

ERICSON PUBLIC LIBRARY

AGENDA ERICSON PUBLIC LIBRARY BOARD OF TRUSTEES

Place: LIBRARY MEETING ROOM

Date: February 22, 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/83244028203?pwd=TXFSeEVpd1VJK0tpb3NtY2JpaGZKZz09>

Meeting ID: 832 4402 8203 Passcode: 949916

- 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. CIP, Direct Digital Controls (DDC)
- I. New business
 - 1. Ericson Connects initiative
- J. Adjournment

THE NEXT SCHEDULED BOARD MEETING: Monday, March 21, 2022, 5PM

The Board of Trustees of the Ericson Public Library met in regular session on Monday, January 17, 2022 at 5:00 p.m. at the library.

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

The December 13, 2021 meeting minutes were presented by Williams. A motion to approve the minutes was made by Rardin and seconded by Niemants and carried unanimously.

The Director's report contained the following items for January 2022:

1. The circulation for December was 7,922. Computer usage was 788, Wi-fi usage was 946 sessions and we had 1,602 visits to our website. The meeting room was used 29 times.
2. The library received \$2,000 donation from Boone Bank and Trust and memorials for Laura Taylor from Sandberg family (\$250) and Ann and Laura Umbaugh (\$100). The Friends deposited \$41 for book sales.
3. The library is requesting 6 hotspots through Tech Soup. This was the best cost solution, data coverage is good and we will see how it goes. We have the ability to request up to 11 every fiscal year. I am also working on getting iPad/eReaders ready. There will be a procedure and agreement form for each and we will work through training and logistics before circulating them. I want staff to feel comfortable getting them checked out and in first.
4. Christine Whitney from DMACC Library contacted me to see if we would have any interest in a charging cart they no longer needed. This was a great time for such a donation with our upcoming device storage and charging needs! It was a very pleasant surprise and even locks.
5. Our building temperatures continue to fluctuate dramatically from room to room. My office has been 58 degrees in the morning while Andrea's has been 75. It generally has been colder throughout the building with lower 60 degree temps. Staff are trying to work through the cold, but it is quite uncomfortable and they have even noted that most folks keep their coats on. I asked Chris to take a look to see if there were any issues and he said everything was running as should be in the mechanical room. I am hoping that whatever the issue is, it rights itself. I am unable to access the metasys as it says it fails to connect. It may be time to have them come and look even if we pay out of pocket. Many VAV box fans are an issue as well.
6. I will be presenting the Library's FY21 Annual Report to Council at the January 17th council meeting and any and all Trustees are welcome to attend the meeting!
7. The March Board meeting is on Presidents day, the Library is closed. We typically move it to Tuesday if this works for Trustees.
8. I renewed my certification through the State Library and was notified that my Director Endorsement: Gold Renewal application has been reviewed and approved.

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

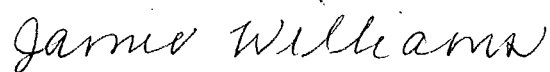
Committee report from Buildings and Grounds was presented by Nystrom. In speaking to the engineer on initial thoughts on budget numbers, we will request to have non-proprietary digital controls so that we aren't locked into only one service provider. This should help lower costs and expecting the budget numbers to be higher than what we have for funding we will either need to request more to complete the whole project or use a phased approach and request additional funding next fiscal year.

Under old business, Williams provided the updated budget from the budget session for approval. A motion to approve the budget as presented to the City Council was made by Rardin and seconded by Posch and carried unanimously. Williams presented polices for review on sections 5 and 6. A motion to accept revisions as presented was made by Posch, seconded by Niemants and carried unanimously.

Under new business, Zach Stier presented his final report on Activating Community Voices. Williams noted that it is also available on the website and Zach did a great job on this project and the interactive report is impressive. Williams discussed the February meeting time asking if there would be enough for quorum on Tuesday. Trustees will make Tuesday work for the next board meeting.

The meeting was adjourned at 5:36 p.m. on a motion by Niemants and seconded by Rardin and carried unanimously.

Respectfully submitted,

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

Jamie Williams, Director