

CAMANCHE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

Wednesday, May 1, 2024, at 4:00PM

ROLL CALL - Shannon McManus, Amanda Hoerschelmann, Bill Goble, Linda Foster, Bambi Blaess, City Administrator Andrew Kida, City Liaison Dave Bowman, City Mayor Austin Pruett, Friend of the Library (FOTL) Mary Griswold, Interim Director Nancy McDougall, Melissa Zamora, Shaina Paarmann, Amber Springer, and Avery Draper.

GUEST SPEAKER – BECKY HEIL – Gave New Library Director Information by Zoom. Will reach out to Becky as needed with questions.

APPROVAL OF AGENDA, MINUTES, NEW BILLS/BOOK ORDERS - A motion was made to approve the Agenda and Minutes by Trustee Foster. Trustee Goble seconded the motion. All ayes, motion approved unanimously. Approving New bills/Book Orders was tabled until the next meeting so the board can get further information on what is being ordered.

APPROVAL OF FINANCIALS – Board President McManus made a motion to approve the financials. Trustee Goble seconded the motion. All ayes, motion approved.

DIRECTORS REPORT

Financial -

- City Administrator Andrew Kida discussed the status of cleaning the library.

Personnel/Operational –

- Job Description /Advertisement for new Director.
 - **Hiring Committee formed and includes:** Trustee Blaess, Trustee Hoerschelmann, City Liaison Dave Bowman, City Administrator Andrew Kida, Interim Director Nancy McDougall, Past Library Director Beth Blumer and possibly a member of the Friends of the Library (Mary Griswold will mention to the Friends to see if anyone is interested).
- Interim Director Assistant, Melissa completed her Library Certification and is requesting more hours.
 - Motion was made by Board President McManus to give Melissa up to 30 hours a week on a temporary and amendable basis based on the recommendation of the new Library Director. Motion was seconded by Trustee Blaess. All ayes. Motion passed unanimously.

Programming –

- Renewing passes for Putnum, Zoo, Botanical Center through Grimes Library.
 - FOTL Mary Griswold stated that usually the Friends purchase these but are not sure if they will cover again. Gave invoice to Mary to present at their next meeting. She will let us know if they offer to purchase again this year. If not, the library will pay for the passes.

Collection Development - Nothing to note.

Facilities –

- Discuss the library renovation development.
 - The next meeting with the architects will be on May 9, 2024 @ 9:00AM

Summer Reading Program –

- Children’s Librarian Amber Springer presented the SRP Schedule of events.
 - Summer program starts on June 8, 2024. She is still working on adding activities. Prizes are ready.

Misc -

OLD BUSINESS –

- Discuss the quotes for new library cards.
 - The past director was going to ask for samples of the cards she was wanting. Advised Nancy to let us know when/if samples of library cards arrive. We will also consider requesting a quote from Clinton Printing.
- Time Clock to be purchased and used by all staff at the library.
 - So far, all but Shaina are using the Time Clock. Once Interim Director, Nancy, reads the instructions, she will add Shaina to the device.
- Time Clock timesheets will be reviewed for discrepancies.
 - Once the instructions are evaluated, we can work on getting the times sent to the City Clerk. Staff are still required to use paper time sheets for now.
- Working from home for all staff must now be reported to the Board and will be approved on a case-by-case basis.

- Reiterated that work should be happening at work. Staff agreed.
- Per City Liaison Bowman – An update to the Library Bylaws is needed to be in Compliance with the City Code.
 - Board President McManus will work on updating the Bylaws and including a section stating that the new Library Director will be reporting to both the Board and the City Administrator.
- Did past Director Evans forward Trustee Blaess the information on the architect?
 - Trustee Blaess reports that she was not given information on the architect. Will forward her information.

NEW BUSINESS - Nothing to report.

ADD TO AGENDA –

- Review Bills/Book orders from last meeting and approve.
- Trustee Hoerschelmann needs a meeting binder made.
- Officially Accept termination of Anna Evans, former Library Director.
- Hiring Committee will be led by Trustee Blaess.
- Appointment of Secretary for Board Meetings

LIASONS REPORT –

- City Liaison Bowman reports that the new Splash Pad was approved and should be starting fabrication soon.

PUBLIC COMMENTS (3 MINUTE LIMIT)-

- Mary Griswald from the FOTL wanted to share that she did not understand how the Board did not see the clutter and debris around the Library as she has noticed it for the last 5 years. Board President McManus acknowledged that there are a lot of books, supplies, and library items in the back and apologized to Mary for letting it go for so long. McManus stated that the Board is aware now and will not let this happen again. We are all working toward bringing the Library up to status.

NEXT MEETING

- The Next Board of Trustee’s Meeting will be held June 5, 2024, at 4:00PM

ADJOURNMENT –

- Board President McManus adjourned the meeting at 5:48pm.