

# ERICSON PUBLIC LIBRARY

## AGENDA ERICSON PUBLIC LIBRARY BOARD OF TRUSTEES

**Place:** LIBRARY MEETING ROOM

**Date:** December 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/84958681429?pwd=Z3I1ODZCbHVhSkI2K09iR01JQ0RBZz09>

Meeting ID: 849 5868 1429 Passcode: 030684

- 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. FY24 Budget
- I. New business
- J. Adjournment

THE NEXT SCHEDULED BOARD MEETING: Monday, January 16, 2023, 5PM

The Board of Trustees of the Ericson Public Library met in regular session on Monday, November 21, 2022 at 5:00 p.m. at the library.

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

The October 17, 2022 meeting minutes and November 9, 2022 special meeting minutes were presented by Williams. A motion to approve both minutes was made by Kobernusz and seconded by Frese, motion carried unanimously.

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

1. The circulation for October was 11,140. Computer usage was 737, Wi-fi usage was 1,204 sessions and we had 2,222 visits to our website. The meeting room was reserved 36 times.
2. The library received a donation from Modern Woodman, Sandy Madden for Charlottes Web books for literacy programming (\$50) and a donation from Juliann McWilliams(\$100) and memorial for Larry Adams from Christine Noel (\$100).
3. Our Storywalk red ribbon event went well, thank you to all who attended. We had around 60 folks show up on a chilly November day and celebrate the new Storywalk! We have learned that we will need to laminate the book sheets as they are not as weather proof as we had thought. Look for *Polar Express* in December!
4. Our Tech for Beginners classes are seeing positive attendance and ratings! Cat is doing a great job as instructor and many attendees are enjoying her classes. Unfortunately I have not been able to secure an outreach location yet. I am still hoping to offer classes at an outreach site. Our attendance numbers are satisfying our grant requirements so far.
5. Christmas Eve day is on a Saturday. With most families I assume they will be busy using the Saturday and Sunday with Christmas gatherings, I don't believe it will be worth opening Saturday with low patron attendance numbers. My recommendation is to be closed that day and I have included it on new business for consideration.
6. FY24 Budget dates if you'd like to attend any or all I wanted to include them for you now. December 6<sup>th</sup>, 6pm PD Goal setting session, January 17<sup>th</sup>, 6pm City Council Budget session. I am still working on a time with the other County libraries for our County funding meeting in December. Will pass along when scheduled.
7. The Friends of the Library have agreed to fund ten more hotspots, they will reimburse us at their quarterly meeting. Patrons are very happy with the extended checkout of two weeks and will be pleased that their requests and hold times will hopefully lessen! This has been a great service for our patrons to increase access to online resources.
8. We have a qualified social worker, Jessica Sparling, from Aging Resources spending a day in the library once a month. This new drop in service offers seniors the ability to

talk to someone who can offer this qualified service to assist with state applications, state programs, community services and resources for food, clothing, shelter and other basic needs. She has 19 years of professional social work experience and is here the 2<sup>nd</sup> Monday of every month 9am-4pm. The cost for her services is no charge, it also allows her more exposure to help those in needs. It is a great partnership and something our librarians appreciate having because our training is not in social work. At ILA I did learn that there are other libraries in Iowa that have hired social workers on staff to assist patrons with more one on one help that librarians are neither qualified nor trained for. This may be an area for more Continuing Education. They had really great speakers and sessions covering how this benefits the community.

9. We had some wonderful national recognition from OCLC on facebook at the beginning of November that I think is important to share! Great job to Zach for having the idea and to you as Trustees for supporting this!

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

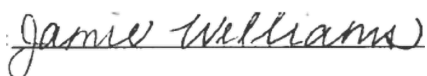
The financial reports for November were examined and filed. A motion approving the financial reports and payment of warrants was made by Rardin and seconded by Melhus and carried unanimously.

Old business included a public hearing for our CIP digital controls project. The public hearing was open and closed with no public comments.

As new business, Williams recommended the library be closed for Saturday December 24<sup>th</sup> with it being low attendance. A motion to approve closing was made by Rardin and seconded by Frese and carried unanimously. The FY23 Annual Report was presented by Williams. Williams will present to Council. FY24 budget numbers were discussed with some initial thoughts. With utilities and materials costs rising a 5% increase was built in. The Personnel committee will meet December 12<sup>th</sup> with the Director to look at salaries. They also would like to come up with a plan to get library salaries more in line with retaining and attracting qualified employees.

The meeting was adjourned at 5:40 p.m. on a motion by Gradoville and seconded by Frese and carried unanimously.

Respectfully submitted,



Jamie Williams, Director