

Meeting Minutes – Cameron Library Board – June 5, 2023

Present: Char Tubbs, Maggie Hester, Ben Hester, Judy Erickson, Wanda Johansen, Carol Moen, Kathy Krug and Dawn Ayers.

Minutes from the April 24 meeting were reviewed. Motion made by Char to accept the minutes, second by Maggie.

Finance Report

The checking account balance is \$6,610.76; Starting balance, \$6,110.76; deposited \$500 for the Summer Reading Program donated by the Friends of the Library. Copies and faxes for April 24 through June 5 totaled \$34.30 (\$7 fax, \$27.30 copies).

We are still cleaning up the situation of items purchased in 2022 but expensed to 2023. Dawn contacted the Library System Administrator, John Thompson, for guidance in proceeding to a resolve. John Thompson responded that the money we thought we spent in 2022 but didn't should become funds carried forward into 2023, so we can spend them in 2023. Since annual Carry-over is specified for technology use, John said that the Library Board has the authority to allocate/reallocate as needed; the Library Board should move funds from the Carry-over account to the respective material accounts. Dawn will include this on the next library meeting agenda. Dawn is not making many purchases until this is resolved.

Dawn also checked with John for clarification about ACT150 policy. Our policy is correct regarding the ACT150 monies. The amount received from the ACT150 in 2022 was more than what was projected at the time of the budgeting process. When Dawn inquired last year if the library would be receiving the extra \$2,829 of the ACT150 money in addition to our budget, the Village Clerk indicated that was not the case. John replied: *The extra county funding would be additional revenue for the library. The Village Board appropriates (taxes) a certain amount of funding and provides that amount to the library. So, if the county funding is cut at the last minute then the Village is okay increasing the levy to cover the unexpected decrease in county funding. **The \$2,829 should be reflected in the audit as extra revenue to the library and then appear in the carryover account. Legally the library should have been able to spend those funds.***

Dawn sent this ACT150 information to Roger at the Village Hall, and he responded that he asked the auditor, and she agreed. He will have the Village Board approve a transfer of \$2,829 from the Village General Fund Unassigned Funds into the Library Carry-over account.

John Thompson has requested the audit pages for the library accounts. Dawn informed Roger at Village Hall of the request via email.

Expenditures

The Chronotype, \$87.15 for the annual subscription; Baker & Taylor, \$35.15 for books; US Postal Service, \$94 post office box; \$450 out of checking for Curt Strutz, for the June 26 program.

Activities:

3,152 items circulated in April and May, 1,290 items were borrowed from other libraries, 1,072 items lent to other libraries, 8 new patrons registered, 268 items added to the collection, 773 wireless users, 555 electronic check-outs and 658 website visits.

The Friends of the Library hosted a book, plant and puzzle sale during Camerama. They profited more than twice as much as last year, so a successful sale. The Friends also had a great response to collecting reading incentive prizes for the Summer Reading Program. They have brought us some amazing prizes from unexpected sources. Summer Reading Program will begin on the 19th. The theme is "All Together Now." Information and reading logs were distributed to all elementary and middle school students in the district; children from other districts and homeschooled have also been coming in to the library for more info and reading logs.

On June 26th at 11:00 we will present a dinosaur program. The 40-45 minute presentation includes four dinosaurs; a baby Triceratops, a life-size Raptor, a Pteranodon & a T-Rex; a great storyline, plenty of facts and audience participation! The presenter gets fantastic reviews.

We've had about 30 Explore MORE library passport program participants.

We continue standard library activities such as Storytime, Stay and Play, passive programming, materials repairs, weeding, cataloging, and processing materials donations. We do receive many donations that we sort for book sale, library, redirecting or trash.

Facility Report

Public Works took care of the list of items that needed attention as indicated in the April 24th meeting minutes. Currently, there are three emergency lights out in the building. Jaden has been informed. Weeds in the rocks around the building were sprayed.

No new information on defibrillators. Discussion regarding defibrillators.

Old Business

At the last meeting, action was taken on the motion to include the Reconsideration Procedures Form and clarified the ACT150 portion of the policy that we were discussing. Dawn pointed out that rest of the review of the Organization and Administration portion of the policy wasn't completed. Dawn will include this on the next agenda. Dawn will also provide printed copies of the portions of the policy as we go along, to prevent confusion.

New Business:

The Personnel Policy was discussed. The following addition, noted in italics, was made, to be voted upon at the next meeting. Note that a 30 hour per week staff position was added after the original policy was composed: The Cameron Public Library board of Trustees establishes specific salaries, and reviews employee performance yearly.

- 1) The Library will be closed for the following holidays: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve and Christmas Day. The Director will receive 8 hours of holiday pay, *the 30 hour per week position will receive 8 hours of holiday pay and all* other part-time staff will receive 4 hours of holiday pay, if they work at any time in the holiday week. The Library Board reserves the right to authorize Saturday closings on week-ends in which a holiday occurs.
- 2) Decisions for closing the library due to weather or other emergencies will be made at the Director's discretion and in concurrence with one other Library Board member. The public will be notified of closures through posted notices, radio announcements and, if possible, the library's phone messaging system. In severe weather conditions staff members who cannot travel to work will not be paid if the library is open. If the library is closed, staff members will be paid for their scheduled hours.
 - a) When the Cameron School District is closed due to inclement weather or other emergencies, the library will be closed.
 - b) During periods when the school is not normally in session i.e. holiday vacations, etc..., if conditions are severe, decisions for closing the library will be made at the Director's discretion and in concurrence with one other Library member. During these severe conditions, staff members will be paid their scheduled hours, not to exceed two days of regularly scheduled hours annually.
- 3) The Director, after a six-month probationary period, is entitled to the following:
 - Sick Leave – 6 eight-hour days within a calendar year (48 hours).
 - Funeral Leave – 6 days annually (48 hours).
 - Vacation – 10 eight hour days annually (80 hours).
- 4) Other full-time employees will be paid according to the Village PTO schedule.
- 5) Leaves of absence are to be negotiated with the Library Board on an individual basis.

The library's Programming Policy is too general. The following Programming Policy was presented. Everything appearing in italics was added to create a more specific policy. Motion made by Char to approve the programming policy with a second by Ben.

Programming

1) A “program” is a planned interaction between the library staff and the program participants for the purpose of promoting library materials, facilities or services, as well as offering the community an informational, entertaining or cultural experience. *The library’s philosophy of open access to information and ideas extends to library programming. The Library does not knowingly discriminate through its programming. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants.*

2) Programming includes such activities as story hours, summer reading program, speakers, literary discussion groups, etc.

3) *The library draws upon other community resources in developing programs and actively partners with other community agencies, organizations, educational and cultural institutions, businesses or individuals to develop and present co-sponsored public programs.*

4) *All library programs are open to the public.*

5) *In general, library programs are free, however, a fee may be charged for library programs to recover the cost of a presenter, materials or supplies, when it would otherwise not be feasible to offer the program.*

6) *Programs may be held on site at the library or off site.*

7) *The library may utilize photos and videos from public programs and events at the library and at off-site library sponsored events on its website, social media and in library publications.*

8) *Programs are not used for commercial, religious, or partisan purposes or the solicitation of business or product sales. Presenters may provide their contact information so that attendees can voluntarily contact them after the program has concluded.*

a) This information will be included as standard disclaimers for promotional purposes.

9) *The library supports the rights of authors and other creators of literary, musical and artistic works to sell their works in conjunction with program presentation. Sales of any other products pertinent to a library program must be approved in advance of the program by the Library Director and Board of Trustees.*

Motion made by Char to adjourn, second by Judy.

Next meeting, Monday, June 26th, 5:30p.m. at the Library.

Respectfully submitted by Dawn Ayers.