

Library Board Minutes

June 10, 2024

Hoesch Memorial Library Board of Trustees met on Monday June 10, 2024 at 2:00 p.m. Present were Don Jardon, Bryan Lubeck, Cathy House, Pam Miller, Keri Anderson, Library Director and visitor Jennifer Roethke, library clerk. Mary Jo Radil was absent.

Don Jardon called the meeting to order at 2:00 with attention given to the Open Meeting Act posted on the conference room wall.

Minutes of the previous meeting were read. It was noted that the Class of 1978 is the donor of the rosebush to be planted in memory of Virginia McKelvie. Kristi Heft was the spokesperson for the class. Cathy made the motion to approve the minutes as amended. Second by Bryan. Motion carried.

Warrants for payment of bills for were reviewed. Cathy made the motion to approve the warrants for payment, seconded by Don. Motion carried.

The following warrants were paid:

Keri Anderson	3,113.30
Jennifer Roethke	384.38
Anna Brooks	372.88
Amazon (Books)	184.80
Amazon (Supplies)	17.76
Eakes (Equip. Maint.)	151.27
Frontier (Telephone)	145.67
Hoesch Memorial Library (Petty Cash)	14.97
NPPD (Electricity)	67.49
Pinpoint (Telephone- May/June)	190.16
Trustworthy Hardware (Equip. Maint.)	26.85
U.S. Postal Service (Dues & Fees)	154.00

Circulation statistics and Budget statistics were reviewed.

Circulation numbers are getting closer to the past couple of years. Pest control and window washing put the maintenance over and the last billing with Frontier has not yet been resolved. Jennifer had meal expense from Summer Reading training.

Don asked how the bills are paid. Keri told us that she presents what she receives to the city office. Billings for the library are paid by the city treasurer from the Library budget. If at the

end of the fiscal year the library is over budget, the City will cover and take it out of the next year's budget.

New Business:

In looking at the budget, the need of a sinking fund for unspent budgeted dollars was discussed. Keri would appreciate help from the board in presenting the request for the money budgeted, if not used, be put in a sinking fund to be used for upgrades in the library instead of the library's unspent budget going toward whatever the city decides to spend it on. Sidewalk repair and an upgrade of the bathrooms is needed – tile, toilets, sinks, sidewalls. Keri was asked to get some estimates.

Keri reminded us of her plan to retire around October of this year.

Other Business:

We reviewed the Community Needs Response Plan for the Library 2023-2027. At this time the need to make parents more aware of the 1,000 Books before Kindergarten and how it works will be a focus. Jennifer will make flyers for daycare, head start and preschool. Keri and Jennifer reported that Courtney Stottler (English teacher at Alma Public) had talked to Jennifer about a Dewey Decimal scavenger hunt. Jennifer has written up a plan (and got a copy write for it). They are excited to try it out. Keri thought evaluating the plan twice a year such as in the fall and spring would be more realistic than 4 times per year.

Keri asked that the Library be closed July 6. There is a large swim meet scheduled and library parking is unavailable on those Saturdays because of the crowd at the pool.

There was discussion about moving the regular meeting time to the second Monday of the month at 2:00 so that Keri would have had time to go over what she gets from the city office before our board meetings. Bryan made the motion for that change and Cathy seconded. All were in favor.

Adjournment

The next meeting will be held Monday, July 8, 2024 at 2:00 o'clock p.m.

As there was no other business, Cathy made the motion to adjourn, second by Pam. Motion carried.

Respectfully,
Pam Miller, Secretary