

## Meeting Minutes – Cameron Library Board – February 26, 2024

Present: Char Tubbs, Judy Erickson, Ben Hester, Maggie Hester, and Dawn Ayers.

Absent: Kathy Krug, Wanda Johansen

Minutes from the January 29 meeting were reviewed. Char moved to accept the minutes with a second by Ben.

### **Finance Report**

Checking account balance \$5,785.76. Copies for January 28 through February 26 totaled \$33.65. ACT 150/420 amounts from adjacent counties have started coming in. So far, we have \$219 from Polk County and \$2,562.55 from Chippewa County.

Roger informed Dawn he has not gotten the audit entries yet, so books, videos and supply accounts are not accurate.

### **Expenditures**

February expenditures: Credit Card \$23.80 for Amazon books, movies & supplies; Baker & Taylor, \$36.95 for new books. Char moved to accept expenditures with a second by Maggie.

### **Activities:**

1,764 items circulated in January, 782 items were borrowed from other libraries, 717 items lent to other libraries, 192 new items added to the collection, 548 wireless users, 319 electronic check-outs and 349 website visits.

Dawn continues cataloging and processing new materials & planning 2024 programming

The Annual Report has been submitted and completed.

The February staff meeting planned to discuss our goal setting/annual review will, hopefully, be taking place this week.

Dawn is currently completing CE reports to be validated by IFLS, followed by State submission for Director certification renewal, which is due by March 3st.

Friends of the Library met on the 19<sup>th</sup>. They discussed several items. David Graf has contacted the school district to see if they could help sponsor any programs on behalf of the library for Adulting 101, which would focus on life skills, such as cooking, etc. Their next meeting will be March 19<sup>th</sup>.

The Annual Report was completed and submitted by the deadline.

### **Facility Report**

The sconce in the library that was reported as malfunctioning at the last meeting was fixed.

Jaden stopped to talk with Dawn about the Friends of the Library project to sponsor a community bulletin board above the water fountain in the hallway between the restrooms. The intention is to offer one place to find community events and information. The Friends would take care of everything, except installation; Public Works would take care of installation.

On February 20<sup>th</sup>, Public Works was called in to the library because the library lights would not turn on. No repairs were made, but the lights did start working an hour after the malfunction.

A new cleaning service stopped in to discuss expectations for cleaning of the Community Center and library building. The Village is currently shopping for a new service.

### **Old Business**

Defibrillators- Ben brought the new AED in. Training on the unit will need to be scheduled with someone.

Sound System- Norm Yamada picked up the sound system and has it in his shop. His initial finding during the evaluation at the Center led him to believe that the problem is indeed the unit. If he finds that is actually the case, he believes purchasing a new unit would be less expensive than trying to repair the old one.

### **New Business**

Dawn presented annual library closure dates for approval. Ben moved to approve closure dates as presented with a second by Judy. The dates are as follows: January 1 (New Year's Day), March 29 & 30 (Good

Friday/Easter weekend), May 25 & 27 (Memorial Day / weekend); July 4 (Independence Day); August 31 & September 2 (Labor Day / weekend); November 28,29,30 (Thanksgiving /weekend); December 24 &25 (Christmas Eve, Christmas Day).

The Annual Report was presented. A narrative describing each section of the annual report was provided to Trustees. That narrative is recorded and filed with the meeting minutes and is available upon request.

Items for next agenda will include an update of staff goals/annual review.

Char moved to adjourn with a second by Maggie.

Next meeting, Monday, March 25, 5:30p.m. at the Library.

Respectfully submitted by Dawn Ayers.