

Library minutes August 12, 2021

1. Jeanne Witt, Mari Hintz, Donna Lederer, Troy Kuhn, Jeanine Supanich, Polly Goodell, and Jamie Hein were in attendance, Mike Hankins was excused
2. Mari motioned and Jeanne second to approve the agenda. Motion passed
3. There were no citizens present
4. Friends of the Library were not at the meeting, and there was nothing to report.
5. Jeanne motioned, and Troy second approving the minutes of the July 8, 2021 meeting. Motion passed
6. Information on the CD's goes through Peggy at City Hall, she is the one to make the changes with the CD's The phone bill was budgeted less than last round, that is why the percentage for the year is high. We are doing less subscriptions than in past years, so the % spent is lower. Other operating expenses include the wifi. Polly motioned to approve the July Financial and Special Accounts Reports and Mari second. Roll was taken and the motion passed.
7. Mari made a motion to approve the bills for August for \$24,649.09. Polly second the motion, Roll was taken and the motion passed.
8. The discussion on the carpeting is currently to get an estimate for the replacement from Torborgs. The carpets are in the capital expenditure for next year. It was discussed that more quotes be gotten before a decision was made. It was recommended to contact D. Mitchell Interiors and Floors Unlimited for quotes.
9. Facility Use Guidelines had several changes discussed. #1 The first sentence is to be deleted. #2 Indication that future requests for use could be cancelled or declined. #4 Add "or appointed person" should the Director be unavailable. #7 Add "May include but not limited to: products containing nicotine, intoxicating Beverages, or controlled substances. #8 Put a period after observed. Add "This may include, but not limited to:" #9 Remove wording "without prior approval of the Library Director" #10 Unless prior approval, all animals are prohibited on library grounds, This excludes service animals. #14 Certificate of insurance may be required #15 All motor vehicles must be parked in the designated parking areas. Troy motioned to make the changes and bring them back to the next meeting. Mari second, motion passed
10. Mari motioned and Jeanne second to approve the change in circulation policy Motion passed
11. Jamie said the next month he will have a workbook of objectives Jeanine motioned and Donna second, motion passed.
12. \$20,000 in capital will be put toward the cost of carpet replacement. We will use the fund balance for the rest of the cost. Compared to last time in 2007 where the total cost was \$40,000. \$25,000 for the carpet and \$13,000 for the moving of all the furniture. No action need be taken at this time, we are waiting on quotes. Troy motioned and Mari second to approve the budget as presented. Motion passed
13. Jeanine motioned and Donna second to move to closed session. We will do the report and give our evaluations to Mike who will combine them. Members are asked to get the notes to Mike prior to the next meeting.
14. Troy motioned and Mari second to go back into open session
15. Next meeting is set for Sept. 9, 2021 Jeanine will not be in attendance, and Polly agreed to take the notes.
16. Troy motioned and Donna second to adjourn.