

July 5th, 2023

The July meeting of the Board of Trustees of the Camanche Public Library was called to order by President Shannon McManus. Roll call was held and members present were McManus, Griswold, Foster, and Reuter, along with Librarian Evans, and City Council liaison Dave Bowman. There is a trustee appointment which is available at this time.

A motion to approve the agenda was made by Trustee Foster and a second was made by Trustee Griswold. All trustees aye. A motion to approve the minutes from the May 2023 meeting was made by Trustee Griswold and a second was made by Trustee Foster. All trustees were aye. A motion was made to approve the actions from the June 7<sup>th</sup>, 2023 committee was made by Trustee Griswold and a second was made by Trustee Foster. All trustees aye. Financials for June 2023 were discussed and Trustee Griswold will be following up on questions from that discussion at the next meeting, therefore, the matter was tabled. Trustee Griswold made a motion to approve the claims of \$5512.28 (bills/book orders) with Trustee Foster seconding the motion. All trustees aye.

Book orders in the amount of \$1097.86 were approved to order from Ingram.

New Bills for July 2023 approved for payment:

- Amazon (\$506.47 books/ \$673.69 supplies) \$1180.16
- MicroMarketing (books/audio/DVD) \$263.89
- OverDrive (Libby/OverDrive) \$1259.70
- CenterPoint \$247.35
- MidAmerica \$399.98
- Alliant \$43.72
- Culligan \$10.00
- PrestoX \$35.00
- Sparklean \$250.00
- City Water Bill \$74.91
- Quill (Library Supplies) \$541.82
- Microsoft for Anna's computer (1 year) \$74.89
- New Life Computers \$60.00

Total of bills including Ingram: \$5512.28

Director's Report:

Financial: no report

Personnel/Operational: Trustee Griswold has been exploring a contract for Librarian Evans as the city considers Librarian Evans a head of the library department, but is not for contract raises. Her raises are decided by the library trustees. Librarian Evans reported she has checked with other libraries and the State Library and reported other libraries do not have contracts. Trustee Griswold stated he will have the proposed/example contract typed up for the next meeting for discussion by the trustees.

Librarian Evans reported the new employee, Pam Deluhrey, started at the library on May 1, 2023 and her 90 days is up in August 2023. Librarian Evans would like to offer her the position full time. Trustee

Griswold made a motion to proceed with offering Pam Deluhrey part time employment as a permanent employee effective September 1, 2023 and a second was made by Trustee Foster. All trustees aye.

Programming: The trustees reviewed the June 2023 activity report provided by Librarian Evans.

Collection Development: no report given

Facilities: Librarian Evans reported the committee reviewed the request for Architect Proposals before the trustee meeting and will continue to work on the referendum for renovations.

Summer Reading Program: Librarian Evans reported the summer reading program is going well and the programs have been well attended. Trustee Griswold seconded this through personal experience. Librarian Evans reported they have been discussing possible changing to signing up for the activities next year to assist in determine number of participants. They have also changed this year to having the children enter their reading minutes into a computer program to assist in the reporting of minutes.

Miscellaneous: Librarian Evans reported the Camanche library is participating in the United Way School Supplies drive as a drop off location. Librarian Evans and Trustee Reuter explained the drive and Trustee Reuter reported the Camanche Elementary School is anticipating receiving supplies from this drive for their students.

Old Business:

Librarian Evans brought up the participation in the Midwest Pano program and stated at some point, every county (and library) will be doing this program. A motion was made by Trustee Foster to accept the bid of \$189 to start (\$39.95 pictures/\$189 a year) with a second being made by Trustee Reuter. A roll call of the trustees was made with Trustee Foster voting aye, but Trustee Reuter and Griswold voting no.

Librarian Evans inquired if the trustees would approve participating in Niche Academy as it would free up staff from having to repeatedly explain how to do things (such as Libby) to patrons. It would also provide staff training and is \$790 a year. A motion was made by Trustee Reuter to accept the bid of \$790 to participate in Niche Academy and a second was made by Trustee Foster. A roll call of the trustees was made with all trustees voting no.

Librarian Evans reported the parking lot is completed, but it is not what the city or she expected how it would be completed. There are holes in the parking lot and Librarian Evans has talked with the owner of the company. He has stated he will send a crew to fix the parking lot when they are in Clinton County. Liaison Bowman reported he will be discussing this matter at the city council meeting. The bill has been paid (\$11,000).

New Business:

Librarian Evans stated the board needs to approve the fine free policy which is part of the circulation policy. There is only a slight change in the policy, therefore, requiring approval. A motion was made by Trustee Griswold to approve the updated circulation policy effective July 5, 2023 and a second was made by Trustee Foster. All trustees aye.

Librarian Evans would like the trustees to consider her attending the ALA and PLA conferences in 2024. The ALA (American Library Association) conference will be held in California at the end of June, while the

PLA (Public Library Association) conference will be held in Ohio in April. Discussion was held regarding cost, coverage at the library, and benefits from attending the conferences was held and Librarian Evans will provide a "proposal" for the next meeting to provide more information regarding costs, etc.

Liaisons Report:

Council member Bowman stated the state has changed legislation which limits property taxes. This will decrease the cities' ability to raise money to fund city budgets, which means budgets need to be monitored closely.

There were no public comments. President McManus adjourned the meeting.

The next meeting of the Camanche Public Library Board of Trustees will be held on August 2nd, 2023 at 4:00 pm at the Camanche Public Library

Respectfully submitted,  
Janeen Reuter, secretary