

CAMANCHE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

Wednesday, November 6, 2024, at 4:00PM

ROLL CALL: Linda Foster, Bambi Blaess, City Liaison Dave Bowman, Library Director Gail Grim, Bill Goble

APPROVAL OF AGENDA: Vice President Foster asked for a motion to approve the agenda. Trustee Blaess made the motion. Trustee Goble seconded. All ayes

CONSENT AGENDA: Trustee Blaess made a motion to approve the consent agenda as listed. Trustee Goble seconded. Motion passed with all ayes.

- 1) Approve Minutes from Board meeting held on October 2, 2024.
- 2) Approve New Bills and Book Orders.
- 3) Approve Financials as submitted.

DIRECTORS REPORT

Financial –

- *Director Grim stated that the World Trade Press webpages were canceled.*
- *She also shared that Spot Free was used to clean windows and they were concerned that when winter weather gets here it will need more cleaning. Wanted to give quote. Director Grim will present the quote at the next meeting.*

Personnel/Operational –

- Nicole Dohse's 3-month probation period is ending. Director Grim asked if she could be hired through the library budget. Trustee Goble made a motion to hire Nicole for \$12.75 per hour not to exceed 20 hours per week. Trustee Blaess seconded the motion, and it passed with all ayes.
- Inventory has been ongoing. Two staff are trained on how to perform the inventory procedure when there is time available. Grim shared that they are having a hard time in certain areas but will keep at it.

Programming –

- Director Grim shared a slide with the Board outlining the number of total patrons that visited the library in October (1217) and the number of people who have library cards now from May-October. The slide also showed circulation statistics of how many materials have been checked out and renewed.

- She also showed the Board the programming presentation from September and October that she shared with the City Council. She thanked the Board for their approval of the Doc Cam as that has been a handy addition to the library.

Facilities –

- Nolan Campie, a high school student, works for the city a couple of hours a week and Grim had him replace dirty carpet tiles.
- Director Grim installed hook and eye to keep door closed.
- She also reported that she needs new light bulbs and asked where to purchase them. Trustee Foster said to purchase at Home Depot. City Liaison Bowman shared that she could use the Repairs & Improvements budget line to buy bulbs. Grim has been using a spreadsheet to keep track of when regular maintenance jobs have been done.

OLD BUSINESS –

- Grim hasn't spoken to anyone about CPR yet but still plans to do so.

NEW BUSINESS –

- Grim stated she wants to update the Policies/Procedures handbook but will reach out to President McManus for the PDF version of the most recent edition.
- Grim requests three full vacation days for December 10, 11, 12. Trustee Blaess made a motion to approve the request. Trustee Foster seconded it. It was passed with all ayes.
- Grim stated that there are staff interested in working the Saturday following Thanksgiving. She stated that she doesn't think there will be two employees available, so we are not going to pursue having the library open that day. Grim shared that the library will be closed on Christmas Eve, Christmas Day, and New Years Day.
- Director Grim asked the Board if we could skip the December Library Board Meeting as we are allowed to skip one meeting per year. Trustee Blaess made the motion to skip the December Board meeting. Trustee Goble seconded and motion passed with all Ayes.

LIASONS REPORT

- City Liaison Bowman reminded Board members to sign necessary forms at each board meeting.
- Bowman reminded everyone to get community members to come to the library.

PUBLIC COMMENT (3 min limit) No comments.

NEXT MEETING

- The Next Board of Trustee's Meeting will be held January 8, 2025, at 4:00PM

ADJOURNMENT Trustee Blaess made the motion to adjourn the meeting at 5:07pm. Trustee Goble seconded. All ayes.

Interested Citizens are invited to attend.

Public library board meetings are subject to the Open Meeting Law, Iowa Code, Chapter 21.