



## **Board Minutes**

**April 18, 2023**

**Present:** Joyce, Kleeman, Schneider, Coenen, Reuter, Smith

**Absent:** Waggoner, Burk, Lenger

**Motion to appoint Joyce and Kleeman to sign claim forms:** Moved by Schneider, seconded by Kleeman. All aye.

**Approval of Agenda:** Motion to approve by Smith, seconded by Kleeman. All aye.

**Correspondence:** none

**Public Comment:** none

**Minutes:** Motion to approve the minutes of the March 21, 2023 meeting. Moved by Kleeman, second by Smith. All aye.

### **Financial Reports:**

**Accounts Payable:** Annual database subscription renewals are coming in and leading to conversations about priorities in spending. We've been paying out old credits to patrons. Asbury and Farley internet service have transitioned from Comelec to I'mOn. We paid the furniture and computer reimbursement to NICC. We purchased digital photo frames to display promotional materials at all branches.

Motion to accept by Schneider, seconded by Smith. All aye.

**Account Balance:** We received income from the County and some cities. We expect more city payments before end of FY. We received our annual Agency payment, which is partially based in relative usage at each Agency library. As mentioned last month, one employee's salary had been incorrectly paid out of the part-time salary line rather than that full-time salary line. That has been corrected for this month. Some operational lines are overspent, but should be offset by other lines. Work continues on moving items out of storage in order to stop paying storage unit rent. 74% of our budget has been spent. Amanda has confirmed that the County Auditor does not feel we need a budget amendment in order to pull from savings should we go over-budget.

Motion to accept by Schneider, seconded by Smith. All aye.

**Director's Report:** Some water damage in Epworth, but no damage to materials. Progress continues with McCullough, who provided three potential logo designs and a first draft

sitemap. We've provided feedback and McCullough is working on responding. We're working with MSG on researching a potential cost to a cloud-based Microsoft license, as our server is approaching end-of-life. Public internet computers are also up for replacement. Amanda has updated the staff performance evaluation form, per her annual goals. Quarterly statistics of physical items show a 5% drop in circulation over the previous FY, which is a smaller drop than seen in previous quarters. Digital materials checkouts have increased. Combined physical and digital checkouts are down slightly. Visitors continue to rise. Jenn presented info about the 2023 summer reading program, which has the theme "Find Your Voice."

**Committee Reports:**

**JLAC:** Met last week. Agreements have been adjusted slightly and will come to the board for approval in the fall.

**Library Agency:** Has not met. We're working on collecting addresses for all residents of agency cities in order to send a promotional mailing.

**Unfinished Business:** None.

**New Business:**

**Meeting Room Policy:** Motion to adopt by Smith, seconded by Schneider. All aye.

**Informational Items Discussion:** Lydia, our new Community Outreach Librarian, presented an annual report handout she produced and discussed other projects. Board members viewed and discussed possible logos from McCullough. Amanda provided a document about book challenges.

**Board Comments and Announcements:** None.

**Adjournment: Meeting** adjourned at 6:52 PM.

Next Meeting – Tuesday, May 16, 2023, 5:30 PM at Holy Cross.