

March 1st, 2023

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

A motion to 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 February 1st, 2023 was made by Trustee Griswold and a second was made by Trustee Foster. All ayes by the trustees. Financials for February 2023 were discussed and discussion was held regarding group insurance and budget. Trustee Griswold made a motion to approve the February Financials and a second was made by Trustee Haines. Trustee Griswold made a motion to approve the claims of \$4930.47 (bills/book orders) with Trustee Foster seconded the motion. Unanimous consent of the board members was done through roll call.

Book orders in the amount of \$1000.90 were approved to order from Ingram.

New Bills for March 2023 approved for payment:

- Amazon (books/supplies) \$686.30
- MicroMarketing (books/audio/DVD) \$435.43
- MidAmerica \$239.20
- PlayAway (audio books) \$304.96
- Penworthy (children's books) \$500.00
- Alliant \$817.45
- Culligan \$10.00
- PrestoX \$38.50
- Sparklean \$125.00
- Hobby Lobby (supplies) \$91.77
- Oriental Trading (Summer Reading Program/Maker space) \$555.34
- New Life Computers \$50.00
- Library Store (book supplies) \$75.62

Total of bills including Ingram: \$4930.47

Grand Total of Bills: \$4930.47

Director's Report:

Financial: Librarian Evans introduced the topic of donations/memorials and making sure these donations are deposited in the correct funding line to reflect the intention of the donator. If the donations are given to the Friends of the Library, there is more control over what the donations are used for. Otherwise, the funds are added to our budget and will need a budget amendment. Librarian Evans will talk Toni, the city clerk, regarding this issue.

Personnel/Operational: Librarian Evans reported she has not heard from the city council regarding hiring another person and discussion was held over bringing this matter to the city council in March. Librarian Evans was directed to email the mayor to be placed on the agenda and request a budget

change to allow to hire this individual. A board trustee and Librarian Evans will then need to present to the council why it won't fit in the library's current budget and how much it will be (just over \$3000).

Programming: no report

Collection Development: no report given

Facilities: no report given

Summer Reading Program: no report

Miscellaneous: no report

Old Business:

Librarian Evans explained the library has received a letter from the Clinton County Health Department regarding the radon testing completed on the library. The levels in the basement were high, but the levels on the main level were at an acceptable level. Galen Pewe from the City of Camanche Street Department proposed running a pipe into the old chimney in the basement to vent the gas out of the basement. A motion was made by Trustee Griswold to obtain at least two quotes on addressing the radon levels in the basement as a basement walk through is completed weekly to monitor the basement conditions. A second was made by Trustee Foster and all trustees were aye.

Librarian Evans explained an annual evaluation regarding her performance needs to be completed and she handed out evaluation forms which need to be completed. The time period covered by this evaluation is 1/2022 to 12/2022. The evaluation can be discussed during a closed session of the Library Board meeting if Librarian Evans requests it.

Librarian Evans provided an example of the City Hall request for proposal packet for the board to review as the city and library will plan to seek the referendum for the renovation in 2025 and the fiscal year 2028 for the building. There will be a committee of 6 individuals comprised of 2 board trustees, Librarian Evans, a library employee, City Council member Bowman, City Administrator Kida, and the public. This will involve a great deal of commitment of time and information gathering by the committee.

New Business:

No new business

Liaisons Report:

Council member Bowman provided a brief report and was available for any questions by the board.

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 April 5th, 2023 at 4:00 pm at the Camanche Public Library

Respectfully submitted,

Janeen Reuter, secretary