



Library Board Meeting Minutes

Date: February 22, 2024

Time: 7:00 p.m.

Place: Mendon Library

Conducted: Janelle Simmons (Chair)

Also In Attendance

Michelle Woodbrey (Vice Chair)

Ruth Morgan (Treasurer)

Jamie Judy (Board Member)

Ron Campbell (Board Member)

Jessie Eiman (Library Director)

Kim Harker (Board Member)

Amy Garbe (City Council Liaison)

Agenda

Timestamp: :1 **Approve January Minutes**

Mike Morgan was in attendance, did not approved October minutes, strike from the record

Voting Result: approved with amendments

Timestamp:1 **Director's Report**

- a. Grant approved \$3000 (only asked for \$1000) with 4 pages of limitations-diversity, manga, Wishlist-requests, by May 5!
- b. Pending grant -\$4500 Cleft grant goes towards supplies and running the library.
- c. Deposits go to savings, transfer to checking as needed. Ruth is a resource for Jessie to open a second savings account to separate funds earmarked for the next year. Budget is more than funds (\$14000, with grants and funding it will run short for next year) short because of income stream. Endowment or user fees. Next 5 years...
- d. Adventure begins in Reading-summer reading-paper reading charts and stickers-no big prizes, coupons, big party at end of summer. Swim party? Not available
- e. Repairs to the roof so the water stays out!

Timestamp: 15 Board Member Reports: Janelle Simmons

- a. The Director Annual Review Policy-Just striking a redundant word. Policy manual
- b. Move the Director Review to March
- c. Link to a survey-link or hard copy, feedback for the library.

Timestamp: 21 Board Member Reports

- a. Amy-chairs listed, lowered price point, still not selling. Sell them this fiscal year. KSL-keep 12 for council meeting, some for the reading room.
- b. Check on day for 24th celebration date (will it be the 20th or 27th)

Timestamp: 31

Three Year Strategic Plan:

Staff and Board

- Mill Levy wording-Ron, \$50,000 20% of what is authorized by the state. Write out the steps to take. (Include in next board email)
- User Fee for out of boundary- Committee-Ruth, Janelle, Jamie, Ron

- Substitute Librarian- Amy to check with the city if it is possible to get others on the books to be paid. Jessie would like to hire some part time teenagers for the summer.

Patron Experience

- New book series purchased!
- Keeping the website current-more progress-Amy check for city resources, IT guy, Mr. Anderson-do our own website, state library provides this service.
- Fine reduction options-volunteer, canned food-March
- Obtain 5 skills bags-still need a knitting bag. Done

Community Outreach

- History Night- no one volunteered at this time
- 24th of July Parade-Jessie, Ron volunteered
- Email list needs to be brought up-to-date. Staff does not have time to do this. Perhaps have a volunteer to do this. They would need to add 6-8 patron contact information a month. Or perhaps a subscriber opt in/opt out service like mailchimp? Do website first- then link to email list.
- Update REACH posters done. Poster as a prize, be in the parade- Kim and Judy volunteered

Facilities

- Replace computers-grant still in the works
- Replace computer chairs-still needed. USU surplus could be a possible resource.
- Liquidate other supplies-done
- Measure the closet before ordering new chairs. Jessie is interested in installing extra shelving in the chair closet.

Timestamp: 1 hour 2 Items for next month's Agenda

- a. Send Mill Levy process for next board meeting
- b. Possibly three open board positions in the summer-Ruth, Janelle, Lisa. Ron thinks that Amy needs to ask them to serve.

Next Meeting March 28, 2024

Timestamp: 1 hour 5 min. Adjourn Meeting

Voting Result: all in favor.