

# ERICSON PUBLIC LIBRARY

## AGENDA ERICSON PUBLIC LIBRARY BOARD OF TRUSTEES

**Place:** LIBRARY MEETING ROOM

**Date:** December 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:

**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
  - 1. FY25 Budget
- I. New business
- J. Adjournment

THE NEXT SCHEDULED BOARD MEETING: Monday, January 15, 2024, 5PM

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

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

The October 16th meeting minutes were presented by Williams. A motion to approve minutes was made by Rardin and seconded by Frese, motion carried unanimously.

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

1. The circulation for October was 12,612. Computer usage was 972, Wi-fi usage was 1,390 sessions and we had 1,981 visits to our website. The meeting room was reserved 34 times.
2. The library received a donation from James Miller (\$500) and Barb Rardin (\$90), a reimbursement from FOL for the Bookpage (\$402) and numerous memorials for Jack Knight (\$1,580).
3. I am revamping our Tech for Beginners program, our grant does require a minimum number of learners and sessions. We will reach the sessions but we have not yet reached the minimum learners. I am hoping some much needed changes will increase attendance.
4. FY25 Budget dates if you'd like to attend include: December 5<sup>th</sup>, 6pm PD Goal setting session. Typically there is a City Council Budget session in the middle of January, however those dates are not out yet. I am still working on a time with the other County libraries for our County funding meeting in December. Will pass along when scheduled!
5. Zach is planning to attend the PLA (Public Library Association) conference as he is presenting and is requesting to see if the library would cover the registration fee. Early bird registration is \$347.
6. We have made some changes to our meeting room reservation software system. It looks a little different but we're able to now make bookings for the 2<sup>nd</sup> floor meeting room, children's storytime room, children's activity room as well as the imac lab. The system also allows us to upload photos and document the amenities available for each room. As with the last system, it does offer people the ability to make their reservation from our website.

7. Effective immediately we will no longer be submitting debt to the State of Iowa through income offset. Ondrea let us know that the program has ended and the Iowa Department of Revenue started a new program called "Setoff"; the city applied to be part of the new program, but unfortunately they have not approved our application. We are hopeful to be approved soon.
8. Just a quick update on the higher building temps. I mentioned to Dave, our engineer that the meeting room has been very warm, and he got in touch with Johnson Controls. They came on site and made some adjustments and Mike has also been alerting them that there are some issues in other rooms. They took a look at the logic in the programming and are hoping that after making adjustments we'll not see the big upswings in temps.

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

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

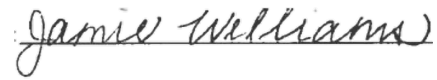
Under old business, Williams presented a preliminary budget for the Board to discuss. With minor adjustments to salaries of the recommended raise by Administrator Skare and including a 3% increase for utilities and 2% for increase in contract services. Williams also explained that IT has recommended upgrading to Office 365. With our techsoup discount it looks like it will be an additional \$2,000. Trustees agreed to upgrade office as well as the server that is past its useful life and is being recommended by IT to replace in the next fiscal year. A motion was made by Rardin to approve the preliminary budget and seconded by Frese and carried unanimously.

Under new business Williams provided the Board with the close out documents from the HVAC digital controls project and was seeking approval to accept the completion to release final payment per Engineers recommendation. A motion was made by Melhus to accept the completion and close out of the project and seconded by Gradoville and carried unanimously. Williams also recommended to have the Building and Grounds committee work on an updated plan for the FY26-31 CIP plans. A meeting will be set to discuss. Williams explained Hoopla monthly bills are not sustainable with funding out of the memorial fund. Trustees discussed options and a motion to limit items to 7 beginning January and find other funding sources was made by Gradoville and seconded by Frese and carried unanimously. Williams presented a request for PLA registration reimbursement for Stier. He will be presenting and there is money in the travel and conference to cover the fee. A motion to approve payment of the registration fee was made

by Rardin and seconded by Melhus and carried unanimously.

The meeting was adjourned at 5:30 p.m. on a motion by Melhus and seconded by Gradoville and carried unanimously.

Respectfully submitted,

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

Jamie Williams, Director