

The Board of Trustees of the Ericson Public Library met on Monday, November 15, 2021 at 5:00 p.m. at the library.

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

Correspondence included an email from Cyndi Riggerberg regarding high reviews of the library services, programs and staff.

The October 18, 2021 meeting minutes were presented by Williams. A motion to approve the minutes was made by Irwin and seconded by Posch and carried unanimously.

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

1. The circulation for October was 9,992. Computer usage was 770, Wi-fi usage was 1,123 sessions and we had 1,928 visits to our website. The meeting room was used 37 times.
2. The library received a donation from Juliann McWilliams (\$100). The library received memorials for Glenna McGinnis from June Isaacson (\$20) Marcia Godfrey (\$25). The library received \$65.25 for library sales and \$4 in desk donations. The Friends deposited \$55.65 for book sales.
3. An update regarding the Mchese Storywalk. The Parks Department does have the posts and frames stored. I spoke to Mike and asked him about volunteers and what type of qualifications would be needed. He indicated that anyone with experience with a power auger would be needed. His suggestion was reaching out to someone who is in the business of digging holes and seeing if they would volunteer. I've reached out to two people with limited interest. I am still hopeful I can find someone that can do this before the ground freezes. If not, we may need to hire someone to do it in the Spring or see if the Parks staff may have time to squeeze it in.
4. We did have some staffing changes in the last month. Ally resigned from her library assistant position and Jessica was hired to replace her hours along with some additional hours that we were trying to fill previously. Jessica comes to us as a very enthusiastic library user and has some marketing and event planning and lots of ideas! She will bring a lot of energy to the position!
5. Andrea and I will be meeting with Misty from Perry next Thursday with Atrium questions that remain unanswered and to gain a better understanding of best practices since they've been using Atrium. I am working with FE Technologies on a demo product to see if we can run the RFID pads at the circ desk. The book cart for the return chute isn't quite ready, but as soon as we get that, we will start to promote the alley book drop and have the one on the south side taken out. The self checkin option currently as it operates from the Atrium SIP2 service shows some confidential patron information and I have reported it to Atrium. They are aware of the issue and are working on the issue.

As soon as they resolve the issue and Chris has the book trucks put together, we will begin utilizing the self checkin function.

6. Budget season is almost here. Ondrea will be presenting the budget calendar at the November 15th council meeting and I will send it out when I receive it. Also departmental budget sheets will be sent out to all department heads the week of Thanksgiving. I'm unsure when I will have the library's budget meeting; there may be a quick turnaround.

My preference is to have a general budget planning discussion prior to that meeting. This doesn't give Trustees much time to discuss all the line items, so it will be important to discuss where we want to see increases and/or decreases. I have included additional information to show where the library is trending and where operations have increased and decreased in the past 6 years. It's important to see the changes to be able to make better funding decisions for the future.

The City's Goal Setting session is December 7th at 6pm at the Police Department, anyone is welcome to attend. I will be attending to stay informed on current priorities and goals of the current Council. This meeting has been very helpful to attend to gain a better understanding of where the City Councils' direction is as well as see the progress of the previous year's goals and a nice budget recap is provided. The Boone County Libraries will be meeting with the Supervisors on December 8th at 10. Anyone is welcome to attend.

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

Under old business, Williams provided an update on the building maintenance contract. Nystrom was not in favor of moving forward at the listed cost. Williams will talk with Krucks to see if there is any room for a price adjustment. Williams presented the policy revisions for sections 1 and 2. A motion to add a minimum two times of committees meeting a year and accept all other revisions as presented was made by Irwin and seconded by Nystrom and carried unanimously.

Under new business, Williams asked if Trustees were ready to proceed with purchase of hotspots. Williams will begin looking into purchasing options. The goal will be to start with 5-6 and start loaning in the new year. Eventually we will add additional if popular and if a better rural provider becomes available. Williams let Trustees know that budget season is approaching and the budget calendar will be out along with the library budget sheets. Williams asked if Trustees wanted to provide any direction at this point for the budget, otherwise she will wait for the budget sheets and go through and present it at a special meeting or the next meeting depending on when the departmental budget meetings will be

held. Williams also explained that a budget amendment will be requested at the council meeting so that an engineer can be hired yet this fiscal year.

The meeting was adjourned at 5:49 p.m. on a motion by Nystrom and seconded by Irwin and carried unanimously.

Respectfully submitted,

Jamie Williams, Director