



**Library Board of Trustees
Minutes of Regular Meeting September 21st, 2023**

Trustees Present: Betsy Kremser, Michele Merritt, Arvid Maki, Ron Johnson, Maureen Rogers, Gail Hanson, Taylor Baert

Trustees Absent: None

Also present: Library Director Shelby Friendshuh, Interim Director Anne Miller, Marian Quinn

President Merritt **called the meeting to order** at 5:33 p.m.

Motion to approve the agenda by Betsy. Seconded by Arvid. Motion carried unanimously.

A motion to approve the **Minutes for the August regular meeting** by Arvid. Seconded by Maureen. Carried unanimously.

A motion to approve the **Minutes for the August 31st special meeting** by Betsy. Seconded by Arvid. Carried unanimously.

Citizens' Comments – The September book sale (same day as Wheels & Wings and the Community Fair) went well. The Friends of the Library are looking at ways to recruit new and younger members and are asking the library staff and board members to help spread the word. Friends' meetings are held on the fourth Saturday of the month.

Director's Report – This is Shelby's last board meeting. She will be here one more week. She has been busy preparing for her departure, working on a draft 2024 budget, and piecing together a binder with relevant information for the next Director. Rebekah Palmer resigned as Youth Services Librarian in early September, and her last day was September 15th. Shelby advises not filling the Youth Services position until the Director position has been filled. Local resident Paul Smith has fixed a few things with the book bike. The folks at Evergreen Senior Living are hoping that book deliveries can be provided to them during the winter months when the book bike is not in operation. Anne Miller is looking at ways to do that. Circulation numbers were down slightly in August.

Monthly Financials – Expenses are sitting at 72% of the budget, which is about right for this time of year. Arvid made a motion to approve the monthly financial results, seconded by Betsy. Carried unanimously.

Audit and Approved Bills - Motion to pay the bills by Betsy, seconded by Maureen. Carried unanimously.



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2024 Draft Budget – Shelby presented a rough draft of the 2024 budget. She will leave a good number of notes regarding the draft budget and budgeting in general for the next Library Director. Some notes that were specifically requested by the board to be included: Need communication with the Village staff on how to divide building expenses between the library and village; Need to know non-annual expenses that come up on the building maintenance schedule (like servicing the elevator) in order to anticipate budgeting needs; Need to present different scenarios for wage increases for staff when budgeting for various positions.

Purchase of Cabinets for Workroom – The library workroom needs storage cabinets in order to provide a more organized work environment. Dawn Tracy found some IKEA storage units that should work nicely and are reasonably priced. Some of the excess funds that the library will have due to job openings (Shelby and Rebekah) can be used to cover the cost, so it is a good time to make the purchase. Motion by Betsy, seconded by Taylor to purchase 5 storage cabinets at a cost of approximately \$2700, including delivery charges. Carried unanimously.

Bank Signature and Credit Card Changes – Due to staff and board member changes, signer information needs to be updated at MidwestOne Bank. Motion by Arvid, seconded by Betsy, to remove Shelby and Stephen Bjork as signers and add Anne Miller and Michele Merritt to replace them. Carried unanimously. Credit cards are used to purchase books and DVDs from Amazon. Due to staff changes, credit card holders need to be updated. Motion by Arvid, seconded by Ron, to close Shelby's and Rebekah's cards and add a card for Anne. Carried unanimously.

Closed Session to Review Library Director Applications and Discuss Interim Director's Wage – Motion by Ron, seconded by Maureen to go into Closed Session. Unanimous roll call vote to go into Closed Session at 6:43 pm. Motion by Arvid, seconded by Betsy, to return to Open Session at 7:27. Carried unanimously. Motion by Arvid, seconded by Ron, to change the Interim Director's wage to match the current Director's wage until a new Director starts, at which time the wage will return to the previous amount. Carried unanimously. A subcommittee consisting of Taylor, Michele and IFLS Director John Thompson (if available) will set up initial interviews with all four applicants for the week of September 25, or the following week. They will conduct the initial interviews. The subcommittee will come back to the October regular board meeting with recommendations for the second round of interviews.

Next board meeting will be October 12 at 5:30 pm.

President Merritt declared the meeting adjourned at 7:33 pm.

Respectfully submitted by,

Ron Johnson
Library Board Secretary