



ERICSON PUBLIC LIBRARY

AGENDA ERICSON PUBLIC LIBRARY BOARD OF TRUSTEES

Place: LIBRARY MEETING ROOM

Date: December 16, 2024 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

Topic: Ericson Public Library Board Meeting

Time: December 16, 2024 05:00 PM Central Time (US and Canada)

<https://us02web.zoom.us/j/88099850113?pwd=A2qM2eEPdCC407diZyNHsaH7GE3MBa.1>

Meeting ID: 880 9985 0113 Passcode: 252205

- 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. FY26 Budget
- I. New business
 - 1. Survey results
 - 2. March Board meeting (March 10)
- J. Adjournment

THE NEXT SCHEDULED BOARD MEETING: Monday, January 20, 2025, 5PM

The Board of Trustees of the Ericson Public Library met in regular session on Monday, November 18, 2024 at 5:00 p.m. at the library.

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

The October 21, 2024 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 November 2024:

1. The circulation for October was 12,180. Computer usage was 655, Wi-fi usage was 1,078 sessions and we had 2,360 visits to our website. The meeting rooms were reserved 46 times.
2. The library received a Rotary grant of \$6,000 for Little Engines. The library also received a Boost grant of \$8,000 for Little Engines but will need to fill out payment waivers each time we spend down the grant funding. The library received a memorial bookshelf in memory of Norma Ripkey.
3. In December Ronda will be having a craft-in on a Saturday night at the library. Her stitch group had requested a time to stay at the library and work on projects and with the holidays we thought this would be a great time to decorate and have some festive fun for adults. Attendance is limited to 16 and older and requires registration. This is the first time we have done something like this, so I'm looking forward to seeing how well it goes! We will also be doing our annual holiday Cocoa and Crafts December 11th! This has always been a fun after school all ages program to enjoy the holiday season. Stop by if you can!
4. In December the library also is putting out our Project Connection survey in the City's water/newsletter along with some great marketing for the top 10 things in 2025 for our library. Please take the time to fill out the loneliness survey as it will help us plan upcoming programming!
5. In looking at our holiday schedule, we noted a very low attendance on NYE after 4pm from the last several years. I don't see any reason to stay open until 8 and would like to request closing at 6pm. In updating the holiday calendar for 2025, Christmas day is on a Thursday and I'd like to request being closed on the 26th as I believe most families will be traveling and I anticipate a lot of staff requesting that day off.
6. I'm working with a graphic designer on our book bike to get that project and design wrapped up. Hope to have that all submitted in January.
7. The Friends of the Ericson Public Library have a book sale coming up at the end of November. Please stop by to checkout some great deals November 22nd, 12-6pm, and

23rd 9-1pm. They also have a quarterly meeting coming up in December. You are welcome to attend and it will be held December 4th at 6pm in the Children's Storytime room.

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

Lowell Davis will be added to the Building and Grounds committee.

Under old business Williams provided an update regarding initial budgetary figures for the FY26 based on the year to date spent. Contract services will need to be increased due to the Quality One contract increase which wasn't received until after the FY25 budget was approved. Printing has also increased while other budget line items need some adjustments. Trustees requested Williams to inquire for other city staff salaries for comparables.

Under new business Williams requested closing at 6pm on New Years Eve due to low attendance and closing December 26, 2025 as it is a Friday and most people will be celebrating the holiday so she expects low attendance and staffing issues. A motion to approve closing at 6pm on New Years Eve for 2024 and going forward by adding it to the policy as well as being closed December 26 2025 was made by Rardin and seconded by Frese and carried unanimously.

The meeting was adjourned at 5:20 p.m. on a motion by Frese and seconded by Carr and carried unanimously.

Respectfully submitted,

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

Jamie Williams, Director