



ERICSON PUBLIC LIBRARY

AGENDA ERICSON PUBLIC LIBRARY BOARD OF TRUSTEES

Place: LIBRARY MEETING ROOM

Date: September 18, 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 2323 1700 Passcode: 846322

- 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. Board Development
 - Boardroom Series | Pay It Forward: Easing Staff and Board Transitions
- J. Adjournment

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

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

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

The July 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 August 2023:

1. The circulation for July was 13,500. Computer usage was 735, Wi-fi usage was 1259 sessions. The meeting rooms were reserved 24 times.
2. The library received funding from the Friends of the EPL (\$720) for the online Transparent Language resource as well as a donation from Boone Noon Kiwanis (\$250), an donation from Ericson event (\$50), grant funding for a new childrens circ desk from Lowrey (\$2000), a storywalk sponsorship from Boone Vision (\$200), and library sales of \$255 and donations of \$72. The Friends booksale cart took in \$76.53. We also received the City of Luther's contract fee for FY24.
3. The library is applying for a Smithsonian Institution Traveling Exhibition, *Spark! Place of Innovation* through the State Historical Society of Iowa. If awarded we are planning to partner with many local organizations, groups and businesses to host a wide variety of programs. We also are planning to incorporate another project, Sharitage developed through the Culture Buzz in partnership with Humanities Iowa to engage community residents to honor what makes the home unique through reflection and writing culminating in a community wide celebration event.
4. The library's fire alarm notification system failed to call out to the Boone Emergency system. Our fire alarm went off in the middle of the night. It was reported by someone driving by. The Fire Department had to contact Mike to get into the building and fortunately it was a false alarm, however we need to make some changes. The panel needs to be upgraded as it is out of code and unable to be repaired. Midwest Alarm systems can update it but also requires an annual fee to monitor it. We also ordered a knox box for the fire department to be able to access a key installed on the exterior of our building so that they would have access to get in during emergencies.
5. The summer reading program has ended and was very successful. The pool party was a great ending on a hot, humid day!
6. We have finally hired for our part time position opening. Mindy will start on August 25th and has been a big library user for a while, so it should be an easy transition since she knows a lot already about the library's resources and programs!

7. Our Digital Controls project is on a bit of a delay with a part that Johnson Controls has been waiting for to install with the Metasys programming piece left. My understanding is that everything else is completed and we are simply waiting for that to be done and for owners training to be done and a final walk through by the engineer should close out the project.
8. Highlighting library resource Niche Academy. Ever wonder how to search some of the library's databases, or struggling with using Libby? Niche Academy offers short tutorial videos outlining library resources- what they are and how to use them! Want to learn how to use Ancestry Library like an expert by simply clicking on a video that tells you how to search it! Also included are librarians showing how to create crafts! Check it out on our Online Resources page from our website!
9. The Iowa Library Association conference will be October 11-13, keynotes Rebbekah Smith Aldrich and KC Davis in Dubuque, IA! Zach will be presenting and will be attending one day. Andrea and Jamie will plan to attend entire conference, if approved for overnight travel.
10. Hoopla changes were made the second week of August and limited usage to Boone Rural residents as well as City of Boone residents. We've had calls from patrons asking why they can no longer access, which has shown us a couple things! Patrons who have moved and not notified us, are now accurately reflected in our patron counts. Patrons who live in rural areas but have a city address are now accurately reflected in our system. And people love Hoopla! The staff have a script of the reason we had to make some changes. The cost has increased 200% since we started and although it's a wonderful service we would love to fully fund, it's not sustainable to fund it for all users. I've encouraged users outside of our service district to contact their home libraries to start service.
11. We also have started advertising for sponsoring a Storywalk. There are certain giving levels and each one includes different elements. I've included the brochure as a reference. We have our first sponsorship from Boone Vision! We will be featuring a story for October and November provided by Boone Vision. We hope this will help increase awareness and use of the storywalk, and also help with funding!

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

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

No old business.

Under new business Williams requested approval for overnight travel to the Iowa Library Association conference in Dubuque in October. A motion approving travel was

made by Frese and seconded by Dvorsky and carried unanimously.

The meeting was adjourned at 5:10 p.m. on a motion by Frese and seconded by McKenny and carried unanimously.

Respectfully submitted,

Jamie Williams, Director