

Library Board Minutes

February 5, 2024

Hoesch Memorial Library Board of Trustees met on Monday February 5, 2024 at 2:00 p.m. Present were Don Jardon, Bryan Lubeck, Cathy House, Pam Miller and Keri Anderson Library Director. Mary Jo Radil was absent.

Don Jardon called the meeting to order at 2:00 p.m. with attention given to the Open Meeting Act posted on the conference room wall.

Bryan made the motion that the officers for 2024 remain the same. With the agreement of those present, Cathy seconded the motion. All in favor of Don Jardon President, Bryan Lubeck Vice-President and Pam Miller Secretary.

Minutes of the previous meeting December 4, 2023 were read. There was not a meeting in January because of weather. Motion to approve the minutes as read was made by Cathy and seconded by Bryan. Motion carried.

Warrants for payment of bills for January and February were reviewed. The water meter has been checked out and found to be fine, so still not sure why the high water usage other than a toilet that runs more than it should which shouldn't make it that much more. Keri will continue to keep an eye on it. Cathy made the motion to approve the warrants for payment and Bryan provided the second. Motion carried.

The following warrants were paid (January):

Keri Anderson	3,113.30
Stephanie Adams	152.25
Jennifer Roethke	348.50
Amazon (Books)	45.84
Amazon (DVDs)	19.96
Hoesch Memorial (Petty Cash)	34.91
Library Store (Supplies)	199.55
Sam's Club (Books)	196.55
Sam's Club (Supplies)	341.67
Frontier (Telephone)	223.85
NPPD (Electricity)	60.83
Summit Window Cleaning ((Bldg. Maint.)	96.00

The following warrants were paid (February):

Keri Anderson	4,669.95
Stephanie Adams	120.75
Jennifer Roethke	581.69
Amazon (Books)	373.13
Amazon (DVDs)	92.87
Frontier (Telephone)	223.92
Integrated Security Solutions (Equip. Maint.)	69.00
NPPD (Electricity)	67.36
Reliable Pest Control (Bldg. Maint.)	90.00

Circulation statistics and Budget statistics were reviewed. Circulation was down, Keri thought times closed because of lack of staff and closings because of bad weather could be some of the reason. The Frontier bill continues to increase so Keri is looking into other providers such as Pinpoint or Nextel.

New Business:

Stephanie Adams has resigned. She would like to continue doing the Generations for the Journal when she can. Stephanie has been a wonderful member of the staff and will be missed. Keri will advertise the opening.

We reviewed the Annual Report Keri has done for the Library. Don will take a copy to the City Office.

Other Business:

We reviewed proposed policy changes and agreed on the updates. Changes proposed were from pages 8 through 14 and included Personnel policy, Holiday Policy, Materials Selection/Collection Development Policy, Circulation Policy, and policies for Reserves, Fines and Lost or Damaged Materials.

The next meeting will be held Monday, March 11 at 2:00 o'clock p.m. As there was no other business, Cathy made the motion to adjourn, second by Don. Motion carried.

Respectfully,

Pam Miller, Secretary