

CAMANCHE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING

Wednesday, July 3, 2024, at 4:00PM

**ROLL CALL** - Shannon McManus, Bill Goble, Linda Foster, City Liaison Dave Bowman, Library Director Gail Grim, Friend of the Library (FOTL) Ashley Streed, Interim Director Nancy McDougall, Director Assistant Melissa Zamora, ILLS Shaina Paarman, and Library Clerk Avery Draper.

**APPROVAL OF AGENDA** – President McManus requested a motion to approve the agenda as listed. Trustee Foster made the motion, with Trustee Goble seconding. All Ayes and the motion was approved.

**Approval of Last Meeting Minutes-** President McManus requested a motion to approve the last meeting minutes. Trustee Foster made the motion with Trustee Goble seconding. Motion approved with all Ayes.

**Approval of New Bills/Book Orders-** Interim Director Nancy said there was nothing new at this time and explained that she showed new Library Director Grim how book orders worked.

**Approval of Financials-** A motion was made by Trustee Foster to approve the financials. Motion was seconded by Trustee Goble. All ayes and the motion was approved.

**DIRECTORS REPORT**

*Financial* – Nothing to note.

*Personnel/Operational* – Library Director Grim gave an emotional endorsement of the work the library staff has done while she transitioned into the new role. She said they “held down the fort” and we are “lucky to have the staff here” at the library.

- **CPR Training:** President McManus asked if CPR training would be beneficial for all staff at the library in case of an emergency with staff or patrons and noted that this could be completed with Jim Sowle at the Camanche Fire Dept. All agreed this was a good idea that will be looked into. President McManus also brought up possible ALICE training, Stop the Bleed and Mandatory Abuse Reporting. Liaison Bowman said that Emergency Management does offer trainings by Chance Kness. Director Grim will look into this. Trustee Foster asked if the library had a Panic Button in place. Staff said that they do, and it does work as it has been assessed recently.
- **Dress Code Policy:** President McManus encouraged having a Dress Code policy in place, but City Administrator Kida was not present to discuss. Liaison Bowman and Kida had discussed that open-toed shoes

and pants with holes should not be allowed. Director Grim also agreed that hoodies should not be allowed and that the staff should stand out so that patrons know who is working. The discussion led to getting shirts, name tags and lanyards that staff could wear. Staff mentioned that the past director had ordered shirts, so the staff will be looking into that. Liaison Bowman said to table the discussion on dress code until Kida could be present.

- Inventory Non-Book Items/Large Ticket Items: President McManus stated that City Administrator Kida suggested that the Library Director should inventory non-book and large ticket items as soon as she can. The discussion quickly steered to the past Children's Librarian possibly coming in to get her things 'after' her key was returned. Library staff noticed that her desk had been cleaned off completely and that seemed suspicious.
  - The discussion moved to re-keying the library doors in case someone had an extra key made. Also suggested was having a set of keys made that were numbered and would be assigned to each individual staff as well. President McManus requested a motion to change locks/key entrances. Trustee Foster made the motion. Trustee Goble seconded. All ayes.
- Director's Assistant request to move to Children's Librarian position and ILLS request to move to the Director's Assistant position: The discussion started with asking Director Grim her opinion. Director Grim believes they both could handle the move, but they should have a trial period. Liaison Bowman suggested a 90-day trial period with increased wages during this time. Both staff were advised that if the positions do not work out, then they would be returned to their original positions/wages. Staff agreed.
  - President McManus asked if we need to hire another clerk. Director Grim thought it would be good to do that, but the discussion will be tabled and re-evaluated after the trial period.
  - Director Grim would like all staff to know each job description as they all share the workload

for the time being and would be able to step into another position in an emergency.

- President McManus made a motion to assign staff their new positions for a trial period of 90 days. Children's Librarian receiving 30 hours at \$18/hour and Director's Assistant to 25 hours at \$15.53/hour. Trustee Foster seconded. All ayes.

*Programming – Nothing to note.*

*Collection Development – Nothing to note.*

*Facilities –*

- Nightly Tracking of Patrons: President McManus suggested tracking patrons. We do have the capability to track each patron that comes into the library. Staff know how to use it and will show Director Grim. Nightly tracking will be recorded.

*Summer Reading Program –*

- Interim Director, Nancy, stated that the petting zoo was a huge success with 188 people in attendance. The nerf war had a great turnout with Melissa creating teams and a prize for the winning team. Community members have been coming in as guest readers/activity leaders and that is going well. It was suggested that we continue to try to get community members/leaders to come in and continue these activities with the patrons throughout the year.
  - A discussion was had about not posting pictures of children's faces on social media without a signed consent from the parent on file.
    - Encouraged having consent forms on hand during these activities that parents could instantly fill out. If no consent is signed, children's faces need to be blocked out completely and/or those pictures cannot be posted to social media. Staff agreed.

**Old Business –**

- Movie License – Paid/Complete
- Putnam Passes- Paid/Complete
- New Timeclock- Director Grim found a downloadable time clock that she will begin using on one computer. They will

work with this one and give an update at the next meeting. At that time an updated Time Clock Policy can be made.

- Attorney Invoice – Paid/Complete

### **NEW BUSINESS -**

- Director Grim found a personnel policy handbook. She is going to review and compare it with the city employee handbook. She would like there to be an “on-boarding” procedure for future new employees to the library.
- Director Grim brought up the Hotspot Borrowing Service and whether we should continue with it as there is only one patron who is using it and abusing the privilege-keeping it longer than 7 days and then bringing it in and saying it isn’t working only to receive another one (rinse/repeat). Director Grim will have a discussion with this patron about it and maybe look to get the patron some assistance with obtaining his own Wi-Fi. Advised to revisit at July’s meeting.
- The discussion turned to whether or not we should get a Cricut subscription. Many patrons are asking about using the Cricut, but without a subscription, the machine cannot be used.
- The AWE computer in the children’s section is not working. It offers math and reading activities. Advised staff to look into it and get it working again.

### **Add to Agenda-**

- Discuss the need to hire another clerk.

### **LIASONS REPORT –**

- Liaison Bowman brought up having a Consent Agenda to streamline future board meetings. The board would like to try this at the next meeting. As long as everyone looks over the agendas ahead of time, this would be possible to effectively implement.
- Liaison Bowman noted that the library ended the fiscal year at 92% of the budget and complimented the board for this achievement.

### **PUBLIC COMMENTS (3 MINUTE LIMIT)-**

- Ashley Streed, from the FOTL wanted to know what happens if the bond referendum fails on the library expansion project. Liaison Bowman said if it fails, we will try again next year. It is important to get word out to the community why this is a need. The board discussed making the architect drawings more available to the public by placing them in high traffic locations around the city and giving citizens an opportunity to vote on which of the two designs they would prefer.

**NEXT MEETING** - The Next Board of Trustee’s Meeting will be held August 7th, 2024, at 4:00PM

**ADJOURNMENT** – Board President McManus adjourned the meeting at 4:58 PM.