



# ERICSON PUBLIC LIBRARY

## AGENDA ERICSON PUBLIC LIBRARY BOARD OF TRUSTEES

Place: LIBRARY MEETING ROOM

Date: January 20, 2020 at 5:00 PM.

- A. Roll call & quorum
- B. Approve minutes of previous meeting
- C. Correspondence
- D. Public comments
- E. Director's Report
- F. Financial report and approval of warrants
- G. Committee Reports
- H. Old business
  - 1. FY21 Budget
- I. New business
  - 1. FY21 Contract cities
  - 2. February and March meeting times
- J. Adjournment

THE NEXT SCHEDULED BOARD MEETING: Tuesday, February 18, 2020, 5PM

The Board of Trustees of the Ericson Public Library met on Monday, December 16, 2019 at 5:00 p.m. at the library.

Those present were: Heather Frese, Charles Irwin, Meredith Nerem, John Niemants, Gary Nystrom, Susan Posch, Barb Rardin and Maribeth Waldman. Absent: Kyle Hanna. The meeting was called to order by Rardin at 5:00 p.m. There was a quorum present.

The November 18, 2019 meeting minutes were presented by Williams. A motion to accept the minutes was made by Posch and seconded by Niemants and carried unanimously. Correspondence included a letter from Spring Green letting us know our lawn care is donated for the year.

The Director's report contained the following items for December 2019:

1. The circulation for November was 9,002. Computer usage was 1,003 and Wi-fi usage was 2,987 sessions. The meeting room was used 30 times with attendance of 117. We provided 1 outreach visits reaching 21 people.
2. The library received \$105 from Alan Maximuk for DVDs and \$100 from Ann Reed for children's materials. The library received \$94.23 from Lowell Club for children's books. The library deposited \$176 from library sales and desk donations in the amount of \$20. We deposited \$22.75 from the Friends cart and room sales.
3. The Winter Reading Challenge is going on through January 31st. Children and teens can participate by reading and logging those minutes and redeeming them for Dairy Queen treats. This program encourages our youth to continue reading over the holiday break! Our first 3D printing class was successful with many of the parents letting us know how impressed and grateful that the library is offering this type of program. We will continue to offer this class to a variety of age groups through March. This program was made possible through the Lowrey Foundation and a special thanks to Pete Evans, Coordinator for FLEx outreach and Iowa State University for assistance and use of their 3-D printer. Join us on the 17<sup>th</sup> from 3-5 for Cocoa and Crafting!
4. With our trial period of Wednesday night's coming to an end on December 18<sup>th</sup>, we will let folks know we hope to add them back in July (FY21) if we receive the funding to add two hours. The Wednesday Little Makers program will be moved to Monday night.
5. The Friends of the Library had their quarterly meeting on Thursday the 12<sup>th</sup>. I requested funding for the Children's department storytime meeting room chairs and tables. Currently there are no adult sized chairs and we have to bring them down from the 2<sup>nd</sup> floor meeting room. This will be problematic if we have two meetings or a meeting and program going on at the same time. In our planning for this space to be utilized more by the community we need seating and tables for meeting room reservations as well as programs when we will be utilizing our new chromebooks. I also requested funding of the hotspots that was on our long range plan to find funding in the Fall of 2019. The Friends generously agreed to fund both projects!

A motion to accept the Director's report was made by Waldman and seconded by Posch and carried unanimously.

The financial reports for December were examined and filed. A motion approving the financial report and payment of warrants was made by Irwin and seconded by Nerem and carried unanimously.

Committee report from the Buildings and Grounds Committee provided an update regarding the Greene street parking improvements project. Nystrom reported the committee met with the engineer, Rob Allen, to go over the final drawings with requested adjustments from the preliminary design. The adjustments were made and resulted in a change of the project cost to approximately \$6,000 less bringing the projected cost to \$49,000. Williams did want to ensure that the Trustees were aware of some facts that were misrepresented in the newspaper article in the event they had questions regarding the project.

Under old business, Williams provided an update to the budget meeting with the City Administrator and City Financial Officer. Williams noted that the parking project funding will depend on the LOST budget. Williams also provided additional information regarding salaries from other similar sized libraries (communities) for comparison purposes as well as the comparison from two to three percent.

The meeting was adjourned at 5:30 p.m. on a motion by Nystrom and seconded by Posch and carried unanimously.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jamie Williams".

Jamie Williams, Director