



ERICSON PUBLIC LIBRARY

AGENDA ERICSON PUBLIC LIBRARY BOARD OF TRUSTEES

Place: LIBRARY MEETING ROOM

Date: May 16, 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/82653588847?pwd=2iEZPoq-QdL_fOxSuvWIJMZSXLtkuo.1

Meeting ID: 826 5358 8847 Passcode: 973157

- 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
 - 1. Building and grounds
- H. Old business
- I. New business
 - 1. Engineering services agreement
- J. Adjournment

THE NEXT SCHEDULED BOARD MEETING: Monday, June 20, 2022, 5PM

The Board of Trustees of the Ericson Public Library met in regular session on Tuesday, April 18, 2022 at 5:00 p.m. at the library.

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

The March 21, 2022 meeting minutes were presented by Williams. A motion to approve the minutes was made by Kobernusz and seconded by Nystrom and carried unanimously.

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

1. The circulation for March was 11,439. Computer usage was 927, Wi-fi usage was 1,281 sessions and we had 2,005 visits to our website. The meeting room was used 35 times.
2. The library received donations from Lowell Study Club (\$110.35) for books, Jerry & Leritta Mackie (\$250), Class of 1964 group (\$170). The library deposited \$217 for library sales, \$157 for desk donations and \$82 for Friends booksale carts.
3. The line of sight internet service via Infobunker was decreased by half the normal monthly cost. Thanks to Jason McGinnis from Infobunker for providing a discounted rate to the library and supporting our digital equality efforts.
4. Amnesty Week was a success with a little over 30 items being returned and \$624 in fines waived.
5. The new building maintenance worker will start in his position for the city on April 19th. We have a number of projects that have piled up.
6. I am working with Andy McGill to replace six computers for our computer rotation schedule. I am also having him help me upgrade our Deep Freeze software for our public computers. This will allow them to have a scheduled time for the upgrades and patches to occur via the server.
7. I will be attending a Directors Roundtable Discussion at Perry Public Library on May 12. Roundtables are designed in a 3-hour format, with the first portion being a guided discussion about being positioned to say "yes" to new opportunities. Of course, being able to say YES to new things is great, but doing so often demands letting go and saying NO to old practices and old habits. Bringing in the book "When to Say Yes," we'll talk about the importance of being "purposely productive," balancing the need to stay current with the tendency to keep doing things the old way. Plus, time to learn techie tools from each other. The last portion will be given over to open-ended discussion.
8. The meeting room calendar has gone online! We are also taking requests for booking the all the meeting rooms online as well. We had been using a schedule book for booking which worked for a long time, but with more people scheduling meetings and opening the children's storytime room, it is very helpful for staff to easily check both calendars from our website. It also allows patrons to check availability more easily and helps us track usage easier!

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

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

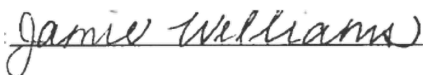
No committee reports. The Building and Grounds committee met as a committee and Nystrom and Williams met with Administrator Skare. Nystrom explained that with engineer estimates at \$208,000 will delay the project and we will go for bids in January and hope that they will be lower. Plan for work to begin in March 2023. Skare will work on finding ways to fund the additional amount for the project and we will need to go to Council to request the additional amount. Personnel committee completed Directors Evaluation. Frese noted an outstanding review, with some strengths and weaknesses, and also some organizational goals for Williams to work on.

No old business.

For new business Williams wanted to note that no budget amendments are needed this year. Williams will reach out to County Supervisors to see status of ARPA grants as well as work on some additional projects before the end of the fiscal year.

The meeting was adjourned at 5:54 p.m. on a motion by Carr and seconded by Nystrom and carried unanimously.

Respectfully submitted,

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

Jamie Williams, Director