

ERICSON PUBLIC LIBRARY

AGENDA ERICSON PUBLIC LIBRARY BOARD OF TRUSTEES

Place: LIBRARY MEETING ROOM

Date: April 17, 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/85422003529?pwd=djRIR21wOXVxem9ETUQwWmhGdk5TQT09>

Meeting ID: 854 2200 3529 Passcode: 754788

- 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
- I. New business
 - 1. Budget Amendments
 - 2. Job descriptions
 - 3. Fax charges
 - 4. Internal hire
- J. Adjournment

THE NEXT SCHEDULED BOARD MEETING: Monday, May 15, 2023, 5PM

The Board of Trustees of the Ericson Public Library met in regular session on Monday, March 20, 2023 at 5:00 p.m. at the library.

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

The February 21, 2023 meeting minutes were presented by Williams. A motion to approve minutes was made by Dvorsky and seconded by McKenny, motion carried unanimously.

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

1. The circulation for February was 11,041. Computer usage was 665, Wi-fi usage was 1,158 sessions and we had 2,485 visits to our website. The meeting room was reserved 19 times.
2. The library received a grant from Lowrey Foundation for SRP (\$4925) and donations from June Isaacson (\$100). We deposited \$94.45 for in- library sales and \$42 for donations. Friends had \$374.87 from the bookcart sales.
3. With Manatt's upcoming retirement, I plan to post internally and would like to have someone hired and start by April 17th. The changes to the position and others will be reviewed. I plan to update job descriptions and bring them to the next board meeting. I do believe some staff reconfiguration will occur. Andrea has taken on all collection development for Children's as well as all cataloging. We had anticipated this change and so have made some changes to ease the transition to a new person and current staff taking on different workloads. I also anticipate updating some salaries with these changes in mind as we also discussed in December about the Assistant Director's salary needing the biggest bump.
4. National Library Week is coming up April 23-29th. We plan to have fine amnesty again during this week and will start marketing it.
5. The Boone News Republican digitization will be an expensive undertaking. Now that we have copyright permission, we can digitize content from 1929 to date. As you can imagine that is costly. I have submitted a United Way grant and the Friends are willing to do fundraising for such a big endeavor. This project will be funded as funds become available.
6. Our phone number has finally been released from Quest and can be moved to VOIP! Ondrea worked very hard to make this happen as the customer support and technical support with that company is very difficult to work with. Many phone calls and a lot of time was spent into that simple request. Unsure exactly when the transition will occur, but wanted to keep you updated on the delay.

7. We have hired a new Library Assistant, Rebecca Roberts and hope that this will create a little more flexibility in our desk schedules.
8. Williams is attending a city leadership training on Altoona in April. There is no overnight stay. Stier is requesting reimbursement for the ALA conference which he is presenting for in June 2023. (\$220) Williams will also be out of the office March 13-17.

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

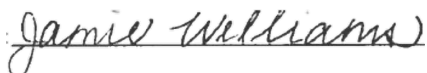
The financial reports for March were examined and filed. A motion approving the financial reports and payment of warrants was made by Rardin and seconded by Estep and carried unanimously.

Old business included Hush Pod quotes. Williams will email out a list of libraries in Iowa that have them if Trustees want to visit and see them. If this is approved Williams will wait until the new fiscal year to purchase.

Under new business, Williams discussed the Assistant Director salary again with the upcoming retirement to consider utilizing some of that to get the salary more in line with the state average. A motion to increase the Assistant Director salary in the amount of \$3,660 to \$49,186 effective May 1st 2023 was made by Frese and seconded by McKenny and carried unanimously. Williams will post the internal job posting with the salary of \$30,000. Stier's ALA conference in Chicago was discussed. A motion to approve the conference registration cost was made by Estep and seconded by Dvorsky and carried unanimously. Williams provided an update to explain our liability insurance has been adjusted to functional replacement with the cost of the premium increasing because an assessment increased the replacement cost from 5.5 to 18 million. Williams will work on creating a listing of personal property and estimates of replacement to see if that could be used to increase building replacement cost. Current personal property is valued at 1.8 million.

The meeting was adjourned at 5:28 p.m. on a motion by Dvorsky and seconded by Frese and carried unanimously.

Respectfully submitted,



Jamie Williams, Director