

**Ted & Grace Bachhuber Memorial Library**

**Board Meeting July 11, 2024 @ 6pm**

**Conference room**

**1. Meeting called to order** by President Grant Larson @ 6:00pm Present: President Grant Larson, Director Jennifer Stasinopoulos, Moriah Hurst, Lisa Neumann, Sue Smith, Katie Spears, Mike Schmidt, Stephanie Justman. excused: Marian Pilling

**2. Public Comment-** none

**3. Approval of Minutes of previous meeting:** Neumann moved to approve; Smith seconded. Motion carried.

**4. City Budget Reports:** Hurst moved to approve the City Budget Reports for May 2024, Schmidt seconded. Motion carried.

**5. Payment of Bills:** Schmidt moved approve; Hurst seconded. Motion carried.

**6. Library Treasurer's Report:** Hurst moved to approve; Smith seconded. Motion carried.

**7. Library Director's Report:** Director Jennifer presented a report for June 2024, which included staff activities, statistics, social media, operations and building services, community activity, programming and collection notes. Schmidt moved to approve; Hurst seconded. Motion carried.

a. June saw an increase in library card registrations as well as an increase in circulation overall.

b. Update from the Friends of the Library group; The brat fry and round up at the Piggly Wiggly was a success for the group, and the volunteers all had a fun day. We have great Friends!

c. Building: Old library building is now listed for sale; the online auction ends Aug 14 @ 2pm.

d. Staff/Upcoming events: Circulation conference for Lyndsey is upcoming. Neumann approved up to \$700 for conference expenses, Smith seconded. Motion carried.

**8. Unfinished Business:**

a. Library Building Project: There is a loud noise coming from the outside air unit, correction of volume options to be discussed with Kory Krieser. The island in the parking lot is making maneuvering vehicles difficult, recommend removal of the island, cost to be approved at Grant's discretion. Additional sound baffling is needed in the large community room, options will be presented at the next meeting.

b. Chapter 3 of the 2020 Trustee Essentials Handbook- Smith moved to table for next meeting, Schmidt seconded. Motion carried.

c. Lost and Found Policy: Hurst moved to approve; Smith seconded. Motion carried.

d. Library Logo: hold on logo design, decision to move forward with the website first. Schmidt moved to table any further decisions until next meeting, Neumann seconded. Motion carried.

e. Library Website: Streamline Jack was the previously board approved company, discussion to present additional options at next meeting. Schmidt moved to table; Neumann seconded. Motion carried.

**9. New Business:**

a. Election of Officers: Grant Larson re-elected for President. Lisa Neumann elected for Vice President. Sue Smith elected for Treasurer. Moriah Hurst elected for Secretary.

b. Becoming a Red Cross emergency shelter: Jennifer to follow up with additional questions to Red Cross, will present at next meeting. Hurst moved to table; Schmidt seconded. Motion carried.

c. Maintenance Manager: Smith moved to approve offering 12-15/hrs per week, \$22-26/hr starting. Hurst seconded. Motion carried. Smith moved to approve amended job description; Hurst seconded. Motion carried.

d. Custodian: Neumann moved to approve offering 10-12/hrs per week, \$15-17/hr starting, with the possibility of more hours sharing with the TAG Center. Retaining the option to utilize the current custodial company if necessary. Hurst seconded. Motion carried. Neumann moved to approve amended job description; Spears seconded. Motion carried.

Schmidt moved to adjourn meeting @ 7:50 pm, Smith seconded. Motion carried. Next meeting to be held August 8, 2024 @ 6pm.

Respectfully submitted by Board Secretary Moriah Hurst