

Minutes of the June 6, 2024 Library Board of Trustees Meeting

Meeting was called to order at 5:33 p.m. by Linda Bottorff: Vice President. Trustees Linda Graves and Beth Grove were present. Library Director, Karlie Hunter was also present.

Guests were Steve Gelder, city council member and Lori Yager, city mayor.

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

The minutes from the March 7, 2024 meeting was approved with a motion by Graves and seconded by Grove. The minutes from the May 2, 2024 meeting was approved with a motion by Grove and seconded by Graves.

Yager commented that her daughter had attended one of the Summer Reading Program activities and loved it. She had heard all good feedback from the event. Bottorff commented that her grandkids also loved the activities they had attended and brought up a public comment that Hunter had received. The community member mentioned that they had seen the library posting on Facebook more, and the board appreciated being seen by the public.

The May financial statement will be approved at the next meeting after a summary sheet is made by Hunter. Yager gave an update on the telephone cooperative dividend. Yager will confirm the exact amount that will go into the library's saving account. A saving's account statement will be provided to the library board in the future.

Hunter asked about buying a new trash bin with wheels. The board approved the purchase, and Hunter will talk with the city clerk about logistics.

A policy draft was presented for the library's new Wi-Fi hotspots. Trustees made notes for slight adjustments to be approved at a later date. The board could not find if the reimbursement money from the County Board of Supervisors had been received yet. Hunter and the board will see if the invoice must be submitted for reimbursement still. Grove presented plastic containers to be donated to the library to be used as protective cases for the Wi-Fi hotspots. Hunter will purchase additional material to be placed on the inside of the cases to further protect the hotspot devices.

The May circulation stats were reported by Hunter. Numbers are back up and comparable to previous months.

Hunter reported that a Library Clerk was hired for the summer months. The new employee has experience working in a library and is happy to help out before she heads back to school in August. The help wanted posters will stay up until a Library Clerk is hired for the fall.

The updated June closure dates have been posted on the library's website, front door, and social media. There was discussion about hiring a Jewell library employee as a substitute librarian, but the board decided against it since the new Library Clerk is able to cover most of the days.

Hunter gave updates on the Summer Reading Program that kicked off earlier in the week. Numbers have been good, and the kids have been enjoying the activities. Weekly drop-in activities are planned for the rest of June, and Hunter is working on scheduling additional events in July and August.

The library's magazine subscriptions are up for renewal. There has been a request from a patron for the library to purchase *People* magazine. The board decided to hold off for now. They requested that Hunter pay attention to the circulation of current magazine subscriptions and make a decision in about six months if the new subscription could replace a current subscription that is not being checked out.

Snakes have been reported crawling under and around the library building. The board gave Hunter permission to purchase Snake Away for preventative measures.

In a meeting with the State Library of Iowa Central District Consultatant, Hunter discovered an incongruity between the library's ordinance and bylaws. The ordinance lists a President and Secretary as the required officers of the board. A motion was made by Grove and seconded by Graves to change the bylaws to match the ordinance. Current board Vice President will be renamed to Secretary with this change. Yager stated that this change must be approved by the city council in July after the board approves the change during the July meeting.

The meeting was adjourned at 6:35 PM with a motion by Graves and seconded by Grove.