



# ERICSON PUBLIC LIBRARY

## AGENDA ERICSON PUBLIC LIBRARY BOARD OF TRUSTEES

**Place:** LIBRARY MEETING ROOM

**Date:** January 17, 2022 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/85750923395?pwd=aUVUSDB2WGg4Q2FYRGtLcm9VUHNJUT09>

Meeting ID: 857 5092 3395      Passcode: 50036

- 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. FY23 Budget
  - 2. Policy review for accreditation
- I. New business
  - 1. Zach presentation, Activating Community Voices
  - 2. February meeting time
- J. Adjournment

THE NEXT SCHEDULED BOARD MEETING: Tuesday, February 22, 2022, 5PM

The Board of Trustees of the Ericson Public Library met in special session on Monday, December 13, 2021 at 5:00 p.m. at the library.

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

The November 15, 2021 meeting minutes were presented by Williams. A motion to approve the minutes was made by Nystrom and seconded by Irwin and carried unanimously.

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

1. The circulation for November was 9,479. Computer usage was 757, Wi-fi usage was 1,195 sessions and we had 1,599 visits to our website. The meeting room was used 35 times.
2. The library received memorials for Glenna McGinnis from: Joyce Busch (\$250), Karen Swartz (\$50), Lonnie and Kathleen Leiningers (\$50), Loyd and Terry Settle (\$50), Janella Kammin (\$20), Hans and Wanda Goeppinger (\$100), Barbara Bravard (\$10), Bev Olofson (\$10), Darrell and Bech Christianson (\$20), DK and VM Van Dyke (\$20), Jeri and John Nerem (\$25), Maribeth Waldman (\$25), John and Marilyn Jordan (\$100), the library also received memorials for Laura Taylor from Meg Manatt (\$50), Fran Shleffar (\$25). The library received a donation from Wayne Wagar (\$25).
3. The library will be receiving an iPad donation in 2022 from Boone Bank. We plan to turn these into ereader devices which would be checked out and available to patrons as an additional reading option which is in perfect alignment with our long range plan. Some patrons do not utilize the online ebooks because they do not have the device. This may be especially helpful to readers who prefer large print books. Essentially we can show these patrons how to download the books and load them up with 3 titles for 2 weeks or even audio books for folks to listen to. If the books are downloaded here at the library it will not require a wifi connection. We will need to begin working on policies for such a program.
4. The library staff will be having a festive day where we celebrate the holidays with an ugly Christmas sweater day on December 20<sup>th</sup>. Usually the Friends provide a wonderful holiday gathering meal however with Covid timing, we will celebrate with treats in the staff lounge. I hope you might take some time to thank staff for their continuing hard work, dedication and commitment to serving our community. I know I am particularly thankful to Trustees, staff and our patrons for making this library a wonderful place to work and serve others. Feel free to stop by with a card for them!
5. The County Supervisors budget session went well. I had a follow up question regarding county patron circulation usage. The library only tracks physical materials checked out to rural users because Overdrive, Hoopla and other online providers of econtent have no real way to track usage by circulation class as they give us an annual count that is not broken down. FY21 rural physical circ was 19% of the overall circulation. It is very

difficult to equate usage with funding, as we provide more than just books, we provide so many other services that we don't track per user and regardless of circulation class. We allow everyone to benefit from our programs, wifi, computer use, printing and faxing, or even a place to meet with other or study. We help everyone that walk through our doors regardless of who they are or where they come from because libraries serve everyone to benefit society as a whole.

6. Budget session with City Financial Officer and Administrator will be December 17<sup>th</sup>. I will continue to provide updates regarding status of budget up until January when I present to Council. The City's Goal Setting session is December 7<sup>th</sup> was a very helpful way to see where the city will be headed in FY23. It is useful to see what plans may be coming in the next fiscal year.
7. The re-accreditation application is open and I will be working my way through that process. It is due at the end of February. I will be off December 21<sup>st</sup> to the 27<sup>th</sup>. If anything should come up in that time I am reachable via phone and Andrea will be around as well. Enjoy the holiday season.

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

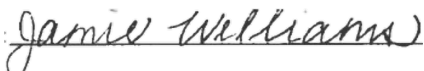
The financial reports for December were examined and filed. A motion approving the financial reports and payment of warrants was made by Posch and seconded by Irwin and carried unanimously.

Under old business, Williams provided an initial budget for the Trustees to discuss. With some changes in data processing, postage and contract services, Trustees indicated they support a 4% salary increase as recommended by Administration, as well as an increase of \$9,400 to utilities as rates continue to increase as well as an increase to materials to \$45,000. Other adjustments include \$5,000 from contracted services to building and grounds, an increase of \$1,000 for public computers that need to be replaced after 6 year rotation, and minor adjustments to programs and dues. A motion to approve the budget as discussed was made by Irwin and seconded by Posch and carried unanimously. Williams presented polices for review on sections 3 and 4. A motion to accept revisions as presented was made by Irwin, seconded by Rardin and carried unanimously.

No new business.

The meeting was adjourned at 5:55 p.m. on a motion by Kobernusz and seconded by Irwin and carried unanimously.

Respectfully submitted,



Jamie Williams, Director