

## Meeting Minutes – Cameron Library Board – November 25, 2024

Present: Judy Erickson, Kathy Krug, Wanda Johansen, Jeremy Tepaske and Dawn Ayers.

Absent: Char Tubbs, Denise Paddock

Minutes from the October 28 meeting were reviewed. Jeremy moved to accept the minutes with a second by Kathy.

### **Finance Report**

No change to the checking account balance: \$5,785.76.

Copies & faxes for October 29 through November 25 totaled \$22.50.

### **Expenditures**

November expenditures: Baker & Taylor, \$35.15 for books; Village Credit Card, \$2,777.96 for Books, Movies and Supplies.

Judy moved to accept the expenditures with a second by Jeremy.

### **Activities:**

Dawn requested early closure for the library staff Christmas party outing. Kathy moved to close the library for the staff party at 4:00pm on Tuesday, December 3 with a second by Wanda. Request approved.

1,785 items circulated in October, 959 items were borrowed from other libraries, 790 items lent to other libraries, 3 new patrons registered, 36 items added to the collection, 492 wireless users, 353 electronic check-outs and 324 website visits.

The Pioneer Museum event had 12 attendees. The people that attended had plenty of questions, and those that had been hesitant to come were surprised at the magnitude of the project and very glad they decided to attend. The public is generally unaware of the new welcome center project, their great offerings, and of what an asset the museum is to this community. Dawn spoke to presenters, recommending a larger, more publicized, daytime future event. This is definitely a worthwhile program.

29 attended the Annual 4K Thanksgiving Celebration. The program included stories, songs, a craft, playtime, and a library tour.

We have received many year-end purchases; those continue to be immediately cataloged and processed for checkout.

Year-end record clean-up has been completed. This includes inactive patron records, withdrawn items (Dawn does this throughout the year), lost items, lost and paid items, and missing items. MORE/IFLS staff take care of annual record clean-up after collecting specifics from MORE directors.

Friends of the Library called an impromptu meeting today. Dawn was unable to attend on short notice.

Full time employees had a meeting with Ardith Story, the new Village Clerk who has replaced Roger Olson. She has been hard at work securing better health insurance options for full time employees. This year the Board approved a health insurance plan that has a little higher deductible but a lower out-of-pocket maximum plus a **zero percent coinsurance**, once the deductible has been met. The Board also approved a reduction in the health insurance premium cost that the employees pay. The employees were paying 15% of the total premium and it has been reduced to 12% of the total premiums. Ardith has also secured dental and vision coverage for employees. She continues to research better health insurance for future options. Another project Ardith is working on is an automated system for time sheets and payroll.

### **Facility Report**

Kathy provided a brief update of the Security System.

Facility HVAC update: The boiler was heating, but the pump was not circulating. This is why the heat was malfunctioning. When the service technician came, it was about 60 in the building. We did have some 76 degree days in the library following the repair, but the system seems to be stabilizing now. It does stay about 2 degrees cooler on the Community Center side.

The leaking toilet in the women's restroom was repaired. The leaking soap dispenser, also in the women's restroom, was replaced with a hands-free model.

The annual Christmas wreath that hangs above the fireplace was much larger than expected relative to past years; public works moved the nail, repaired the wall and hung the wreath higher to accommodate the size. There was an electrical issue last week on the library side only of the facility. None of the lights would turn on, though there was power to everything else. Jaden tried to correct the issue; he ended up needing an electrician. The issue seemed repaired, but then the lights would not shut off, so they remained on during the overnights for two days, until the issue could be resolved.

### **Old Business**

The Barron County Executive Board Committee has approved the ACT 150 library funding without reimbursement reduction previously suggested.

Guidelines for Animals in the Library were discussed. Wanda moved to accept the policy Guidelines for Animals in the Library with a second by Jeremy. Motion carried.

Guidelines for Exhibits and Displays were discussed. Wanda moved to accept the policy Guidelines for Exhibits and Displays with a second by Judy. Motion carried.

These policy statements are on separate pages included in the Library Board record of meeting minutes.

### **New Business**

Copies of the Staff Evaluation Update were submitted to Library Board members.

2025 Holiday Closures dates must be submitted to IFLS before the next meeting of the Library Board. Dates may be set now so Dawn can submit them to IFLS, but the Library Board will need to give the official approval at January's meeting. Staff work days are not included as regular tasks continue; it will not affect item returns, courier or paging items to be sent out.

Holiday Closures are as follows:

January 1, New Year's Day

April 18 & 19: Good Friday; Easter Weekend

May 24 & 26: Memorial Day Weekend; Memorial Day

July 4 & 5: Independence Day; Independence Day Weekend

August 30 & September 1: Labor Day; Labor Day Weekend

November 27, 28, 29: Thanksgiving; Thanksgiving Weekend

December 24 & 25: Christmas Eve; Christmas Day

Next agenda will include discussion and action on 2025 Holiday Closures.

Wanda moved to adjourn with a second by Jeremy.

Next meeting, Monday, January 27, 5:30p.m. at the Library/Community Center.

Respectfully submitted by Dawn Ayers.