

CAMANCHE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

Wednesday, January 8, 2025, at 4:00PM

ROLL CALL: Bambi Blaess, Dave Bowman, Gail Grim, Bill Goble, Shannon McManus, Amanda Hoerschelmann, Boni Hugunin – via phone.

APPROVAL OF AGENDA: President McManus asked for a motion to approve the agenda. Trustee Blaess made the motion. Trustee Hoerschelmann seconded. Motion passed with all ayes.

CONSENT AGENDA: Trustee Hoerschelmann made a motion to approve the Consent Agenda as listed. Trustee Blaess seconded. Motion passed with all ayes.

- 1) Approve Minutes from Board meeting held on November 6 and December 17, 2024.
- 2) Approve New Bills and Book Orders.
- 3) Approve Financials as submitted.

DIRECTORS REPORT

Financial -

- Reallocate money from the budget to the Temporary Staff line item.
 - Library Director Grim needs to reallocate money to the “Temp Staff” line from the “Salaries” budget line. City Liaison Bowman suggested adding more than initially thought, but Grim decided to wait on choosing an amount. Discussion tabled until the Director is ready.
- Discuss a way for patrons to pay fines by Credit/Debit Card.
 - Director Grim asked for suggestions on ways that patrons could pay fines using debit/credit cards. Trustee Hoerschelmann suggested having patrons pay fines at City Hall. Grim decided to table this until she had time to talk to Christy Schutte at City Hall.

Personnel/Operational –

- Employee Update
 - Accept resignation from Children’s Librarian – last day on 1/16/25.
 - Motion made to approve Children’s Librarian resignation by President McManus. Trustee Blaess seconded. All ayes.
 - Placing advertisement for new Children’s Library Services Coordinator position.
 - Director Grim informed the Board that she has received one person interested in the Children’s Librarian position.
 - Director Grim would like to fill the Children’s Librarian position with another Library Clerk for now, through Temp Services in order to get another body on the staff at a rate of \$11 per hour.

President McManus made a motion to approve the hiring from Temp Associates. Trustee Hoerschelmann seconded. All ayes.

- Discuss Form for Goal Setting Sessions: Director Grim informed the Board that she is creating a self-evaluation form for staff and is developing a rubric for what criteria she would like to evaluate them with.

Programming –

- Programming Update: Library Director Grim shared programming pie graph statistics with the Board.
 - Director Grim would like to do family game days on days when students do not have school. The Board likes this idea.

Collection Development –

- Inventory Update: Director Grim gave an inventory update. All DVD's and audio books have been gone through. ¾ of the large print fiction items have been gone through as well. Books taken out of circulation go in the back to save for the Friends of the Library.

Facilities –

- Nightly Tracking of Patrons – Monthly Update: Library Director Grim shared nightly tracker numbers for November and December. She shared that more patrons came in December than in November.
- Discuss needing security cameras inside and out. Director Grim *spoke to a rep about getting security cameras for the library and to be aligned with City Hall. This discussion was tabled until a quote is received.*

Children's Programming – Nothing to note.

OLD BUSINESS –

- CPR Date will be scheduled by the end of January 2025.
 - CPR scheduled for Feb 1st with Trustee Hoerschelmann.

NEW BUSINESS –

- Review FY 2025 Budget Worksheet – The Board decided to set the Budget at the next meeting.
- Review Quote from Manatt's Asphalt – Quote received by Manatt's for asphalt overlay and line striping for \$10,870.

- Review Quote for Heating/Air – Director Grim shared there haven't been any new issues with the Heating/Air but received a quote of \$8,485 for one new air handler but to repair one would cost \$2,296.
- Summer Reading Programs Letters for Funding – Letters have been sent.
- Donations for the Library/Friends of the Library – Donations have been received and given to the City Clerk.

ADD TO AGENDA – Nothing to note.

LIASONS REPORT – City Liaison Bowman reminded Director Grim and the Board to be conservative on the upcoming budget.

PUBLIC COMMENT (3 min limit). No public in attendance.

NEXT MEETING

- The Next Board of Trustee's Meeting will be held February 5, 2025, at 4:00PM

ADJOURNMENT – President McManus adjourned the meeting at 5:07pm.

Interested Citizens are invited to attend.

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