

CAMANCHE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING

Wednesday, October 2, 2024, at 4:00PM

**ROLL CALL** - Shannon McManus, Bill Goble, Linda Foster, City Liaison Dave Bowman, Gail Grim, Amanda Hoerschelmann, Bambi Blaess

**APPROVAL OF AGENDA** – President McManus requested that a motion to approve the agenda. Trustee Foster made the motion. Trustee Hoerschelmann seconded. All ayes.

**CONSENT AGENDA**- President McManus requested a motion to approve the consent agenda as listed. Trustee Foster made the motion with Trustee Hoerschelmann seconding. All Ayes.

- 1)** Approve Minutes from Board meeting held on September 4, 2024
- 2)** Approve New Bills and Book Orders
- 3)** Approve Financials as submitted.

**DIRECTORS REPORT**

**Financial** – Director Grim asked to change miscellaneous category to program supplies. Liaison Bowman recommended moving \$200 from program supplies to miscellaneous account. President McManus made a motion to approve this request. Trustee Foster seconded. All ayes.

**Personnel/Operational** – Director Grim said personnel are good.

**Programming**- Director Grim shared a pie chart showing programs offered and the number of participants in attendance.

**Collection Development**- Director Grim stated that she has started doing inventory but has not made much progress and will continue working on it. Grim also shared that the State Library encourages a 12% average for adding and deleting materials and she'd like to work towards that.

**Facilities**- Director Grim shared that there were 1209 patrons tracked nightly for the month. She also discussed her Emergency Management Plan meeting. The Emergency Management Plan was drawn up with the help of Chance Kness from Clinton County Emergency Management, along with our fire chief, Dave Schutte, and our police chief, Richard Schmitz. Their recommendations included: Having Doors Re-Keyed, Place Key Box for Fire Dept. and Check and charge the AED nightly. Outdoor cameras were also recommended by Chief Schutte. He also recommended enhancing the wiring to the panic button so if the alarm is

tripped, it would immediately alert the fire department. Jared Parker with L'Ectronics did a thorough look at everything, checking each smoke alarm, and all the wiring, etc., as the Emergency Management team suggested. In order to connect the fire/smoke alarms to the fire station, he thought it would cost about \$300-\$400 dollars, or maybe a little more.

President McManus made motion for Director Grim to get a quote from L'Ectronics and approve the work to be done if the quote was no more than \$500. Trustee Foster seconded. All ayes.

**Children's Programming-** President McManus brought up the idea of a Winter Festivus. Director Grim stated that they are working on a Winter Program that will include doing bingo cards that kids can complete and win prizes during the winter party.

**Misc.-** President McManus made a motion to discontinue paying for World Trade Press items due to lack of interest. Trustee Bless seconded. All ayes. President McManus made a motion to cancel Heritage Quest due to lack of interest. Trustee Hoerschelmann seconded. All ayes. Discussed cancelling the Kanopy video streaming service, but Director Grim would like it tables for now until she has time to research it to see if it is something she wants to keep. Go Daddy website fee was paid by Director Grim.

#### **OLD BUSINESS--**

- CPR training to be done by the Fire Dept. Director Grim will schedule.
- L'Ectronics- Director Grim will get quote for wiring.
- Cricut subscription is on hold for now.
- 10 teens from Key club volunteered.
- 70 people attended the Fall Festival.
- Bench outside library- Director Grim stated that it has been added to Gaylon Pewe's list and he will work on it when he can.

#### **NEW BUSINESS -**

None

### **Add to Agenda-**

- Director Grim would like to update the policies and procedures handbooks.
- Director Grim's desired days off.

### **LIASONS REPORT –**

- Liaison Bowman recommended letting people know that they need to replace their water meter to avoid losing their water.
- Liaison Bowman reminded about the quiet zone meeting tomorrow (October 3rd)

### **PUBLIC COMMENTS (3 MINUTE LIMIT)-**

- No Comments

### **NEXT MEETING**

- The Next Board of Trustee's Meeting will be held November 6th, 2024, at 4:00PM

### **ADJOURNMENT –**

- Board President McManus adjourned the meeting at 5:04 PM.

### **Interested Citizens are invited to attend.**

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