

CAMANCHE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING NOTES

Wednesday, April 2, 2025, at 4:00PM

ROLL CALL: Boni Hugunin, Amanda Hoerschelmann, Dave Bowman, Gail Grim, Shannon McManus and Bill Goble.

APPROVAL OF AGENDA: Motion to approve the agenda as listed made by Trustee Hoerschelmann. Seconded by Trustee Goble. Motion carried with all ayes.

CONSENT AGENDA: Motion to approve the Consent Agenda as listed made by Trustee Goble and seconded by Trustee Hoerschelmann. Motion passed with all ayes.

- 1) Approve Minutes from Board meeting held on March 5, 2025
- 2) Approve New Bills and Book Orders.
- 3) Approve Financials as submitted.

DIRECTORS REPORT

Financial - Director Grim shared that we will need to move funding from one line item to another to cover the possibility of hiring another temporary staff member. Will add to next month's agenda.

Personnel/Operational –

- Employee Update: Director Grim states that she is still overwhelmed with the amount of work needed and would like to discuss hiring an Assistant Director on the April meeting agenda. Grim shared that ideally hiring an Assistant Director at 40 hours per week would help ease the burden of the daily programming schedule and be able to offer assistance in other areas of the daily library tasks.
 - Motion to allow Director Grim to start the hiring process for a full time 40 hr. per week Assistant Director was made by President McManus. Motion seconded by Trustee Hoerschelmann and approved with all ayes.
 - Hiring Committee formed and includes Director Grim, President McManus, Trustee Hoerschelmann and City Liaison Bowman.

Programming –

- Programming Update – Nothing New to share.

Collection Development –

- Inventory Update: Inventory on books has been paused and transitioned over to DVD's.

Facilities –

- Nightly Tracking of Patrons – Monthly Update: March = 1120 patrons.
- A snake was found in the library. Possibly a water moccasin. Director Grim removed the snake and will take a walk around the building to look for entry ways in and work on closing.
- Discussed having carpets cleaned and windows cleaned after summer.

Children's Programming – Calendar of events is being finalized for the Summer Reading Program. Director Grim shared that she is transitioning the Summer Reading Program to include family programs and adult activities as well.

Misc- The library was gifted a bicycle and Director Grim is very excited to add a cart to the back and make a “rolling library!”

OLD BUSINESS –

- Director Grim talked to City Hall about patrons paying for fines there so they can use a credit card. A discussion will be needed with the City Administrator. Director Grim shared that after discussing this need with the City Administrator, they concluded that if a patron needs to use a credit card for a fine, they will need to go to City Hall and make the payment there.
- Discuss hiring an Assistant Director in the near future. Motion made during today's meeting.
- Discuss moving Library Board meetings to a new night. Checked the schedule and decided to move Library Board meetings to the 2nd Wednesday of the month.
 - President McManus made a motion to change Library Board meetings to the 2nd Wednesday of the month, still at 4pm, starting with the next meeting in May. Motion seconded by Trustee Hoerschelmann. Motion passed with all ayes.

NEW BUSINESS – Nothing to note.

ADD TO AGENDA –

- Look at Budget line items to adjust for hiring a new staff member.
- Discuss having Carpets cleaned and Windows cleaned after summer.

LIASONS REPORT: Nothing to Report.

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

NEXT MEETING:

- The Next Board of Trustee's Meeting will be held May 14, 2025, at 4:00PM

ADJOURNMENT: Library Board meeting adjourned at 5:01pm.

Interested Citizens are invited to attend.

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