

# ERICSON PUBLIC LIBRARY

## AGENDA ERICSON PUBLIC LIBRARY BOARD OF TRUSTEES

**Place:** LIBRARY MEETING ROOM

**Date:** August 19, 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**

Topic: Ericson Public Library Board Meeting

Time: August 19, 2024 05:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/88099850113?pwd=A2qM2eEPdCC407diZyNHsaH7GE3MBa.1>

Meeting ID: 880 9985 0113 Passcode: 252205

- 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. Committee member assignments
- I. New business
  - 1. Policy manual, sections 3 & 4
  - 2. LRP, Focus group sessions /Board planning session
- J. Adjournment

THE NEXT SCHEDULED BOARD MEETING: Monday, September 16, 2024, 5PM

The Board of Trustees of the Ericson Public Library met in regular session on Monday, July 15, 2024 at 5:00 p.m. at the library.

Those present were:, Michael Carr, Lowell Davis, Sarah Dvorsky, Heather Frese, Sue Gradoville, Barbara Madson, Rachel McKenny, and Barb Rardin. Absent: Levi Baber. The meeting was called to order by Rardin at 5:01 p.m. There was a quorum present.

The June 17, 2024 meeting minutes were presented by Williams. A motion to approve minutes was made by McKenny and seconded by Gradoville, motion carried unanimously.

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

1. The circulation for June was 13,161. Computer usage was 718, Wi-fi usage was 1050 sessions and we had 2,859 visits to our website. The meeting rooms were reserved 29 times.
2. The library received a donation of \$500 from James Miller. The library also received reimbursement from the FOL for the children's desk before the end of the fiscal year in the amount of \$12937.28 which was put back into the Smith memorial.
3. Andrea and I met with Liam from STATCOM and began planning for the survey. We will utilize the questions from the last survey and make some minor changes. Timeline is short if we want to be able to utilize the data for the long range plan. We will get the survey put out soon and close it by October. This allows STATCOM to analyze the data which could take up to 2 months. Ideally, we want to get it in the city's newsletter/waterbill, but we will push it out as many ways as we can to ensure we receive adequate community data. We are hoping to find ways to get it out to rural/county residents too. Input sessions were discussed but we are still trying to find a way to include focus sessions for a variety of stakeholders.
4. Cathy Cottrell is retiring from the library after 41 years of service! Join us on July 19<sup>th</sup> to wish her the best on retirement from 4-6pm in the library's fireplace room. Her last day at work was at the end of June. We've been filling in with part time help until we get someone hired. The job has been posted on our website, in the library and on the State Library's website. I've done some interviews and am hoping to hire someone in the next couple weeks.
5. All State Library reports have been submitted. This includes Direct State Aid, Open Access and Interlibrary Loan reimbursement. These reports are all tied to funding as well. The Annual survey report will open soon and will be due at the end of October.
6. Our new server arrived and Andy will here to get it setup as well as find a time to get us switched over to Ogden Telephone. I'm also working on updating all the computers with the new Microsoft office suite.

7. The Summer Reading program continues to build and create a lot of excitement. We will celebrate the end of the program with a Luau Pool Party on July 19<sup>th</sup>! All are welcome and you can even meet Moana!

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

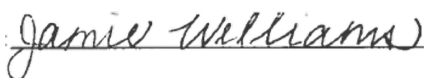
The financial reports for July were examined and filed. A motion approving the financial reports and payment of warrants was made by Davis and seconded by McKenny and carried unanimously.

Under old business Williams will provided an update regarding the summer reading program and increases in both registered participants for the summer reading program as well as more attendees at programs!

Under new business Williams requested election of officers. Trustees willing to serve as an officer are as follows: Gradoville as President, McKenny as Vice President and Frese as Treasurer. A motion to accept the slate of officers was made by Carr and seconded by Gradoville and carried unanimously. Williams presented revisions and updates to sections 1 and 2 of the policy manual. With the exception of the long range plan we will work on with data in December. A motion to approve all revisions as written was made by Frese and seconded by Gradoville and carried unanimously.

The meeting was adjourned at 5:22 p.m. on a motion by Gradoville and seconded by Frese and carried unanimously.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jamie Williams". The signature is written in black ink and is positioned above the printed name.

Jamie Williams, Director