



ERICSON PUBLIC LIBRARY

AGENDA ERICSON PUBLIC LIBRARY BOARD OF TRUSTEES

Place: LIBRARY MEETING ROOM

Date: November 15, 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/84070854919?pwd=TzVYLzNXaHFpVmZCKzRjY0Zib09Cdz09>

Meeting ID: 840 7085 4919 Passcode: 535057

- 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
 - 2. Policy review for accreditation
- I. New business
 - 1. Hotspot update
 - 2. FY23 Budget
 - 3. FY23-26 CIP

J. Adjournment

THE NEXT SCHEDULED BOARD MEETING: Monday, December 20, 2021, 5PM

The Board of Trustees of the Ericson Public Library met on Monday, October 18, 2021 at 5:00 p.m. at the library.

Those present were: Michael Carr, Heather Frese, Charles Irwin, John Niemants, Gary Nystrom, Susan Posch, Barb Rardin and Maribeth Waldman. Absent: Lisa Kobernusz. The meeting was called to order by Frese at 5:00 p.m. There was a quorum present.

No correspondence.

The September 20, 2021 meeting minutes were presented by Williams. A motion to approve the minutes was made by Irwin and seconded by Rardin and carried unanimously.

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

1. The circulation for September was 10,097. Computer usage was 770, Wi-fi usage was 1202 sessions and we had 2,011 visits to our website. The meeting room was used 31 times.
2. The library received funding for Nepris training from ALA Grant (\$50). The Boone Co. Retired Teachers donated \$50 for use of the meeting room. The Boone Garden Club donated \$50. The library received \$64.75 for library sales and \$14 in desk donations. The Friends deposited \$48.78 for book sales.
3. The library has been getting more questions and requests for hotspots recently. I am looking into the options of adding five to start with. I have not come up with a great solution for rural residents, however I will continue to search out providers with better coverage outside the city limits and add those in the future.
4. Alliant Energy notified me again of our gas billing was abnormally high. I had Krucks come to see if there was some other issue going on. Nothing was found as abnormal, but in recalling last year, Chris had shut off boilers during summer and fall but Krucks said they need to be running to help with humidity and for the system to run properly. So the boilers were turned back on around this time last year. After discussing with Gary and deciding that our humidity was not much of an issue, the boilers will be off. Chris is aware of this change and we will evaluate when humidity does become an issue.
5. Andrea and I will be working with the Perry library staff to assist with some of our Atrium questions that remain unanswered and to gain a better understanding of best practices since they've been using Atrium for a while. Outstanding issues still remain on the RFID pads at the circulation desk. FE Technologies was going to send us a demo RFID pad to see if it works with Atrium.
6. The 24/7 book return chute is installed and all software is finished. The last component is modifying the book cart that was ordered so it fits into the hole. Chris does not have the capability to make adjustments, so I was in search of a welding person to do some cutting down of the metal. It's simply too tall right now. Gary was looking into some options, but if anyone knows of a welder professional please let me know! We were going to end quarantining our items with the book chute, however we may open our

interior book drops and enable our self-checkouts to also be self-check-ins earlier since we're unsure of when the book cart will be finished.

7. Our storywalk posts and frames have arrived. I am reaching out to a variety of people with skill in digging post holes that own the power equipment to dig the holes as well. The Parks Director indicated they would prefer to have over 18 years old and someone that already knows how to use the machinery because it's less risky for city liability of volunteers getting hurt. My goal is to have them installed by the first week of November, however that all depends on the volunteers I can find.
8. The State Library Annual survey has been submitted to the State. I will work on putting it into a nice format to present to council. Typically I present the annual report in October or November after it has been submitted to the State. After attending a session at ILA, one Library Director indicated that she waits until January after new council members have been sworn in so that they have the relevant information to make choices based on the Library's annual report. This makes a lot of sense to me, so I believe presenting it in January is a more logical choice.
9. The library has reposted the Library Assistant position, as we have not had many qualified candidates show interest and apply. If you know of anyone looking for a part time position in the library, send them to the library! Difficulty in finding library staff was a major concern discussed at the ILA session. We have had a lot of staff resign from their part time positions with health concerns. We are also in need of volunteers to assist with the landscaping and gardening. Preferably someone who is a master gardener would be a great addition. Susan will not be able to assist to the degree she has been. We now also have a yard waste cart that we can utilize!

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

The financial reports for October 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 old business, there was no update on the building maintenance contract. Williams is still waiting to receive an updated document.

Under new business, Williams provided an update on progress of our five year long range plan. Williams asked for guidance on quarantine. A motion to end quarantine of items was made by Nystrom, seconded by Irwin and carried unanimously. Williams will also enable the self checkin option inside the library for patrons with a recently returned cart to provide an efficient way to handle returns and help with circulation. Williams also discussed any requested updates to the library's current or future capital improvement projects. Nystrom suggested replacing the library's drinking fountains with the bottle filling stations. As this doesn't meet the city's CIP budget threshold to add to their projects, Williams will fund the replacement with money from Buildings/Grounds or memorial to pay

for the fountain in the Children's Department since that is the most utilized and in the worst condition. Nystrom discussed need to hire a mechanical engineer to design the system and plan specs. Williams thought it best to hire the engineer in the Spring of 2022 since the project will be active FY23 and to gain more understanding of scope, specs and budget it would be better to accomplish this prior to the start of the project so that the project can be properly funded and completed in FY23. Williams will discuss with the city clerk to see if we need to make any updates. Williams also reminded the Board of the upcoming reaccreditation in February. Williams plans to provide two sections of policies over the next three months to review as part of the reaccreditation process of reviewing and updating the policy manual. Irwin suggested looking into other library board committee structures. Williams will include with the policy review after she researches the issue.

The meeting was adjourned at 5:57 p.m. on a motion by Nystrom and seconded by Niemants 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 below the text "Respectfully submitted,".

Jamie Williams, Director