looking at other communities and their checkout terms, we would

like to increase checkout time from one week to two weeks. This is on the agenda as new business.

7. With some of the changes that came with Atrium and getting low on barcodes, I have looked into a way to create our own barcodes with labels and it's just exported to a label maker. This will be more efficient when we catalog and process books. It will also save some money on library supplies.

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

The financial reports for September were examined and filed. A motion approving the financial reports and payment of warrants was made by Carr and seconded by Posch and carried unanimously.

Old business of election of officers ensued. A motion by Rardin for Carr as President, Kobernusz as Vice President and Frese as Treasurer was made and seconded by Baber and carried unanimously. Committee assignments are tabled until we have all Trustees appointed to the Board. Williams provided an update regarding the Digital Controls CIP. An update on the probable cost was given by our engineer. An estimate of \$208,000 was given in January and updated September 19<sup>th</sup> to \$291,000. Williams reminded Trustees that we paid around \$15,000 last fiscal year for the engineer to get specs and drawings updated. She asked if there was any comfort in committing any funding from our current library budget. Williams went through line items and could say the most we could possibly commit would be \$8,000 but if something building wise came up we would be in a bind. Our budget is pretty barebones and not much cushion. Trustees discussed concerns with rising costs and inflation so if we can be very fiscally conservative we will and if at the end of the year we have remaining amount that can go towards the project. Williams and Carr will attend the next council meeting and provide an update regarding funding and ask how they'd like to proceed with project.

For new business Williams provided an easement agreement with Ogden Telephone. A motion to approve was made by Kobernusz and was seconded by Carr and carried unanimously. Williams requested approval for the Iowa Library Association conference in Coralville. A motion approving travel for Williams and Williams was made by Rardin and seconded by Carr and carried unanimously. Williams explained more hotspots will be purchased by the Friends and for ease of checkout and patrons it would be better to have extend the one week to two weeks. A motion to change the checkout period to two weeks was made by Kobernusz and seconded by Baber and carried unanimously. Williams provided Trustees with Board Development covering Library funding, with an overview of our trust

accounts/memorial and budget process.  
The meeting was adjourned at 6:20 p.m. on a motion by Kobernusz and seconded by Rardin and carried unanimously.

Respectfully submitted,

*Jamie Williams*

Jamie Williams, Director