

CAMANCHE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

Wednesday, September 4, 2024, at 4:00PM

ROLL CALL: Shannon McManus, Bambi Blaess, Gail Grim, Avery Draper, Linda Foster, Tom Klahn, Amanda Hoerschelmann.

APPROVAL OF AGENDA: A Motion was made to approve the Agenda as written by Trustee Foster. Trustee Hoerschelmann seconded the motion. Approved with all Ayes.

CONSENT AGENDA: A motion was made by Trustee Foster to approve the Consent Agenda. Trustee Blaess offered a second. The motion was approved unanimously.

- 1) Approve Minutes from Board meeting held on August 7, 2024, and Special Meeting held on August 18, 2024.
- 2) Approve New Bills and Book Orders.
- 3) Approve Financials as submitted.

DIRECTORS REPORT

Financial - Director Grim shared that she is working with City Clerk Toni to get bills and orders organized.

Personnel/Operational –

- Interviewing Candidates from Temp Associates
 - Director Grim shared that she performed interviews and decided to hire a fabulous and organized Library Clerk – Nicole Dohse. So far, she is fitting in nicely.

Programming -

- Director Grim shared that they are still working on the Fall Festival, scheduled for Sept 28, 2024, from 10a to noon. The activities will be held outside. They are contacting the Key Club, National Honor Society members and Friends of the Library for assistance.
- Director Grim shared that they have been able to update the Calendar of Events on the website. All programs and activities should be listed online and reservations for activities can be made online as well.

Collection Development –

- Grim stated that she is starting inventory of the items we have, so they can be utilized, before ordering more books/magazines.

Facilities –

- *Nightly Tracking of Patrons Monthly Update:* August Monthly Count was approximately 1300.
- *Parking Lot Quotes:* This has been tabled for now. Discussed asking if City Works can fill potholes for now. Director Grim would like to reach out to them for information.
- *Bench outside Library Entry:* Director Grim shared that the bench in front of the library is rusty, sharp, and breaking down. Discussed having City Works remove the bench and any sharp areas. Will revisit the idea of getting a new bench at the next meeting.
 - President McManus made a motion to have Library Director Grim contact City Works to have old bench removed and grind down any sharp areas that remain. Trustee Hoerschelmann seconded the motion, and it passed with all Ayes.

Summer Reading Program –

- Summer Reading Program Update: SRP is complete. Staff are working on next years schedule of events.

OLD BUSINESS –

- CPR etc. Date Scheduled? Not yet. Trustee Hoerschelmann will discuss dates with Director Grim and get something scheduled.
- Reply email sent to Kurt Wagner in Bellevue regarding having a Story time with Anthony the Mouse. Discussed Kurt Wagner's fees and Director Grim will decide how to set up a time to have him visit.
- Pay \$150 bill for New Life Computers – Completed.
- President will be out of town for November meeting. - Advised board that we need at least three members to have a quorum. Discussed with Board. All are aware of the need to be present for the November Board meeting.
- Hot Spots Wi-Fi – Discussed the need to have all 3 Hot Spots redone manually by the supplier for a fee.
 - Due to the cost of having the Hot Spots fixed up and working, a motion was made by Trustee Hoerschelmann to discontinue Hot Spot services due to budget. Trustee Blaess seconded the motion. Motion approved with all Ayes.
- Cricut Subscription – The Cricut subscription is almost ready. Staff are still working on it.
- Magazine Subscription Renewals – Renewals were discussed and approved with the Bills and Book orders.

- Contact Key Club for Teens – Director Grim is contacting the High School for assistance.
- Back to School Carnival that was scheduled for August is rescheduled for Saturday, September 28th. The newly named Fall Festival will have activities outside from 10a-noon.
- Program Waivers and Sign – Director Grim is getting the correct wording for the Waivers and Sign.
- L'Ectronics Called – Director Grim talked to L'Ectronics yesterday and will meet with them regarding the Alarm System.

NEW BUSINESS –

- L'Ectronics After Hours phone call – Since the Alarm had gone off, the L'Ectronics After Hours agent contacted Board President to discuss. They stated that this could happen if the internet goes out. Advised Director Grim to discuss a plan with L'Ectronics to follow if the alarm is set off or the internet does go down. Director Grim agreed.

ADD TO AGENDA

- Discuss Director Grim's meeting with Emergency Management and the formation of an Emergency Plan for the library.
- Discuss GoDaddy website upgrade.
- Discuss the need to rename Budget Account Titles.
 - Per City Clerk - The one that was called Misc. (Acct. # 002-410-6507) should be changed to Library Program Supplies.
 - Then creating one with the Acct # 002-410-6598 and naming it Misc.

LIASONS REPORT: City Liaison Dave Bowman was absent, but City Council member Tom Klahn was able to fill in for him. Council member Klahn shared that the city is discussing doing away with the storm sirens. They are advising the usage of a weather radio or downloading "IowaAlert" on your phone to be advised when inclement weather may be close.

PUBLIC COMMENT (3 min limit). None present.

NEXT MEETING

- The Next Board of Trustee's Meeting will be held October 2, 2024, at 4:00PM

ADJOURNMENT: President McManus adjourned the meeting at 4:41pm.

Interested Citizens are invited to attend.

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