

# ERICSON PUBLIC LIBRARY

## AGENDA ERICSON PUBLIC LIBRARY BOARD OF TRUSTEES

**Place:** LIBRARY MEETING ROOM

**Date:** March 20, 2023 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/84904809769?pwd=VFZAzR3BmbWM0R1BrZmJsRWpDUUFLZz09>

Meeting ID: 849 0480 9769 Passcode: 414021

- A. Roll call & quorum
- B. Approve minutes of previous meeting
- C. Correspondence
  - 1. Manatt resignation letter
- D. Public comments
- E. Director's Report
- F. Financial report and approval of warrants
- G. Committee Reports
- H. Old business
  - 1. Hush Pod quotes
- I. New business
  - 1. Assistant Director salary
  - 2. Stier conference reimbursement
  - 3. Liability insurance update
- J. Adjournment

THE NEXT SCHEDULED BOARD MEETING: Monday, April 17, 2023, 5PM

The Board of Trustees of the Ericson Public Library met in regular session on Tuesday, February 21, 2023 at 5:00 p.m. at the library.

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

The January 16, 2023 meeting minutes were presented by Williams. A motion to approve minutes was made by Melhus and seconded by Dvorsky, motion carried unanimously.

The Director's report contained the following items for February 2023:

1. The circulation for January was 11,155. Computer usage was 649, Wi-fi usage was 2,413 sessions and we had 2,485 visits to our website. The meeting room was reserved 24 times.
2. The library received a grant from ECI Story County for SEL Program (\$2585.08) and donations from Meg Manatt (\$60) and Kathleen Hakanson (\$25). We also received \$2000 for juvenile nonfiction from Fenton Trust. We deposited \$359 for adult library sales and \$116 for donations.
3. With the City budget sessions completed, our FY24 budget is finalized. The council did approve the DDC project with the bid price. I made them aware that there were possible change orders that could increase the project cost above the bid. They believed this was a project that needed to be completed now. We need to approve and award the contract. Our timeline looks like this:  
February 21, 2023 Library Board Awards Contract  
February 21, 2023 Contractor complete, sign and return contract, Submit Bonds and Insurance Documents  
February 23, 2023 Pre-construction Meeting  
April 17, 2023 Start of Construction (vary based on lead times)  
July 14, 2023 Substantial Completion  
August 4, 2023 Final Completion
4. A reminder that the library is in charge of updating the electronic sign on 4<sup>th</sup>/Story. We have been doing this for over three years and although we don't take the requests or receive any revenue from it, we do spend time creating the messages and then going to the sign to upload them. Recently the sign was out of commission and it was our job to make contact with company to get a fix. Although it's an additional duty we also benefit by being able to include a lot of marketing for our library programs and services.
5. We have been able to come to an agreement with the Tribune to be able to digitize the Boone News Republican and have copyright permission.
6. Let's Talk program now includes an attorney that comes along with our social worker!

7. New program information about SEL @ EPL. This is in partnership with Child Care Resource and Referral and funded by BooSt Together for Children. The goal for this program is to provide SEL (social-emotional learning) resources to daycares, in-home providers, and parents/caregivers. These resources come through the Behind the Little Red Door activity box created by Zac Brown Member, Coy Bowles as well as resources through Lakeshore Learning.

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

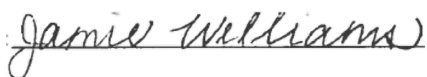
The financial reports for February were examined and filed. A motion approving the financial reports and payment of warrants was made by Frese and seconded by Baber and carried unanimously.

Old business included FY24 budget. The budget has been approved as presented to Council with Council approving the DDC bid amount from Grabau. Williams did explain to Council that it was their budgeted amount and that if there are change orders we will need to request additional funds to cover the project. A motion to award the contract to Grabau was made by Carr and seconded by Dvorsky and carried unanimously. Williams has already received their performance bond.

Under new business, Williams presented the Hush Pod meeting room space that could be purchased to increase meeting room space, as we had stated as one of our goals in our strategic plan. This may be more cost effective than what we originally had discussed a couple years ago when we thought about building small meeting rooms. Williams indicated the cost of \$23,000 could be covered by a recent CD that was donated as well as utilizing some memorial funding. We could also write grants if that would be something the Board would like to pursue. Dvorsky asked about more accessible options. Williams will inquire as to other options and get pricing and present them at an upcoming meeting. These would go in after the DDC project is finished, if it was approved. Perhaps in the new fiscal year.

The meeting was adjourned at 5:21 p.m. on a motion by Dvorsky and seconded by Gradoville and carried unanimously.

Respectfully submitted,



Jamie Williams, Director