

ERICSON PUBLIC LIBRARY

AGENDA ERICSON PUBLIC LIBRARY BOARD OF TRUSTEES

Place: LIBRARY MEETING ROOM

Date: October 16, 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/82323231700?pwd=Q3Zra3UvSVcrODJtdVNmSEdLbHA4dz09>

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. FY23 Annual Report
 - 2. FY25 Budget
- J. Adjournment

THE NEXT SCHEDULED BOARD MEETING: Monday, November 20, 2023, 5PM

The Board of Trustees of the Ericson Public Library met in regular session on Monday, September 18, 2023 at 5:00 p.m. at the library.

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

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

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

1. The circulation for August was 13,261. Computer usage was 668, Wi-fi usage was 885 sessions. The meeting rooms were reserved 29 times.
2. The library received a storywalk sponsorship from Rotary Club (\$100) and Edward Jones (\$100). The library also received \$6,000 for the PLA digital literacy grant. The library received a memorial for Elsie Backous from Georgia Fisher (\$50) and a donation from Kathleen Hakanson (\$25). We also received the City of Pilot Mound's contract fee for FY24.
3. The DDC project has a small update: Systems Management was onsite on the 8th and their technician had a medical emergency and was not able to complete their work. When work is complete, Johnson controls should complete their work. That will close out the project!
4. The Friends of the Library have agreed to fund the remaining amount of the children's circulation desk. I am looking into best time to do this and talk with Mike about coming up with a plan.
5. The city's new software for financials and payroll are now live. Andrea and I both have been trained on the software. This month I have used the new system to enter bills. The process is quite tedious as every invoice has to be scanned, saved, uploaded, described with details, and entered with line item code. I had about 110 invoices, so that's where it becomes tedious. For now the city is also wanting the paper copies. I am still going to continue the same documents that I've used for budget, but I'll also attach the new print out that was the warrants list. Eventually if the board is ok with using that document instead of what I send, we can decide that at the end of the fiscal year.
6. We have been contacted by University of Denver to host another MLIS student intern beginning in January. It's a 75 hour commitment and does require an hour with one of our MLIS librarians a week. I will be meeting with the student next week to see if it will be a good fit.
7. We are in need of updating computers and technology components like switches. Andy has given me 2 quotes and the lowest quote is \$4130. I will be working with him

to get the 5 computers replaced as well as switches so that our operations run more smoothly!

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

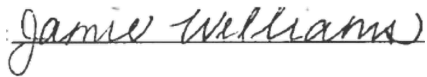
The financial reports for September were examined and filed. A motion approving the financial reports and payment of warrants was made by McKenny and seconded by Baber and carried unanimously.

No old business.

Under new business Williams explained Board Development as an ongoing goal. The presentation from the State Library will cover staff and board transitions.

The meeting was adjourned at 5:12 p.m. on a motion by Frese and seconded by Melhus and carried unanimously. Board development presentation lasted until 6:15.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jamie Williams". The signature is written in black ink and is positioned above the typed name.

Jamie Williams, Director