



ERICSON PUBLIC LIBRARY

AGENDA ERICSON PUBLIC LIBRARY BOARD OF TRUSTEES

Place: LIBRARY MEETING ROOM

Date: February 21, 2023 5PM

You may join the meeting via internet. If you want to just listen to the meeting please utilize the electronic method below:

Join Zoom Meeting

<https://us02web.zoom.us/j/87188603339?pwd=TFQ0elhpbzZNT2Jqd3FmaXYxQjJUUT09>

Meeting ID: 871 8860 3339 Passcode: 344439

- 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. CIP, Digital Controls bid
- I. New business
 - 1. Hush Pod
- J. Adjournment

THE NEXT SCHEDULED BOARD MEETING: Monday, March 20, 2023, 5PM

The Board of Trustees of the Ericson Public Library met in regular session on Monday, January 16, 2023 at 5:00 p.m. at the library.

Those present were: Levi Baber, Travis Estep, Heather Frese, Michael Carr, Sue Gradoville, Corey Melhus, Barb Rardin. The meeting was called to order by Carr at 5:00 p.m. There was a quorum present.

The December 19, 2022 meeting minutes were presented by Williams. A motion to approve minutes was made by Gradoville and seconded by Frese, motion carried unanimously.

Correspondence included a resignation letter from Trustee Kobernusz.

The Director's report contained the following items for January 2023:

1. The circulation for December was 9,564. Computer usage was 8637, Wi-fi usage was 612 sessions and we had 2,038 visits to our website. The meeting room was reserved 38 times.
2. The library received a grant from Ames Optimist Club for Little Engines (\$500) and a donation from the Boone Bank for Adventure pass (\$1,200) and donations from Michael and Margaret Mahoney (\$100) and (\$150) from Ronald Reed.
3. We are down one library assistant due to some health issues and will soon lose another one due to retirement. I have put out the job posting and will keep my fingers crossed we can get someone hired before the end of January. Sue's last day will be January 31st and she will have been at the library for 35 years! She's been a dedicated and hardworking employee to have on staff for such an extended period of time!
4. The City budget session is scheduled for January 17th at 6pm for anyone who would like to attend. The library is up first, so that makes it easier! Our only change was that our \$2,500 increase for materials was not approved with balancing the budget. We were able to secure \$5,000 in LOST for replacing our last water fountain. (If the budget requests are approved by Council).
5. Our phone lines have been fixed, however it took weeks! The one thing I found out is that Centurylink has the "D-Marc box" in their records noted as on the pole outside our building. It is not and is actually located in our basement. So anytime they thought they were fixing it by going to the pole, it wasn't being repaired. We are good connection wise to transition to VOIP but will do it in stages. We have five lines. Two for our phones and one for our fax and two for emergency and elevator. We need to determine which lines we want to transition. I think we start with phone and leave emergency and elevator. Fax we will need to purchase a different device to get it work with VOIP.
6. Masterclass is now on Hoopla so the Masterclass grant period ended 1/9/23 and I will direct people who had a gift subscription to Hoopla. Many folks are noticing the

- Overdrive app will not work with their older tablets and are asking for help with Libby but need to purchase newer tablets. We've been busy setting up new tablets!
7. Zach and I have been invited to participate in the Iowa Rural Development Council Summit. The 2023 Summit is April 11-12 in Ames. I am moderating the session and Zach and two other libraries would participate in to describe specific work we do in our communities; specifically how our libraries address equity, technology, food, seniors and youth. This shows other communities and their leaders what our libraries are doing to help address community issues.

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

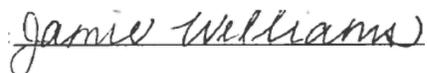
The financial reports for January were examined and filed. A motion approving the financial reports and payment of warrants was made by Frese and seconded by Gradoville and carried unanimously.

Old business included FY24 budget. The budget has been adjusted to balance the general fund so no increase in materials, however \$5,000 in LOST will cover the fountain replacement. Williams will present the budget numbers at the City Council budget presentation on January 17.

Under new business, bid opening occurred on Thursday, January 12th. We only received one bid however multiple sub-contractors bid to the prime. Trustees discussed the sole bid of \$337,000 which was \$48,000 over projected engineer estimates. The lack of bidders and feeling that our timeline might have affected competitive bids was a concern. The current bid is not in the budget, so Trustees would like Williams to present it to the Council for consideration. The Board is willing to reject and rebid in hopes for more bids that are more competitive or change the scope of the project to fit within the budget. Williams will also stress that change orders of 5-10% of the bid would need to be built into the project in the event contractors run into something. Williams indicated Trustee applications have been received and have been forwarded on to the Mayor. We should have two new Trustees by the next meeting.

The meeting was adjourned at 5:41 p.m. on a motion by Frese and seconded by Baber and carried unanimously.

Respectfully submitted,



Jamie Williams, Director