

Library Board Minutes

August 12, 2024

Hoesch Memorial Library Board of Trustees met on Monday August 12, 2024 at 2:00 p.m. Present were Bryan Lubeck, Cathy House, Mary Jo Radil, Pam Miller, Keri Anderson Library Director, and visitor Jennifer Roethke, library clerk. Don Jardon was absent.

Bryan Lubeck called the meeting to order at 2:00 with attention given to the Open Meeting Act posted on the conference room wall.

Minutes of the previous meeting were read. Cathy made the motion to approve the minutes as read. Second by Mary Jo. Motion carried.

Warrants for payment of August bills were reviewed. Mary Jo made the motion to approve the warrants for payment, second by Cathy. Motion carried.

The following warrants were paid:

Keri Anderson	4,669.95
Jennifer Roethke	658.56
Anna Brooks	313.50
Stephanie Adams	36.75
Amazon (Books)	266.46
Amazon (DVDs)	169.80
Amazon (Supplies)	11.99
Hoesch Memorial Library (Petty Cash)	41.90
Keri Anderson (Travel/Meal)	54.57
Keri Anderson (Books)	133.31
Library Store (Supplies)	116.72
NPPD (Electricity)	169.05
Pinpoint (Telephone)	105.64
Reliable Pest Control (Bldg. Maint.)	90.00
Summit Window Cleaning (Bldg. Maint.)	100.00

Circulation statistics and Budget statistics were reviewed. Circulation has improved – above the amount in 2023. There is concern about how the donations from the Friends for payment of summer reading materials is listed

with the city. Preferably, a separate spreadsheet would be kept so what the Friends donate doesn't look like dollars spent from the library budget.

New Business:

Keri is looking at the end of October as her retirement date. She will be working on updating the Library's employee application form for the director's position using the old library application and the city's application forms to put together a better form for the library.

Other Business:

The survey Jennifer prepared for evaluating the library's services is available online now. Anna will be gone for a couple weeks following surgery, and Stephanie will be able to fill in for her. The entry threshold needs some repair, and Stephanie's husband Jesse will fix that. Keri brought up the budget worksheet for the upcoming fiscal year. The line for books has been brought up to \$6000. Dues and fees up to \$3100 and printing/publishing up to \$150. A concern is that building improvement and repair should be taken into more serious consideration and that money budgeted for repair and maintenance for the library that isn't used should be put into a sinking fund for the library instead of going elsewhere in the city.

Mary Jo watched some of the Virtual Conference sessions. She felt it useful and enjoyed the authors' presentations.

Keri asked to table the Executive Session. Mary Jo made the motion to table it with Cathy making the second. All in favor.

Adjournment

The next meeting will be held Monday, September 9, 2024 at 2:00 o'clock p.m. As there was no other business, Mary Jo made the motion to adjourn, second by Bryan. Motion carried.

Respectfully,

Pam Miller, Secretary