

ERICSON PUBLIC LIBRARY

AGENDA ERICSON PUBLIC LIBRARY BOARD OF TRUSTEES

Place: LIBRARY MEETING ROOM

Date: June 17, 2024 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

<https://us02web.zoom.us/j/82323231700?pwd=Q3Zra3UvSVcrODJtdVNmSEdLbHA4dz09>

Meeting ID: 823 2323 1700 Passcode: 846322

- 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. Summer Reading Program update
- I. New business
 - 1. FY25 salaries
 - 2. FY end bills
 - 3. Decommission of old equipment
 - a. Children's desk, desk equipment, computers, receipt printers
- J. Adjournment

THE NEXT SCHEDULED BOARD MEETING: Monday, July 15, 2024, 5PM

The Board of Trustees of the Ericson Public Library met in regular session on Monday, May 20, 2024 at 5:00 p.m. at the library.

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

The April 15, 2024 meeting minutes were presented by Williams. A motion to approve minutes was made by McKenny and seconded by Dvorsky, motion carried unanimously.

The Director's report contained the following items for May 2024:

1. The circulation for April was 11,986. Computer usage was 672, Wi-fi usage was 1,084 sessions and we had 2,195 visits to our website. The meeting rooms were reserved 20 times.
2. The library received a memorial of \$50 from Mike and Jill Cornelis for Norene Abrahamson and donation of \$17 from Jamie Williams for a nonfiction book and the second half of the Boone County allocation and the State Historical grant. The library deposited \$287 in adult book sales and \$80 for desk donations.
3. The State Library reaccreditation is due in the next year. There are some videos and slides that will help explain the process available through the State Library. One of the biggest things that I believe is crucial to our success is creating a long range plan. The State Library has indicated different methods to develop a plan: 1. Use demographic/census data from the State Data Center, 2. Conduct surveys, 3. Interview focus groups, 4. Ask your district consultant to facilitate "Planning for Results", 5. Hire an outside firm to conduct the process. We need to decide on what method we want to take so I can get started!
4. While our microfilm from 2007-2023 was created, they also digitized the reels for a cost savings. I paid for this out of our general budget as we have some funding to cover the expense. A quick note about the HRDP grant, I took it out of Hellwege in April but it should have been the HRDP grant, so you will see \$9,770 put back in Hellwege and taken out of the grant to make the correct adjustment. The remaining balance will be requested at the next Friends meeting as part of the grant was that we had matching funds which the Friends have agreed to fund with the United Way grant funds given for it as well as their own fundraising for it. A big thanks to our Friends!
5. I'm reviewing our printer/copier lease to see if we can upgrade to a better machine with similar costs or even some cost savings. I've noticed more printing occurring with both patrons and staff so I will also be making adjustments to our monthly prints so we don't see overage charges.
6. A couple highlights for our library to be proud of, Zach has been featured in the Library Journal as a Mover and Shaker, congrats to Mr. Z! We have received the Iowa

Governor's STEM Council Seal of Approval for our "To the Moon and Back" program! Our mental health programming is very successful and patrons are enjoying all our offerings. Boone County funding will see an increase of \$3,250 for FY25 which is a 4.2% increase.

7. The library is anticipating applying for the Rotary District grant for our Little Engines program.

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

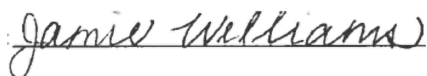
The financial reports for May were examined and filed. A motion approving the financial reports and payment of warrants was made by Dvorsky and seconded by Baber and carried unanimously.

Under old business Williams will get the contracts signed.

Under new business Williams provided the options for the long range plan and how the Board would like to proceed with the plan. After discussion Trustees directed Williams to contact STATCOM and work with them on survey and focus group questions. Williams will begin working on policy updates and will get the application in order to ensure that all of it is completed before the February deadline. Williams also mentioned that with the end of the fiscal year next month and mentioned several projects that could be completed and asked for input on prioritization. Trustees provided input prioritizing the technology updates that have been discussed and will work towards getting the projects completed before the end of the fiscal year.

The meeting was adjourned at 5:41 p.m. on a motion by Dvorsky and seconded by Baber and carried unanimously.

Respectfully submitted,



Jamie Williams, Director