

05/10/24

Minutes from 5/9/24 Library Board Meeting:

Call to order @ 5:15 by President, Bruce Hinkeldey

Roll Call: Colleen Schwanz, Willa Casstevens, Bruce Hinkeldey, Carol Lichtenberg – present.

Colleen Carlson-Konop – present by phone. Director: Gigi Nelson – Present

Absent: Anne lehl, Anna Garcia

Visitors: From Steering Committee – Lorinda Peterson, Deb Sefcik

Agenda: No Changes. Motion to approve by Carol, 2nd by Colleen Schwanz. Approved

Citizen Input: None

April Minutes: Change to wording 'It was proposed for Beck Engineering to do a feasibility study of the old hospital.' Motion to accept April minutes with amendment by Willa Casstevens, 2nd by Carol. Approved.

Statistical Reports: Discussion and accepted

April City Revenue & Expense Report: Discussion on Insurance cost and county funding. 3 Pay periods in April. Accepted reporting. Note: will complete library inventory by June 30 and communicate with insurance agent on update of values. Insurance cost this year was 82% higher than budgeted in FY 24.

Bills: Motion to approve – Colleen Schwanz, 2nd by Willa Casstevens. Approved

Old Business:

- a) Library Safety: Policy being developed. Staff reviewing documentation regarding emergency procedures. Will tailor to library needs with staff for future posting and board approval. Will contact Sheriff Elston for arrangements on an active shooter plan. Suggestion to have all of the windows numbered in the library.
- b) Library Steering Committee: Discussion on the open lot on Main St. Industrial board confirmed lot price as \$30K – no reduction. Bruce checked with code enforcer on building code for that lot measuring 75' x 90' (6750 sq ft). Discussion on quote Colleen Schwanz received for Morton Building measuring 40'x80'. Discussion on Rolfe City Library with photos by Willa Casstevens. Discussion on other city libraries in the area and sizes. Discussion on leasing options since permanent location not determined at this time by the city plus feasibility studies not completed until end of FY24 (June). Moving to new permanent location by July 1 2025 may not be possible. Potential leasing locations: Spectra Health building, churches in the community. Bruce to contact Suters on the Spectra Building with Colleen Konop drafting up a letter to churches, if we need that to move forward. Discussion

on looking at grants and available funding to contribute towards interior and spatial modifications/remodeling.

- c) Dolly Parton Imagination Library: Summer Fundraising ideas. Need input from PTO
- d) Homebound Delivery Policy: no activity

New Business:

- a) Director's Report – Report in the packet but added an 8th entry regarding the Joyce Sanding Memorial Little Free Library event in April.
- b) Apollo/Biblionix Member Conversion Process: Reviewed parental policy in library manual for applicants under the age of 18 to have parent vouch for their address and taking responsibility for child's card activities, fines and fees rented by that child's card. Reviewed the 3 procedures suggested by Chris from Biblionix to handle the conversion of student records to the public system.
- c) Open House May 18: Discussed programming and schedule
- d) Future Board Education: Willa to report on book ban Iowa legislation update