

Eureka Public Library Board of Trustees Regular Meeting

Date: February 26, 2024

The Regular Meeting was called to order by President Don Whitman at 7:01 pm

Members present:

Don Whitman
Sandi Sylvester
Tim Martin
Robin Robinson
Marjorie Crowe
Lisa Reinmann
Jane Burke

Members absent:

Staff Present:

Cindy O'Neill

Approval of items on the Consent Agenda: It was moved by Trustee Martin and seconded by Trustee Crowe to approve the minutes from the regular meeting held January 26, 2024. The motion passed unanimously.

Financial Report and approval of: Trustee Reinmann reported we are 58% of the way through the fiscal year and have spent 45% of the budget.

Committee Reports:

Finance: Post Office repairs have come to \$37,679.41. Trustee Reinmann recommended transferring the amount of \$40,000 of used funds from the General Fund to the Special Reserve. The monthly disbursement for January 2024 was \$42,529.07.

Building: Trustee Robinson reported we have not found a handyman. She posted an ad on Facebook but didn't hear from anyone. She will post again.

Personnel: Trustee Burke reviewed the Staff Tuition Reimbursement Policy. The Personnel Committee has met two times this month to go over the Personnel Manual and make any updates.

Friends: Trustee Crowe shared The Friends Board is having some trouble finding a new President. Asked the board for any recommendations. There will be a meeting Tuesday February 27, at 4pm.

Library Services: Cindy handed out the March calendar. Cindy shared Gennifer's report that the Master Gardeners are back with their first program about Small Container Gardening. There will be a Rules of the Road class on the 15th. That is the only one scheduled so far this year. There will be a Home Energy Savings program on the 26th and is expected to be a high attendance program. The library has lots of Eclipse Glasses. NASA has asked the library to participate in a Sound and Space experiment to see if the Eclipse has an effect on animals. Angela reported she made a DIY Valentine table, all the schools have visited the library, 80 children attended Bring Your Child To the Library Day. Angela shared she received a \$2000 Art Grant. At Davenport and Middle School there are "English is their second language" students and Angela has been working to supply books and materials to help.

Librarian's Report: Cindy reported we received \$10,000 from the American Library Association Grant to be used for accessibility. We are waiting for word from them before we publicly announce this. Cindy has asked Connie, Angela, Joan, and the Building Committee to help decide how this grant money will be used. Cindy will attend four webinars in March. RSA (Resource Sharing Alliance) is becoming independent from RAILS (which is the delivery part). They are forming a new organization, new bylaws, board, and are reviewing fees and budgets. As soon as they are ready, we will need to sign a new agreement with them. Mike thinks we need to purchase new computers before January 2025. We will need four public computers, two circulation desk computers, and five to maybe 7 laptops. Rachael just got a new laptop because hers had completely quit working. The desk computers will be around \$600 each and laptops around \$1000 each. Trustee Robinson suggested Cindy look into Microsoft discount offers for non-profits. Cindy requested the library close at 5pm on April 18th for Staff Training running from 5pm-8pm.


Old Business: After review, Trustee Burke made a motion to approve the Staff Tuition Reimbursement policy. Trustee Reinmann seconded. The motion passed unanimously. It was noted we have \$3000 in the budget for reimbursement. Cindy will move staff evaluations up so she will have a good idea of any upcoming reimbursements.

New Business: After review, Trustee Reinmann made a motion to approve the fund transfer of \$40,000 from General Funds to Special Reserves. Trustee Martin seconded. The motion passed unanimously. After review, Trustee Crowe made a motion to approve closing the library at 5pm on April 18th for staff training. Trustee Burke seconded. The motion passed unanimously. The board reviewed the Hotspot Lending and User Agreement. After review, it was noted our Hotspot provider is T-Mobile and we need to add a replacement cost for a Hotspot manual is \$5.00. Trustee Crowe made a motion to approve the Hotspot Lending and User Agreement as modified. Trustee Burke seconded. The motion passed unanimously. The board reviewed the Internet Access and User Agreement. The board reviewed Public Comment at Board Meetings. While reviewing Chapter 3 of Serving Our Public it was discussed that 63%

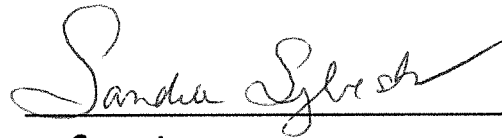
of the library budget is for salaries and health insurance; with IMRF it is 70% which is right on target. Cindy is working on job descriptions for use at staff evaluations. It was noted that Ann Reeves had recently checked with other libraries to compare salaries of their staff.

Announcements:

Adjournment: Being no other business, Trustee Sylvester moved to adjourn the meeting at 7:49 p.m. The motion was seconded by Trustee Robinson and approved unanimously.



President



Secretary

The above is the unofficial summary of business transacted by the Eureka Public Library Board of Trustees. This summary will be reviewed and approved at the next regularly scheduled meeting of the Board of Trustees.