

## Library Board Minutes

Date: April 8, 2025

Board members present: Marilyn Nickel, Julie Derby, John Clark,  
Paula Caldwell, Marilyn Dolan, Melissa Larson

Staff: Danica Clayton

1. Call to Order
2. Approve Agenda: Motion to approve agenda Melissa/John, passes unanimously
3. Community Comments: N/A
4. Approve Minutes: March 11, 2025, Motion to approve minutes Paula/Marilyn D, passes unanimously
5. Financial Report: Discussion of CD and to renew CD. Motion to approve financial report John/Julia, passes unanimously
6. Bills: Discussion of bills, noting final ALA grant bills. Motion to approve bills Paula/John, passes unanimously
7. Committee Reports: N/A
8. Librarian's Report
  - a. Counts: **Over 18** (561) **13 to 17** (47) **7 to 12** (208) **0 to 6** (136) **Total** (951)  
**Computer** (102) **Overdrive** (431) **Whofi** (265) **Library Check Outs** (1306)  
**Reference** (62) **Program Attendance** (198) **Items Added** (83) **Items Deleted** (111) **Patrons Added** (5) **Patrons Deleted** (0) **Meeting Room** (3) **Transparent Language** (12) **hoopla** (71)
  - b. Programming Updates – School visits and circulating outreach library at local nursing home continue,
  - c. Friends – Marilyn N. reported on Friends work day to help with National Library Week bookmarks, plans to hold a Friends appreciation tea/coffee and book sale in September, Usborne book sale tabled
  - d. Grants – Rob-See-Co grant available, looking at wishlist.
  - e. Brochure/Policy manual/Procedure manual – Danica presented updated brochures and shared progress on policy and procedure manuals that are in the works
  - f. Legislation: Danica updated board that bills HF 521 and HF 880 didn't make it pass the second funnel. Melissa reported that the timing of submitting a letter with funnel didn't match, Fontanelle and Adair signed off. Letter will be filed if needed later. IMLS federal grants to State Library are at risk which would impact the library website, interlibrary loan services, direct state funding, continuing education courses, among other items.
9. Unfinished Business
  - a. FY26 Budget Preparations: Board reviewed County funding.

- b. Email Transition: Email transition was completed the morning of Tuesday, April 8, Panora Fiber will be following up to make sure things are working smoothly.
- c. IT Provider: Danica has small list of IT companies to approach about services as current contract ends March 2026
- d. Electronic Meetings/Bylaws Change – 2nd Vote: Motion to final vote on Bylaws change Melissa/Paula, passed unanimously
- e. Bridgewater Contract: Bridgewater City Council will be reviewing at their April meeting

10. New Business

- a. Policy Review – Hotspot: John/Julie, passed unanimously
- b. Computers in Children’s room/moving magazines: Discussion of moving some items around in the library, possibly removing magazine display
- c. Stop the Bleed training: 2 or 3 library staff will attend training
- d. Transparent Language: Voted to not renew Transparent Language Paula, John passed unanimously

11. Upcoming Meeting Date: May 13, 2025, at 5:00pm

12. Adjourn: Motion to adjourn meeting John/Paula