

Meeting Minutes – Cameron Library Board – April 1, 2024

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

Absent: Maggie Hester

Minutes from the February 26 meeting were reviewed. Char moved to accept the minutes with a second by Wanda.

Finance Report

Checking account balance: \$5,785.76.

Copies & faxes for February 27 through April 1 totaled \$25.35.

Roger has not received the end of year audit entries yet, so the budget comparison is not accurate.

Expenditures

March expenditures: Credit Card \$162.02 for Amazon supplies; Baker & Taylor, \$35.16 for new books; Barron News-shield, \$46; Chetek Alert, \$43; \$118.80, Chronotype. Char moved to accept expenditures with a second by Ben. An invoice from Norm Yamada to the Village for the sound system was given to Ben to submit to the Village for payment.

Activities:

1,497 items circulated in February, 685 items were borrowed from other libraries, 731 items lent to other libraries, 6 new patrons, 22 new items added to the collection, 471 wireless users, 0 electronic check-outs and 302 website visits.

Dawn is working on the passive programming stations and has cleaned and organized the perpetual booksale located in the library entrance; on fair-weather days, the sale is moved outside.

Dawn's library director certification renewal was submitted to the State and approved. To be eligible, library directors must complete a minimum of 100 continuing education credits in a five-year period. Each class requires submission of an activity report to the library system validator. The validator approves the classes and validations are returned to the director to accompany an application submission to the State.

Friends of the Library met in March. They will again be contacting businesses for Summer Reading Program prizes. Materials for their community bulletin board project arrived. Public Works has installed it in the hallway between the restrooms.

National Library Week will take place April 8 -13. The FOL have contributed snacks and provided books for book drawings. Dawn submitted this info to the local newspapers.

The Community Referral Agency will provide a display promoting National Child Abuse Prevention and Sexual Assault Prevention for the month of April. Dawn will add applicable materials to the display.

Facility Report

The ladies room faucets were replaced due to a leaking faucet.

A new cleaning service was not hired, but we do have a different cleaning person. She is doing an excellent job. During her first visit, she spent about seven hours cleaning the building because she said it seemed like the previous cleaning person didn't really do a thorough job; the person prior was in and out in an hour. She also told Dawn to please let her know if she was missing anything, since she has never cleaned the library/center facility before; she regularly cleans Mosaic.

Old Business

Norm Yamada spent many hours trouble-shooting the sound system. He found that the unit was indeed faulty; to repair it would cost around \$400, and he did not think it was worth that. He charged \$200 for his labor, which did include going up into the ceiling. True to his word, he did not exceed \$200, even though he spent an entire Saturday here, plus time in his shop, a little more checking in the Center on another day, and he will be returning because he wired two speakers & will wire two more. He had someone trade-in a unit similar to our

faulty unit, so he donated the trade-in to us. It did need a speaker switch, which cost an additional \$30, and he included one year of service. He really gave us a HUGE bargain.

New Business

Dawn reported on the staff meeting setting the precedence for future performance evaluation.

Staff started by assessing one individual strength and weakness per person, to evaluate what library responsibilities are best for which staff member, consequently providing better service and job satisfaction for staff retention. Individuals were evaluated by the other two staff members.

The next part of the evaluation included defining measurable, attainable goals, aligned with the overall objective of the library.

Next in the evaluation process, regular check-ins for progress review were set in place. Staff will begin by meeting every two months to discuss and adjust goals as needed; frequency of these meetings may also be adjusted accordingly. When appropriate, celebrating achievements will be included during the meetings.

Evaluation information collected during the staff meetings will be submitted to the Library Board to report progress and allow the Board to more accurately offer their own staff evaluations and input.

Char moved to adjourn with a second by Judy.

Next meeting, Monday, April 29, 5:30p.m. at the Library.

Respectfully submitted by Dawn Ayers.