

# Meeting of the Library Board of Trustees

July 21, 2021

1. Call to order: Meeting called to order at 6:04pm
  - a. All observed the Covid-19 guidelines of social distancing.
  - b. In attendance: Dan Wilson, Emily Nimsakont, Nicholle Todd, Renee Kucera and Tanya McVay.  
Absent: Matt Flynn
2. Open Meetings Act: The Open Meetings Act was noted on the south wall.
3. Public Comments: No public comments were made.
4. Approval of Agenda: Dan Wilson motioned; Emily Nimsakont seconded, approved by all.
5. Approval of Minutes: May 19th, 2021 meeting minutes were reviewed. Emily Nimsakont motioned to approve the minutes; Dan Wilson seconded, approved by all
6. Financial Report: Tanya McVay: Library Director, presented the Financial Report of June 2021 for Board Members to review.
7. Directors Report: Tanya McVay presented the directors report including attendance, library usage, memberships, and circulation.
  - a. New Business
    - i. Staff
      1. Increase in library usage - staff is staying busy
      2. Eva is leaving for college - applications are being accepted for her position until the end of this week. Hoping to hire a new part time staff member (10 hours) next week.
    - ii. Building
      1. Delta Electric needs to finish 2 lights and drop downs.
      2. The city is taking care of plants and landscaping outside of the library.
      3. A \$4,477.00 grant from American Rescue Plan (Library Commission) will allow the library to purchase drinking fountains with water bottle fill stations on them and new AV equipment for the meeting rooms. The remaining balance will be used as the director sees fit within the grant requirements.
      4. Tanya will apply for the E-Rate (Federal Programming) this year and use this as a way to go to fiber in the future.
      5. Will be updating our WiFi extenders- Tanya will look into bids to determine cost. This must be done in order for the internet speed to increase and reach maximum capacity.
    - iii. Programs
      1. The Summer Reading program has been successful - coming to an end with the new school year approaching..
      2. Numbers have been on the rise in participation at programming since last year due to COVID-19 restrictions lessening.
      3. Programs have been set for the school year: See each month's calendar for the events.
        - a. Storytime- There will be multiple story time options during the week for children (see calendar)
        - b. After-school programming
          - i. Thursday: Kindergarten - 2nd grade group

- ii. Tuesday: 3rd-5th grade group
  - iii. Wednesdays: Middle School group
  - iv. Fridays: Adult Coffee
  - v. Wednesday afternoons: Programming offered for the home-school community
  - vi. Early dismissal days: movies for children, middle school programming may be added.
- iv. Community
  - 1. August 6th-7th: Chautauqua is coming to Ashland and the library will be hosting events.
    - a. Saturday (August 7th): Speakers at the library
    - b. Saturday (August 7th): Children's activities
      - i. Outdoor activities (weather permitting)
- v. Library Accounts
  - 1. Discussion of the library accounts and funding.
    - a. Library Special Funds Account - need to update the account to include the current board President: Dan Wilson and Vice President: Matt Flynn. It currently has outdated names from previous board members.
      - i. Motion to approve the names on the special funds account. Nicholle Todd motioned; Renee Kucera seconded. Approved by all.
    - b. Library Special Funds Account - currently holds \$11,239.46.
      - i. Motion to keep \$5,000 in Library Special Funds Account and move \$6,239.46 to the Ashland Public Library Foundation. Motioned by Dan Wilson; Renee Kucera seconded. Approved by all.
    - c. Senior Center Account - funding specifically for senior programming. Account currently holds \$11,550.76
      - i. Motion to close the Senior Center Account and move the funds to the Ashland Library Foundation and set aside specifically for adult- senior programming. Motioned by Dan Wilson, Renee Kucera seconded. Approved by all.
    - d. Carlene E. Svobody Trust/Estate : \$25,000.00 was deposited for unrestricted use of the Ashland Public Library into the ACRC fund under the Ashland Area Foundation.
      - i. The board would like to move the Trust/Estate fund from the ACRC fund to the Ashland Public Library Foundation. Motioned by Nicholle Todd; Seconded by Renee Kucera. Approved by all.
    - e. Closed Credit Card - A credit card was closed under the previous library director. There is a credit on the account for \$36.00 that needs to be paid. The board will write a letter to release funds to the library to be placed in special funds to pay the credit card balance.
- vi. Library Hours:
  - 1. Tanya shared community survey results for library hours.
  - 2. Motion to change the hours as follows (Starting after Labor Day)

- a. Monday-Thursday 10:00am-7:00pm
- b. Friday 12:00pm - 5:00pm
- c. Saturday 10:00am-3:00pm
  - i. Motioned by Nicholle Todd; Seconded by Dan Wilson.  
Approved by all.

- 8. Adjournment: Nicholle Todd motioned to adjourn the meeting. Renee Kucera seconded the motion.  
Approved by all.
  - a. Meeting adjourned at 7:40pm

Respectfully submitted,  
Nicholle Todd, Secretary