

Maltman Memorial Library

Meeting Minutes

February 13, 2020

Board President Marilyn Engelker called the meeting to order at 10:00 am.

Open Meetings Act acknowledged.

Board member roll call taken with Mavis Reiter, Mary Harders, Marilyn Engelker, Jane Wagoner, Bev Voss, Deb Fairbanks, library director, present. Mayor Greg Cramer & Jody Cordes were also in attendance.

Prior Minutes approval: No additions or changes made to the minutes. Mavis moved and Jane seconded approval of the January 2020 minutes. 5/0 approval.

Financial Report: Board received the Statement of Revenue and Expenditures for quarter ended December 2019. Deb mentioned the library's bill from Spectrum is mailed directly to the city hall and this should enable it to be paid more quickly so as to avoid late fees. Mary stated the Hall County grant proceeds of \$5,000 were accounted for on the financial statement under revenue as line item "Hall County" and in the budget's expense section under line item "Programs".

Deb provided copies of the following expenses for the Board's review: Book orders \$98.98 summer reading program, \$90.31 teen advisory board and library's February book purchases \$219.74. Other expense was Geek Squad \$74.90.

Audience participation: Mayer Cramer asked to comment on matters.

Suggestion Box: Deb read patron comments and a photocopy are attached to these minutes.

Library Director's Report:

- 1) The Teen Advisory group used the new cricut machine at their February meeting.
- 2) Deb and Jody attended a Summer Reading program in Ravenna recently and received many great ideas for our program here. The library and Wood River Elementary school will host an Edgerton Center event at the school on June 9th. Deb is finalizing details.
- 3) The Board is invited to attend the Big Talk Small Libraries program on 2/28.
- 4) Deb will attend a STEAM workshop on 2/25 in McCook.
- 5) Deb plans to purchase a laminator and button maker with the Bloom family donation.
- 6) Bev reported over 30 adults and children visited the library during the two hours it was open on Saturday, 2/8. A parent inquired about handing out treats to the children. The Board discussed the concerns with allergies and liability. Mary made the following motion: No food at the library except as approved by the director." Mavis seconded the motion. Approved on a vote of 5/0.
- 7) Jane donated a vacuum cleaner to the library. Jan & Jody refurbished the library's chair cushions. Thank you for your donation and time.

- 8) Library assistant Jody Cordes is resigning her position. Jody stated she will be a volunteer at the library. She asked to be considered for rehiring in July. Deb would like to hire someone to work 8 hours per week.
- 9) Deb discussed concerns with the library's posted flyers about the February Second Saturday being altered without the library director's permission.

New Business: Deb presented library assistant Mandy's review.

The Board reviewed Library policies and minor revisions were recommended. The updated policies will be presented for approval at the next meeting.

Old Business: Marilyn summarized her annual report to the City Council. Board discussed details with moving storage items to the city office basement.

Building Committee Report: Deb, Jody and Marilyn drafted a letter of support for submission with the city's grant application for partial financing of a feasibility study. The study would include evaluating the library staying at its current location and moving to the nursing home location. Bev moved to submit Deb's letter to Mayor Cramer for possible inclusion with the grant application. Jane seconded the motion and the Board approved it 5/0. Mayor Cramer stated a committee of city council representatives and Library Board members would participate in the Request for Qualifications for choosing the firm to do the feasibility study.

Upon Marilyn's inquiry, Mayor Cramer will look into the issue about needing to do something about the hazard tree on the southeast side of the library.

Announcements: Bev announced she wants to do a digital calendar of the library's activities. She also suggested the Board consider a children's birthday party room/space.

At 12:20 pm the meeting recessed for lunch and at reconvened at 12:55pm to go over the Board policies. Jane moved the meeting adjourn at 1:55 pm, Mavis seconded, Board approved 5/0.

Next meeting: Next meeting is March 12, 2020, 10 am. at the library.