

# SHEFFIELD PUBLIC LIBRARY BOARD MEETING

## MINUTES

123 3<sup>rd</sup> Street  
Sheffield, IA 50475

**Meeting Date:** Wednesday, December 13, 2023

**Call to Order Time:** 5:30 PM

### Members Present:

Garrett Breinzer \_\_x\_\_ Trevor Nelson \_\_x\_\_ Alice Greiman \_\_x\_\_ Onni Prestidge \_\_x\_\_ Bonnie Theis  
\_\_ZOOM\_\_, Gail Sheriff \_\_x\_\_ Jessica Foreshoe \_\_x\_\_ Vacant \_\_\_\_\_

**Also Present:** Becky Moellers, Library Liaison

### Approval of Agenda

Alice motioned to approve the Agenda. Garrett seconded. Unanimous approval. Motion passed.

**Public Comment:** Wayne Foreman was present to follow up on the flag not being on the pole. He would like to see the flag back up soon. He also had a question concerning a purchase made by the library. A case of Charmin toilet paper. He would like the library to be more conscious of spending. He thought there must be a cheaper toilet paper.

### Approve Consent Agenda

Approval of Minutes from 11/8/2023

Approval of Minutes from 10/30/2023

Approval of Financial Report

Approval of Bills

Garrett motioned to approve the Consent Agenda. Alice seconded. Unanimous approval. Motion passed.

### Librarians Report

Jessica presented the Monthly Report. She went to the County Supervisor's Meeting on November 13th and presented with the other Franklin County Directors. The Library Directors of Franklin County are going to start holding regular meetings again. Their first meeting since Covid-19 was December 8<sup>th</sup> in Ackley. Typically, one Board Member attends along with each Director. Lego League would like to present their work to the library board members some time.

### Old Business

#### 1. Update on Board Recruitment

We have a couple people we will approach.

#### 2. Update on Leaking Windows

Still waiting on someone to look at them. We are still waiting for quotes.

#### 3. Update on Electrical Box Cover

Tyler Letellier Construction, LLC agreed to do the lock box for \$150.00. Date of install is TBD.

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### 4. Approval FY24-25 Budget

The Budget Request for FY24-25 was reviewed. It is a total of \$96,650. This will be sent to City Council for the January Budget Request Meetings. Garrett motioned to approve the presented Budget Request for FY24-25 with expected wage increases based on City Council's approval for City Employees. Gail seconded. Unanimous approval. Motion passed.

### 5. Review Budget Amendment Request FY22-23 –

The Budget Amendment presented to City Council in November did not include the \$1,000 Grant from the Farrer Foundation, because of the timing of when City Council voted and the funds were received. The total increase approved by the City Council was a total of \$10,655.59. The \$1,000 grant will be included in the Spring Amendment to the FY23-24 Budget.

### 6. Discuss Training Needs from Lisa England

Bonnie suggested some formal Board Training by Lisa England. Gail would like more information on preparing Meeting Minutes.

## New Business

### 1. Update on Barkema Grant

\$5,300 was received from this the Barkema Foundation grant, for 6 Hot Spots for over 2 years.

### 2. Report on County Funding

It was voted on by the Library Directors of Franklin County that the Sheffield Public Library would receive an increase from 18% to 23% of the overall County Library Funding for FY24-25. The County Supervisors and County Directors have seen the increase in services and benefits that our library provides to Sheffield and surrounding communities in the last years to warrant an increase. There will be some overall cuts by the County, but we will have to possibly amend our Budget for FY24-25 when that figure becomes available.

### 3. Review and Approve New Work from Home Policy from the City

The board reviewed the new policy change to the City Employee Handbook. Jessica had questions concerning her ability to continue using 5 hours each week for flex time. The Board agreed she can continue her flex time use as long as it is not working from home. Other Director required duties will be a part of the 25-hour minimum (County Meetings, consortium meetings etc).

### 4. Review Directors Annual Performance Review

The board had no comments or concerns with the review.

### 5. Discuss and Approve Use of Performance Improvement Plan for Director

Jessica stated that she has found working during open library hours for 25 hours, sometimes it is required to work overtime to comply with deadlines. No other issues concerning the performance improvement plan were discussed.

## Agenda items for next meeting

Update on Board Recruitment

Update on Leaking Windows

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Update on Electric Box Cover

Update on Flag

Discuss Training Needs from Lisa England

Approval of Maintenance Agreement for Snow removal and Lawn Care through 2026

Library Goals and Objectives

### **Adjourn**

Garrett motioned to Adjourn at 6:40 PM. Gail seconded. Unanimous approval. Motion passed.