



ERICSON PUBLIC LIBRARY

AGENDA ERICSON PUBLIC LIBRARY BOARD OF TRUSTEES

Place: LIBRARY MEETING ROOM

Date: September 20, 2021 5PM

In an effort to follow CDC guidelines pertaining to COVID-19 the Ericson Public Library will be limiting the number of individuals allowed in the meeting room. 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/83340556908?pwd=aVA2RmF5WlpGdFpZblZ0S2hCdnF6UT09>

Meeting ID: 833 4055 6908

Passcode: 143696

- 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. Building maintenance contract
- I. New business
 - 1. Board Development
- J. Adjournment

THE NEXT SCHEDULED BOARD MEETING: Monday, October 18, 2021, 5PM

The Board of Trustees of the Ericson Public Library met on Monday, August 16, 2021 at 5:00 p.m. at the library.

Those present were: Michael Carr, Lisa Kobernusz, John Niemants, Gary Nystrom, Susan Posch, Barb Rardin. Absent: Heather Frese, Charles Irwin and Maribeth Waldman. The meeting was called to order by Kobernusz at 5:02 p.m. There was a quorum present.

No correspondence.

The June 21, 2021 meeting minutes were presented by Williams. A motion to approve the minutes was made by Nystrom and seconded by Carr and carried unanimously.

The Director's report contained the following items for July 2021:

1. The circulation for June was 11,017. Computer usage was 780, Wi-fi usage was 881 sessions and we had 2,438 visits to our website. The meeting room was used 26 times. We provided 6 outreach visits reaching 375 people.
2. The library received a donation from Cindi Riggerberg (\$20). The library received \$90 in desk donations and \$124 for library sales.
3. The FE Technologies 24/7 Check-In Chute has been shipped. Chris has the structure framed and we are awaiting Tony Franklin to complete the brick work. The Play table that was purchased for the Children's Department from United Way funding has arrived! It is a fun and interactive addition to the department. Some wonderful literacy games, educational games and fun for children to work on together as the table can accommodate up to four individuals.
4. We are working on our transition to Atrium. Our initial data has been uploaded and I am working through ensuring that the data came over correctly and we have the system loaded with correct holdings. Along with that process, I have done some data cleanup. I've taken deleted items out of the system entirely so that deleted items don't migrate to the new system. I've also removed many expired patron records. Training will take place at the end of July with full time staff. I don't anticipate needing to close as we will have part time people cover desk during the training and have those trained train the part time staff. We will have access to the system prior to the final go live date. I have not established a go live date with Atrium but given time for all staff to be trained I anticipate it occurring mid to late August. We have access to Polaris until the end of October.
5. The Summer Reading Program will be ending soon. We have done some in person programming which has gone well! We also have our air purifier systems and have put them to use and are looking forward to planning more in-person fall programs. We have been given notice that the Parks Commission approved the library to use shelters up to 10 times in a fiscal year with no charge. The Greenspace would require a fee payment. If you haven't been able to attend the programs live, please check our facebook page to

watch them. There are some great comments and compliments on these programs!
Kudos to Zach, Ronda and Candy for all their creative ideas!

6. Feel free to use our meeting time this month for CE opportunities through the State Library! The Reaccreditation process is coming soon!

<https://www.statelibraryofiowa.org/ld/c-d/continuing-ed/conted-ials/archives-webinar>

The Director's report contained the following items for August 2021:

1. The circulation for July was 10,779. Computer usage was 784, Wi-fi usage was 1,011 sessions and we had 2,133 visits to our website. The meeting room was used 21 times.
2. The library received a donation from Ann M. Reed (\$100). The library received \$179 in desk donations and \$81 for library sales.
3. The FE Technologies 24/7 Check-In Chute is here. The structure is complete from the outside. Chris will need to place the equipment in and connect it to the electrical which he has mounted and ready to go. It will also need a network cable installed. Chris and Andy will be working on getting the cable run in the next few weeks after they return from vacations. The new tile floors have been sealed and look nice.
4. Our migration to Atrium is complete but not as smooth as I had hoped. Our training went well, however the go live date was the day we were training. It was an unwelcome surprise. It was not communicated that our go live date would be the same date and so we scattered to stay open that first day. The second day many of our operational components were not in place and more front line staff needed more training. We did close which allowed staff to get more comfortable working in the new system. It also allowed me to update the sip2 connection, printers, and other administrative pieces so that when we opened Friday patrons would be able to login to their new account, computers and log into the online resources that require sip2 authentication. We have access to Polaris until the end of October. We are still getting use to all the changes and are working on getting patrons notifications set back up. We have realized the massive amount of people who use our online resources because all pins/passwords were reset because they were encrypted and not able to be read and migrated into the new system. Download our new Librista app on supported Apple® and Android™ devices to effortlessly connect to the library, search for items, view Community events, view account information, and more!
5. There are some changes to the FY22 State Library Annual survey. The differences coming in FY22 concern programming statistics. This new data is something that IMLS (Institute of Museum and Library Services) is asking for. These changes to Iowa's Public Library Annual Survey ensures that programming data is consistent nationwide. We have been given access to an online tool to put these new statistics in so that the State Library can pull from that. The process is more streamlined and all programming librarians have been entering their program stats since July. IA Shares, the state wide library delivery system has added an additional day of pickup/drop-off making our mailing of ILL books less and less! This means a savings in postage! The Iowa Library

Association annual conference in October 6-8. They are currently planning to have it in person in Des Moines.

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

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

Under committee reports, Nystrom asked Williams to do some information gathering on the federal funding from the Cares Act, and check in to see if we could qualify for funding our pneumatics project. Williams will inquire with the city and county.

Under old business, the building maintenance contract was discussed. Trustees asked for an updated quote on an annual contract that would include two visits and what services are provided. Williams will reach out to Scott.

Under new business, Williams requested overnight travel for the Iowa Library Association for library staff. A motion to approve the travel request was made by Rardin and seconded by Posch and carried unanimously.

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

Respectfully submitted,

A handwritten signature in black ink that reads "Jamie Williams". The signature is written in a cursive, flowing style.

Jamie Williams, Director