

SIoux RAPIDS MEMORIAL LIBRARY

AGENDA: LIBRARY BOARD MEETING

Tuesday, March 12, 2024 at 6 p.m.

At the Sioux Rapids Memorial Library

CALL MEETING TO ORDER

APPROVE AGENDA

- A. Approve minutes from previous meeting
- B. Approve monthly bills/financial report

DISCUSSION AND ACTION ITEMS

- C. Board CE report
- D. Budget Update/Reworking
- E. E-Rate Update
- F. Digitizing Newspapers
- G. Delivery Program
- H. New Board Member Nominations
- I. Director's Report
 - Cataloging update
 - Grants & Donations
 - Tier paperwork submitted
 - Events & programming
 - Bethany's CE
 - Pop YS CON

ADJOURNMENT

MINUTES MARCH 12, 2024

ROLL CALL:

Dorothy Machholz		present
Jamie Dorenkamp		present
Suzie Haight		present
Denise Pierce		present
Lacy Garberding	City Council Liaison (non-voting)	present
Jim Wise	Mayor (non-voting)	absent
Bethany Peat	Library Director (non-voting)	present

MEETING CALLED TO ORDER AT 6:00 PM

MINUTES APPROVED by Dorothy, seconded by Suzie

BILLS

Dorothy would like to set up a procedure with Mandy to have contractual or utility bills paid immediately even if the bill comes in after the meeting, with those bills listed separately on the bill form to be approved later. To be further discussed in April. No pre-approval of estimated bills on sheet; all other bills unanimously approved.

DISCUSSION AND ACTION ITEMS

BOARD CE REPORT

	Date	Training/items to share from training
Dorothy Machholz	None this month	
Jamie Dorenkamp	None this month	
Suzie Haight	None this month	
Denise Pierce	None this month	

New board training is available; check with Dorothy for details.

BUDGET UPDATE FROM DOROTHY

- City council has approved budget
- Should plan \$60/year newspaper digitization—we do not know whether that be under library materials or operating funds; something to look into

E-RATE UPDATE

- Form 471 submitted.
- Waiting on determination letter.
- Bethany will go through form 486 with Tricia once we have the determination letter.
- Evertex will need a copy of the determination letter once we have one in order to set up SPI billing.
- Need to have “public hearing” regarding DNS filtering in accordance with CIPA—can be April board meeting; also need to discuss Internet policy at that meeting and check off the following boxes:
- Need board to sign acknowledgement that DNS monitoring according to CIPA (after meeting).

DIGITIZING NEWSPAPERS- INFORMATIONAL

- Businesses who have donated to newspaper project: Ranco & Community State Bank, for a total of \$650, which is about 1/3 the estimated project cost.
- Dorothy working on fast tracking the process to get as much possible during the current fiscal year.

DELIVERY PROGRAM FOLLOWUP

- Bethany to hang posters, put up facebook ads, get in paper and try to place forms at bank and grocery store to get people signed up.

NEW BOARD MEMBER NOMINATIONS

- Eric Waldstein
- No new nominations
- Denise to bring nomination of Eric Waldstein to city council meeting tomorrow night for approval

DIRECTOR'S REPORT given by Bethany, see attached.

Board asked Bethany to try to get list of upcoming events in the paper each week.

ADJOURNMENT at: 6:58 pm

DIRECTOR'S REPORT – MARCH 12, 2023

CATALOGING UPDATE (numbers as of 3-12-24)

- **Fiscal YTD:** (6656-4501=) **2155**
- **February:** (6656-6481) = **175**
- **Total completed since start of project in 2021: 6656**

GRANTS & DONATIONS

\$50 earmarked check received 1-3-2023 from Steve Cadman to buy Nonfiction books in honor of Pixie Jensen – last book received.

Grant updates:

- Moore Foundation / Eclipse glasses--have not arrived yet, in contact with Sky

Projects:

BRIDGES contract for FY2025 signed.

ER books moved to bins.

Tier paperwork submitted and accepted. Feedback on 5yr plan forwarded to board.

EVENTS

- Trivia Night February 15 - 0 participants
- Interactive Video Tour of Costa Rica Rainforest/Volcano- 35 for our library, +13 in Peterson
 - Some tech problems in CR; they decided to give us a free tour of San Jose (sched. SRP)
- Make & Take March 7 – 1 participants

UPCOMING EVENTS

- Trivia Night- March 21 @ 6pm topic: Kid's Books, teams welcome
- Celebrating Farmers-- ISU Extension Program—Tues, April 2, 9am-noon
- Make & Take- April 4 @ 6pm
- Eclipse—activities 12:45-3pm
- Author Talk with Ann Hanigan Kotz -Wed. April 17, 10-11:30am
- Pie & Poetry Slam—Thurs, April 25, 6-7:30pm
- Please be talking to people about or participating in weekly clubs:
 - Mondays @ 4 – Elem. Craft club
 - Tuesdays @ 4—alternating weeks puzzle and lego club—next week puzzles!
 - Tuesdays @ 5—Calm and Color (teen/adult coloring)
 - Thursdays 4-6pm – game club—all ages
 - Saturdays @ 10am—storytime at the library

Volunteers wanted:

Planning for SRP underway—lots of adventures planned:

- July 31 Library Olympics—need to recruit volunteers
- Storywalk?—Bethany to present at City Council March 13

BETHANY'S CE REPORT:

CE courses completed: None this month

Upcoming:

County Librarian's meeting

Pop YS CON—Ames

Sioux Rapids Memorial Library
MARCH 2024 Claims Report

Bills Paid After February's Meeting

Century Link - February	\$85.40
GFC Leasing (Copier Contract 03/05/24 - 04/04/2024)	\$121.18
Alliant Energy	\$326.80
Petty Cash - Postage - January	\$9.74

Total	\$543.12
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Bills Needing Approved for Payment

Our Iowa Magazine (1 Year Subscription)	\$24.98
Creative Product Source. Inc (Programs Supplies)	\$258.74
Adam White Magic - (Program Supplies)	\$300.00
Baker & Taylor (Books)	\$14.96
The Spencer Reporter	\$99.00
Collaboraive Summer Library Program (Program Supplies)	\$156.87
Baker & Taylor (Books)	\$221.66
Alliant Energy - (Estimated)	\$350.00
GFC Leasing (Copier Contract 04/05 - 05/04)	\$121.08
Century Link - March (Estimated)	\$87.00
Menard - (lightbulbs building maintance)	\$70.92

not approved

*Please no estimate bills for approval.
We will approve the actual charges for Alliant Energy
& Century Link. Dorothy Mackley*

[Red Signature]

Total

\$1,705.21

[Signature] Denise Lurie

The board authorizes Bethany Peat, the library director, to register for POP YS Con in Ames. The library board further authorizes the payment of the following bills related :

- ✓ Training time paid (as marked on timecard - 10 hrs CE credit)
- ✓ Registration fee-- \$125/ Tuesday only--Checks must be received by March 25, 2024.
- ✓ Mileage paid after mileage form turned in (est \$140)
- ✓ Up to 2 meals per day can be reimbursed if receipts provided.

Approved for Tuesday

Dorely Macaasay

Sydney

James Pucci