



ERICSON PUBLIC LIBRARY

AGENDA ERICSON PUBLIC LIBRARY BOARD OF TRUSTEES

Place: LIBRARY MEETING ROOM

Date: February 18, 2025 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: February 18, 2025 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
- I. New business
- J. Adjournment

THE NEXT SCHEDULED BOARD MEETING: **Monday, March 10, 2025, 5PM**

The Board of Trustees of the Ericson Public Library met in regular session on Monday, January 20, 2025 at 5:00 p.m. at the library.

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

The December 16, 2024 meeting minutes were presented by Williams. A motion to approve minutes was made by McKenny and seconded by Rardin, motion carried unanimously.

The Director's report contained the following items for January 2025:

1. The circulation for December was 10,915. Computer usage was 598, Wi-fi usage was 856 sessions and we had 1,969 visits to our website. The meeting rooms were reserved 44 times.
2. The library received desk donations from Ann and Ron Reed (\$200), Boone Bank and Trust (\$500), Writers Workshop (\$25). The library also received a reimbursement from BooSt grant of \$2444.74 and \$3206.28 of State Library Open Access/ILL. The library deposited Friends booksale money of \$161.35 from book carts.
3. The Midwest Pano Tour is now live! I've loaded it on our website on the About tab under Library Building. I've also included some historical articles about the library building on the same page. It has a lot of great information and the historical information has been really interesting to research.
4. The Friends have asked for a program to highlight the historical newspapers we've digitized to date. I've put together a program to teach all ages how to use the online resource. It will be held on February 24th at 6:30 and will be a lot of fun! The Friends, United Way and State Historical Society of Iowa helped fund this expensive undertaking. It would be great to seek out additional donations and grants to fund 1925-2007. I estimated this cost at \$42,000. If you want to learn more about the project and resource please join us!
5. All full-time staff have had their quarterly check-in with me. I've gone away from annual reviews to quarterly check-ins to ensure we are making adjustments and fixing issues before they become problems. There were quite a few take aways from this and changes that I am implementing. Grace will be taking on the young adult collection and will be trained in a couple other areas as a backup for certain duties. We are going to have a full-time staff meeting and strategic session on Presidents Day when we are closed to see about coming up with some solutions to address better communication among staff and training needs.
6. Our bike design has been completed! My hope is that there is a 6-8 week turn around and we'll have it here well before May. We had some questions regarding where it goes and if people can request where it goes. I'm unsure if we'll need a policy, but I

will do some research to see if we may need some guidelines to start with. A lot will depend on availability of staff or volunteers.

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

The financial reports for January were examined and filed. A motion approving the financial reports and payment of warrants was made by Rardin and seconded by Baber and carried unanimously. Williams will see how we can minimize postage meter.


The Personnel Committee met on January 15th to discuss salaries. Williams provided an update regarding a 4% increase among all staff but with having the budget presented already, Williams requested \$5,000 from part time salaries be moved to full time salaries to work on making librarian salaries more competitive. Librarians that are programming duties are lowest. Discussion ensued regarding history and tasks and duties for each full-time position. A recommendation of increases was agreed on and will be provided to the Trustees.

Under old business Williams provided the recommended increases for each position as discussed in the personnel committee meeting. Trustees discussed the need to continue working on making salaries more competitive to retain and hire qualified staff but this was a step in the right direction. Williams will work on other ways to increase but first and foremost in awareness. A motion to approve the recommendation of salary increases provided from the personnel committee was made by Baber and seconded by McKenny and carried unanimously.

No new business.

The meeting was adjourned at 5:25 p.m. on a motion by McKenny and seconded by Frese and carried unanimously.

Respectfully submitted,

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

Jamie Williams, Director