

Bertha Bartlett Public Library
Board Meeting

Tuesday, December 28th, 2021

6:00pm

Meeting held via Zoom and at Library

Present: Director Kolleen Taylor, City Representative Mary Kay Solberg, Assistant Director Matthew Tessmer, Lynn Cummings, Secretary Jessica Hensch via Zoom, President Chris Feil, Shelly Hart, Gilbert Representative Teri Callaghan, Duane Fournier (6:13p), Matt Emerson (6:39p)

Called to Order: 6:06p

Changes to and approval of the Agenda

Remove "architect presentation". This was a typo from last month's agenda.

Approval of Minutes:

Motion to approve the November 2021 minutes by Cummings, seconded by Hensch, approved unanimously.

Citizen's Appearance:

Shelly Hart – joining as president of library foundation.

Started fundraising efforts for the building expansion project. An article has been written by Shelly for the Herald. Shelly will be attending meetings to stay up to date on what decisions are made.

Cummings reports that the foundation has offered \$1 million and then a \$500,000 of matching funds.

Foundation would like to see something held at the library annex to give donors an idea of why demo is being discussed of the building. Possibility of a public meeting of this type in February. This will depend upon when Shelly is able to meet with the City Council.

Trustee and Foundation board members should plan to be at the January 17th City Council Meeting to garner community support for the expansion.

Shelly suggests including the building expansion in the city briefing that comes out in February.

Treasurer's Report

P and L:

Story City:

58% of budget remaining. Seems to be mostly in line with percentage remaining with a few exceptions.

Magazines are over budget. Taylor reports all subscriptions went up but it is done with payment for the year.

Gilbert:

Insurance seems to be high. Travel/training has only 37% remaining for the year. Cataloging and supplies is over budget. Taylor reports that should be the end for the year.

Budget Approved:

Some miscommunication occurred regarding the percentage of full time salary/insurance allocated to the Gilbert site. This will need to be investigated and changed.

This budget asks for around \$5,000 from the trust

Cutbacks were required on the Gilbert site as well to accommodate for salaries and insurance.

Feil reports on the Gilbert City Council meeting he attended.

Provided information to council regarding what other sites pay for libraries

Feil mentioned there was an offer to be open for more hours

Teri reports city council will discuss budget in January.

Fournier motions to approve the 2022-2023 budgets for Story City and Gilbert, Cummings seconds, approved unanimously.

December Bills:

Water was getting into an outside outlet, causing power to be lost to the inside of the building. DDM electric fixed this and ordered new bulbs for the building.

Black Hills increased due to colder temps.

Fournier motions to approve December 2021 bills. Cummings seconds. Approved unanimously.

Circulation:

Good month! Large increase from last month.

Gilbert is also still doing well.

Board Training – Story County Options – Individual Training Modules 6:36p – 6:39p

Taylor asks if members would be available to attend a Story County training. Members are agreeable to that.

Taylor also reports that individual trainings completed makes it unnecessary to do them at the meetings, saving time.

Correspondence/Communications:

Taylor reports receiving donation checks – Thank you!

Gilbert Update –

Nothing additional after budget discussions

New Business**Holiday Closings:**

Motion to close 12/31 and 1/1 by Hensch, Emerson seconds. Approved unanimously.

Discuss Architectural Plans and Financial Support from Trust

Architecture Plans

Discussion from each board member discussing pros/cons of plans.

Motion to proceed with a 2-story addition with basement concept moving forward by Fournier, Hensch seconds, approved unanimously.

Feil suggest creating a Power point to show where we are with fundraising and how the process is planned to proceed.

General flow:

Board votes on a general concept with which to move forward

City council approval

Fundraising

Architect meetings for specifics on blueprints

Send out bid for construction

City approves bid/contract for construction

Policies to Review:

Computer Policy –

Remove “log in through Time Limit Manager” as this no longer applies.

Internet Policy –

No changes required.

Bylaws –

Possible term limits on board positions were discussed. This can be reviewed again next year.

Ordinance number in section 2 needs to be changed as it is not correct.

Should be changed to Ordinance 22.01 – 22.12

Gift Giving –

No changes required.

Reference Policy –

Remove names of databases in section 8.

Motion to approve the revisions to policies as noted above by Fournier, Hensch seconds, approved unanimously.

Bylaws for Bertha Bartlett Public library review with corrections motioned by Fournier, Emerson seconds, approved unanimously.

Old Business

Fine Free Presentation – Matthew 7:20 – 7:31p

Power point presentation provided to trustees

Discussed the harmful properties of collecting fines and the benefits to the library of no fines.

Credit/Debit Card Payments to Library

Tabled

Cell Phone:

Tabled

Adjournment: Motion to adjourn by Cummings, seconded by Fournier. Approved unanimously at 7:33p.

Next Meeting: Tuesday, January 24th at 6pm at the library

Jessica Hensch

Secretary

Board of Trustees