

ERICSON PUBLIC LIBRARY

AGENDA ERICSON PUBLIC LIBRARY BOARD OF TRUSTEES

Place: LIBRARY MEETING ROOM

Date: May 15, 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/84425839525?pwd=VXY2WmN5dm15NUVOc2lVbE4yaDVJQT09>

Meeting ID: 844 2583 9525 Passcode: 976448

- 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. Pollinator Garden, Stier and Neuendorf presentation
 - 2. Committee assignments
 - 3. Virtual tour
- J. Adjournment

THE NEXT SCHEDULED BOARD MEETING: Monday, June 19, 2023, 5PM

The Board of Trustees of the Ericson Public Library met in regular session on Monday, April 17, 2023 at 5:00 p.m. at the library.

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

The March 20, 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 April 2023:

1. The circulation for February was 12,879. Computer usage was 703, Wi-fi usage was 1,447 sessions and we had 2,503 visits to our website. The meeting room was reserved 40 times.
2. The library received the funding reimbursement for the hotspots from the Friends of the Ericson Public Library (\$2,010).
3. There has been some restructuring to job descriptions and duties with Manatt's retirement. We had an internal applicant that was hired. Ronda Kelley has been working at the library since June of 2013. She is working on her youth services certificate and has a natural ability for programming. She has been assisting with programming for a long time and has done a great job. She will be a wonderful addition to our full time staff. With her promotion we will need to adjust the part time schedule to cover her evening and Saturday hours.
4. Zach and I had a great presentation for the Iowa Rural Development Council summit. We presented on our library's stories of innovation. Three other libraries were invited to participate and discussed their innovative projects and programs as well. Attendees were informed and left thinking about how to implement similar things in their own community.
5. The Web Fax service is now working. It's more labor to scan into and email the doc to us but it will be a good solution for faxing. The cost of the machine, maintenance and toner ink made it more costly to run the service. Now that we are simply using machines to scan and upload and send that we already have and don't require maintenance it doesn't justify the cost. I am proposing some changes to how we charge for faxes in the policy.
6. Ericson will be hosting the State Historical Museum of Iowa's Mobile Museum in April! April 14-18 please stop by during our library hours. "Iowa History 101: People and Places" showcases nearly 50 artifacts from the State Historical Society of Iowa to share our state's remarkable past, from the Native Americans who first settled here to an astronaut who flew into space. It will be parked in the City's parking lot across the street from the library and run/operated by volunteers!

7. Our budget for FY23 looks in line with our spending and budget planning. Only one budget amendment for the DDC project. It was preapproved by Council in January.
8. For Mental Health Awareness month the library is hosting and partnering with organizations on mental health programs for the community. May 3rd at 11am the Supervisors will sign a proclamation up at the Courthouse, please attend if you can!

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

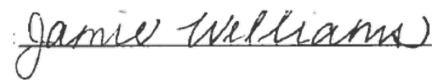
The financial reports for April were examined and filed. A motion approving the financial reports and payment of warrants was made by Gradoville and seconded by Dvorsky and carried unanimously.

No old business.

Under new business, Williams discussed the budget amendment of the LOST, CIP project that was preapproved in January but needed an official amendment. A motion to approve the budgeted amount to the bid amount for FY23 LOST was made by Melhus and seconded by Dvorsky and carried unanimously. Williams presented the changes to the children's librarian, librarian and children's assistant job descriptions. A motion to approve all changes as presented was made by Gradoville and seconded by Baber and carried unanimously. Williams provided an update to the fax charges with our change to web fax. A motion to approve changes to the fax charge as presented in the policy was made by Dvorsky and seconded by Gradoville and carried unanimously. Williams also provided an update regarding the hiring of Kelley for the Librarian position.

The meeting was adjourned at 5:25 p.m. on a motion by Dvorsky and seconded by Baber and carried unanimously.

Respectfully submitted,



Jamie Williams, Director