

December 11, 2023, Library Board Minutes

The meeting was held at the library

The meeting was called to order at 5:29 by Vice-President Dian Nowell

Roll Call:

Present: Paula Martin, Erin Murray, Dian Nowell, Beth Kisch

Absent: Mary Tuel

A motion to approve the agenda was made by Paula and seconded by Beth, and the motion carried.

A motion to approve the minutes was made by Beth and seconded by Paula, and the motion carried.

A motion was made to approve the bills by Paula and seconded by Beth, and the motion carried.

Public comment: None

Correspondence: None

Budget: Final November numbers:

Total revenue: \$472.08

Total expenses: \$2,772.25

Reports: Tentative expenses for December: \$4,013.17

Who-Fi: 14 unique visitors used this service, 53 total visits, 76 sessions

Circulations: Bridges: 20 check-outs, 5 unique users

Circulations: Physical collections: Check-outs 49, check-ins 43, items added 75, items deleted 141

Erin reported that our Bridges will be going up around \$10.00 for the year. Bridges is our online reading. The cost increase will allow more copies of books to be available for reading, which will make the wait time shorter.

A motion was made to approve the consent agenda by Beth and seconded by Paula and the motion carried.

Programming update: There were 8 people in attendance at the card-making class with Betty Schroder. The Tree Walk was a success. There wasn't anyone that attended the Bridges Classes.

DVD Sales are going well. As of our meeting 56 DVD's had been sold.

Accreditation:

Community Survey: Erin typed up a survey. It is 3 pages because she used a big font. It will be much easier to read. A motion was made by Beth and seconded by Paula to approve the survey and the motion carried. The survey will be sent with the February city bills as Theresa will be doing a mailing. Erin will pull rural partons for a mailing list.

New business:

No one has picked up board applications.

Purchases: Erin would like to purchase 2 bulletin boards for the hallway. One will be used for library information and the other one used for community information. The money will come from the Capital Improvement Fund. A motion was made by Paula and seconded by Beth to approve the purchase and the motion carried.

Policy Review:

Sex Offender Policy: Proposed change is that the Library Director will be the one to allow or not a Sex Offender convicted of sex offenses against minors instead of the Board of Trustees. This change is being made to be in compliance with Iowa Code, section 692A.113. A motion was made by Paula and seconded by Beth to except the changes and the motion carried.

Interlibrary Loan Policy: Patrons will be responsible for any interlibrary loan materials in their possession. If the item is lost or damaged, the patron will be charged ith replacement cost of the item as per the lending library's request. Proposed change is that there is no additional charge for this service. A motion was made by Beth and seconded by Paula to except the changes and the motion carried.

Inclement Weather Policy: Proposed change is to include Inclement Weather, Disaster Plan, Library Health Emergency and Pandemic Policy in one policy. Under notifications for Inclement Weather a wording change of reported to local radio instead of announced by local radio and television. Erin stated that there isn't a guarantee that the radio will announce the closing in time.

In the Disaster, Library Health Emergency or Pandemic: Proposed change is: The Lehigh Public Library will close in the event that The City of Lehigh closes all departments of a mandate order or recommendation of closure is issued by the Webster County Public health Department or an other Webster County or state of Iowa officials (add or Federal officials). A motion was made by Paula and seconded by Beth to except the changes and the motion carried.

All of the policies are on file at the Library and are able to be read by the public at any time.

Agenda items for the Next Meeting

1. Events Update:

2. Accreditation: Policy reviews

Upcoming Meeting

1. Regular Meeting: January 8, 2024 at 5:30

Adjourn: A motion was made by Paula and seconded by Beth to adjourn the meeting and the motion carried. The meeting was adjourned at 6:09

Minutes submitted by Secretary Beth Kisch