

November 1st, 2023

The November 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, Goble, Griswold, Foster, and Reuter, along with Librarian Evans, and City Council liaison Dave Bowman.

A motion to approve the agenda was made by Trustee Griswold and a second was made by Trustee Foster. All trustees aye. A motion to approve the minutes from the October 2023 meeting was made by Trustee Foster and a second was made by Trustee Griswold. All trustees were aye. Financials for October 2023 were not available due to the meeting being held on the first of the month therefore, this agenda item was tabled. Trustee Griswold made a motion to approve the claims of \$3292.77 (bills/book orders) with Trustee Goble seconding the motion. All trustees aye.

Book orders in the amount of \$887.25 were approved to order from Ingram.

New Bills for November 2023 approved for payment:

- Amazon \$1673.01 (minus \$399.20 for 100 day of Kindergarten books paid by Friends of Library)
- MicroMarketing (books/audio/DVD) \$388.65
- CenterPoint \$123.98
- MidAmerica \$251.56
- Alliant \$72.02
- Culligan \$10.00
- PrestoX \$35.50
- Sparklean \$250.00

Total of bills including Ingram: \$3691.97

Paid by the Friends of the Library: \$399.20

Total: \$3292.77

Director's Report:

Financial: Librarian Evans reported a heating/cooling unit went out and will need to be repaired.

Personnel/Operational: Librarian Evans stated the city of Camanche offices are closed November 23<sup>rd</sup> through November 25<sup>th</sup>, 2023 and she would like the library to be closed also. She also introduced the new employees to the board.

Programming: no report given

Collection Development: no report given

Facilities: no report given

Summer Reading Program: no report given

Miscellaneous: no report given

Old Business: Librarian Evans stated she does have the new forms for Fiscal Year Budget 2024-2025 and she will send it out when she gets it. Trustee Reuter inquired if the meeting between Librarian Evans and Toni had occurred. Librarian Evans stated it had not as their schedules had not allowed for it to occur. The main issue, according to Librarian Evans, was banking time. Librarian Evans has talked with all employees about how to complete timesheets. Trustee Griswold made a motion stating "Librarian Director must provide time cards to be filled out as requested by the city clerk and the billing clerk." There was no second so the motion died.

Trustee Griswold stated he would provide the library direction contract example to Librarian Evans who would then forward it to the trustees for review and discussion at a future meeting.

New Business:

Librarian Evans stated she would like to add Kanopy to the library database. She explained Kanopy is a streaming service for movies and tv series and would bill the library on what patrons use. The most would be \$100 maximum she reported. The trustees requested more information before a decision could be made about this service.

Liaisons Report:

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 December 6th, 2023 at 4:00 pm at the Camanche Public Library

Respectfully submitted,  
Janeen Reuter, secretary