

Library Board Minutes

Date: August 8, 2023

Present: Board: Marilyn Nickel Julie Derby Lois Houghtaling

John Clark Zack Valentine

Staff: Danica Clayton

Minutes of last meeting Julie moved with a second from John

Bills Paula moved with a second from John

Committee Reports:

Financial committee to discuss clarification on billing

Insurance report: Bill is looking into this and we will table

Bill to Bridgewater library contract

Librarians Report

Numbers: Door Count: over 18 – 523 , 13-17 – 78 , 7-12 – 308 , 0-6 – 92

Computer – 197 Overdrive – 423 Whofi - 281 , Library Checkout – 1512

Items Added – 105, Items Deleted – 8, Patrons added – 23

Author visit – Iowa History October 6 at 4:00, adult programming by Linda McCann

ALA grant – entry to library to be made handicap accessible

Master Gardener – November – Kelly Stull

Baby area open house was very successful

There have been questions about faxing from the library. Discussion – no action.

Old and/or unfinished business:

Library was closed on August 5 due to staffing

Lynn Heinbuch will fill in as needed

Director position could be shared with Fontanelle. Looking into this.

New Business:

Donated books – policy is no donations at the present time.

Recurring Bill Payments – John moved to follow city procedure for paying bills. Paula seconded.

Approved

Work Study Student – there will be a contract between student, library and parents for students participation in this school program sponsored by Mrs. Schulteis. Paula moved to accept the possibility of work study student. Zach seconded. Approved

Review/Adopt Behavior policy – John moved to adopt behavior policy. Julie seconded. Approved

Paula and Dancia will look into this further and consider a safety poster for use in the library.

Friends of the Library – have an active 501c3, but are in need of leadership.

We are in need of an employee procedures manual that would include designated titles and expectations for all employees.

John made a motion to extend the interim library director position held by Danica Clayton for 3 more months (September, October and November). Zach seconded the motion. Approved.

Holiday hours are to align with City Hall policy

Next Meeting: September 12, 2023 at 5:00

Adjournment: John moved with a second from Paula