

Meeting Minutes – Cameron Library Board – July 10, 2023

Present: Char Tubbs, Maggie Hester, Carol Moen, Kathy Krug and Dawn Ayers.

Absent: *Ben Hester (attending another Village meeting), Judy Erickson, Wanda Johansen

Minutes from the June 5 meeting were reviewed. Motion made by Char to accept the minutes, second by Carol.

Finance Report

The checking account balance is \$6,610.76

Copies and faxes for June 6 through July 9 totaled \$25.65 (\$11 fax, \$14.65 copies).

ACT150/ACT420 requests have been submitted. In addition to the home county request, John Thompson recommended submitting requests to adjacent counties whose residents use the Cameron Library. Those counties are: Chippewa, Dunn, Polk, Rusk and St Croix. Formulary spreadsheets indicating amounts requested from each county were distributed.

Carol made a motion with a second by Kathy to reallocate funds out of the Carry-Over account:

\$1,931.37 Into: 400-000 Books

\$759.23 Into: 402-000 Videos

\$1,045.48 Into: 390-000 Supplies

Expenditures

Dept of Admin, \$600 for the T-1 Line; Baker & Taylor, \$73.29 for books; IFLS Library System, \$270.97 annual group supply order; \$400 out of checking for Nancy Keeler (Polka Dot Zebras), July 20 program.

The Board discussed purchasing a movie site license as the MORE Consortia is currently in the process of purchasing group licenses. Payment of \$380 would be due in early September and would be in effect from October 1, 2023 to September 30, 2024. The site license cost can be prorated accordingly. We will wait until working equipment is in place before committing funds to provide public movie viewings.

Activities:

2,064 items circulated in June, 767 items were borrowed from other libraries, 527 items lent to other libraries, 15 new patrons registered, 34 items added to the collection, 383 wireless users, 304 electronic check-outs and 466 website visits.

64 children are participating in the Summer Reading Program. The Polka Dot Zebras band will entertain at the library on July 20th at 5pm.

66 people have participated in the Explore MORE program 194 attended the June 26 Dinosaur Program. The same presenter is offering a Dragon Training program next year, with Dragon puppets and animatronics.

The Friends of the Library are planning an October author event.

The perpetual book sale remains busy. The library has been extremely busy. We've had more foot-traffic as a result of the road construction taking place on Main Street, Rice Lake, near that library.

We continue standard library activities.

Trustee Training Week is coming up in August. This is a great opportunity to learn more about serving on a Library Board. A hard copy of the information was distributed to board members; Dawn will also email the links to anyone interested.

Facility Report

Emergency lights were replaced. Wanda pointed out that there is still an ant issue by the door to the hall in the Center. Dawn did contact Jaden about this in the Spring, but contacted him again today (July 10).

Ben is working on defibrillator information. This item will remain on the Agenda until resolved.

Old Business

The Organization and Administration Policy was reviewed. No changes or action needed at this time.

Motion made by Char with a second by Maggie to approve the following Personnel Policy as discussed at the June 5 meeting of the Library Board:

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, to be reviewed annually.
- 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 as a guide.
- 5) Leaves of absence are to be negotiated with the Library Board on an individual basis.

New Business:

Motion made by Carol to approve 2023 additional holiday closures with a second by Kathy.

These days are closed without pay:

Saturday, April 8 Easter weekend. The standard holiday is on Good Friday.

Saturday, May 27 Memorial Day weekend. The standard holiday is on Memorial Monday.

Saturday, September 2, Labor Day weekend. The standard holiday is on Labor Monday.

Friday, November 24th & Saturday, November 25. The standard holiday is on Thanksgiving Thursday.

Saturday, December 23. Standard Christmas Eve & Christmas Day fall on Sunday and Monday. Because Christmas Eve is on Sunday, that paid holiday will be taken on Friday, the 22nd, but no approval is needed for that closure.

Next Agenda: Defibrillators, Epidemic and Library Health Policy review.

Motion made by Char to adjourn, second by Maggie.

Next meeting, Monday, July 31, 5:30p.m. at the Library.

Respectfully submitted by Dawn Ayers.