

ERICSON PUBLIC LIBRARY

AGENDA ERICSON PUBLIC LIBRARY BOARD OF TRUSTEES

Place: LIBRARY MEETING ROOM

Date: June 19, 2023 5PM

You may join the meeting via internet. If you want to just listen to the meeting please utilize the electronic method below:

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Meeting ID: 823 4862 1327 Passcode: 789994

- 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 salaries
- I. New business
 - 1. Contracting cities
 - 2. FY23 year end bills (Due 6/23/23)
 - 3. Disposal /Decommision
- J. Adjournment

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

The Board of Trustees of the Ericson Public Library met in regular session on Monday, May 15, 2023 at 5:00 p.m. at the library.

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

The April 17, 2023 meeting minutes were presented by Williams. A motion to approve minutes was made by Frese and seconded by Dvorsky, motion carried unanimously.

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

1. The circulation for April was 10,894. Computer usage was 672, Wi-fi usage was 1,009 sessions. The meeting room was reserved 29 times.
2. The library received the funding reimbursement for the text marketing service from the Friends of the Ericson Public Library (\$1350) and a donation from the Lions Club for ROAR (\$1,330) as well as a \$50 donation from Bill and Barbara Yewell.
3. The DDC project is speeding along. They are ahead of the original schedule and it appears that they will have most of it finished by the end of June. They will start on 2nd floor (final floor) 5/15. We will need to refill the system and rebalance with glycol. The system was drained which was not planned, however with some shut off valves not able to be moved or isolated, we drained system. This will be an additional expense which will be paid out of our general operating expenses. As is typical with projects and with clearing out some rooms we were able to make some changes to various spaces. We reimagined rooms where desks and book cases are to repurpose and make our space more efficient. We were able to repurpose shelving in the workroom that was no longer being utilized to be moved to YA section for more graphic novel space. We will also rethink how to better situate the fireplace room.
4. The Summer Reading Program officially starts June 5th with the kickoff carnival. Please attend if you are able to! We usually see a pretty good crowd and invite a lot of partners to participate and have fun activities for the kids and adults.
5. Mental Health programming is being well received. We have many patrons thankful for these types of programs and complimenting the library on seeing the need. Many staff have received some powerful impact stories that are so encouraging to see the role we are playing in so many of those struggling in our community.
6. The Friends received a large donation which I am excited about. I will be presenting some ideas to them for consideration as well as continue to ask for funding for our digitization efforts. United Way granted us \$3,000 for continuing this effort as well!
7. This year I have asked staff for some ideas of what to request for Lowrey funding. With programming funding and new YA shelving needs being met, I am considering updating the children's desk. As you may remember this was something I had

discussed in our long range plan. I am wanting something lower and would accommodate our staff to sit at the desk while they work to be more friendly and accommodating and at children's level. Unsure of costs, but looking on general direction and support for it.

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

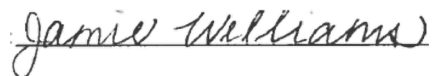
The financial reports for May were examined and filed. A motion approving the financial reports and payment of warrants was made by Gradoville and seconded by Dvorsky and carried unanimously.

No old business.

Under new business, Stier and Neuendorf presented on using the library garden beds for a pollinator garden. After discussion and some ideas on funding, plants and which beds to be used, the Board suggested not using the one closest to the south entrance, and a motion to approve the project was made by Gradoville and seconded by Frese and carried unanimously. Williams explained that committee assignments were delayed last July due to board members being added and since then we also had our Vice President resign. A nomination to approve Gradoville as Vice President was made by Carr and seconded by Dvorsky and carried unanimously. Committee assignments were discussed and volunteers for each were requested. A motion to approve Buildings and Grounds committee as Carr, Baber and Dvorsky and Personnel as Carr, Gradoville, Frese and Public Relations as McKenny, Rardin and Frese was made by Gradoville and seconded by Frese and carried unanimously. Williams presented a recommendation to look at the library providing a virtual tour as a way to increase our virtual reach and market our services to allow the library to be explored outside our library building. Williams would plan to ask the Friends to fund this one time cost and the low yearly maintenance would be covered by the library's general operational expenses. A motion to move forward with the tour was made by Dvorsky and seconded by Frese and carried unanimously.

The meeting was adjourned at 5:27 p.m. on a motion by Dvorsky and seconded by Rardin and carried unanimously.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jamie Williams".

Jamie Williams, Director