

Library Board Meeting
Brooks-Fennell Multi-Purpose Room
Monday, September 27, 2021
6:00 p.m.

Attendees: Patti Midkiff, Bonnie Freeman, Viki Hawkins, Bob Zagozda, Jo Chullino, Donna Callender, and Delbert Settles.
Library Director Theresa Hawkins and Assistant Director Genevieve Hawkins.
Patti called the meeting to order.

Minutes: Bonnie made the motion to accept the minutes of the August 30,2021 meeting. Bob seconded. Motion passed.

Financial Report: Bonnie questioned the Nonpareil was paid twice. Theresa submitted it twice thinking it hadn't been paid.
Bob made the motion to approve the August city financial report. Donna seconded. Motion passed.

Action on Bills: Delbert made the motion to approve the bills. Donna seconded. Motion passed.

Librarian' Report: Bonnie made the motion to accept the report. Delbert seconded. Motion passed.

	August Circulation
WIFI Usage	100
Computer Usage	90
Tech Help	21
New Cards	Adult – 6 Juvenile - 1
Patron Count	603
Circulation	402
Fontenelle Forest Pass	1
Lauritzen Garden Pass	1
Coffee Club	3 meetings/30Adults
DHS	4 Adults
Revenues	
Photocopies	\$9.70
Computer Printouts	\$49.90
FAX	\$19.50
Laminate	\$ 0.00
Donations	\$19.07

Genevieve will do the FY21 public library report that is due October 31st to the state library. This is the annual 18-page report that wants staff and salary information, operating income and expenditures, library collection information, circulation, electronic database, interlibrary loan, program attendance and new this year - COVID related questions. Theresa will be using vacation time so that the city will only need to pay for unused sick leave. Taking Tuesday, Thursday, and Fridays off until the end of December 2021. Theresa submitted retirement letter.

Unfinished Business:

Community Center Update – Bob gave an update on construction. Library is scheduled for last phase with minimal closure.

Job Application Updates – Jo made the motion to approve the Library Director job application with changes discussed. Bonnie seconded. Motion passed. Viki made the motion to approve the Library Clerk job application with changes discussed. Bonnie seconded. Motion passed.

New Business: Job Posting – Will post job October 10 – October 25 on job listings at state library, library website, misc. postings around city.

Candidates Night is scheduled for Monday, October 25 so the next Library Board meeting will be moved to Wednesday, October 27 at 6:00 pm

Donna questioned the copier purchase. Theresa explained that the leased copier has needed maintenance twice in the last month. Theresa contacted DataServ for recommendations on an all-purpose copier that can be purchased so that the library will no longer have to lease a copy machine.

Viki made the motion to adjourn. Bob seconded. Motion passed.

Submitted
Viki Hawkins, Secretary
September 28, 2021