

Minutes of the August 1, 2024 Library Board of Trustees Meeting

Meeting was called to order at 5:31pm by Wayne Neumann, Board President. Trustees Linda Bottorff, John Lovell, Linda Graves and Beth Grove were present. Library Director, Karlie Hunter was also present.

Steve Gelder from city council was welcomed as a guest.

Agenda was unanimously approved with a motion by Graves and seconded by Grove.

The minutes from the July 11, 2024 meeting was unanimously approved with a motion by Bottorff and seconded by Lovell.

The July financial statement was not yet available to be approved.

Neumann contacted two construction companies that have not gotten back to him about quotes for the front of the building. Hunter contacted Seamless Pros and Thompson Construction and Sons about estimates. A date has been set with Seamless Pros, and she has not yet heard back from Thompson Construction.

Hunter reported that she painted the bike rack in front of the building with donated black spray paint.

Hunter reported that she moved the Young Adult section from behind the computers to between Adult Fiction and Nonfiction. Board members agreed that the change looks clean and open.

After looking into a few laptop and desktop options, Hunter reported approximate prices of each and decided to ask a professional's opinion on what would best fit the library's need.

Hunter presented the monthly circulation statistics. The statistics were high compared to previous months and years. Graves commented that the library has been full of kids the past few times she has been in.

The board unanimously approved the change in the bylaws to add a secretary position with a motion by Grove and seconded by Graves. The change will be posted in the library policy manual and on the library website.

The board voted for officers and were decided as follows:

President Wayne Nuemann with a motion by Bottorff and second by Lovell.

Vice President Linda Bottorff with a motion by Lovell and second by Graves.

Secretary Beth Grove with a motion by Graves and second by Bottorff.

The library will change their Friday hours to 10am-3pm starting August 23. This will provide a weekday morning option for community members to come to the library, and Hunter will work on adding consistent programming for the local daycare to attend in the morning. The change was unanimously approved with a motion by Bottorff and second by Grove.

The library has not yet received quotes for a new sign or magnets. Hunter will follow up with First Class Signs.

The board talked with Gelder about the city council's discussion on a policy about employing a minor. The library will establish a policy mirroring the city's decision that minors may not work for the city in an unsupervised position.

Hunter informed the board she hired Laura Donaldson of Story City for the Clerk position to work Saturdays. Without a City Clerk at City Hall, the new employee forms have not yet been submitted, but Hunter will work with Mayor Yager to finalize the paperwork.

The board reviewed the strategic plan and gave a copy to Gelder to bring to the city council.

The library has received conflicting information from the city regarding their unused budgetary funds from the 2023-2024 fiscal year. The board will create a resolution to submit to city council to return the unused funds in the library's savings account to be put toward the strategic plan.

The meeting was adjourned at 6:18pm with a motion by Lovell and second by Grove.

Board members stayed for an hour after the August board meeting for continuing education.