

# SHEFFIELD PUBLIC LIBRARY BOARD MEETING

## MINUTES

**Meeting Date:** November 8, 2023

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

**Members Present:**

Garrett Breinzer  Trevor Nelson  Alice Greiman  Onni Prestidge  Bonnie Theis

Gail Sheriff  Jessica Foreshoe

**Also Present:** Ashley Francis, Scott Sanders, Becky Moellers, Lisa England

**Public Comment:**

A patron was present to ask about some issues. He mentioned the flag pole was busted and the flag was hanging and wanted to know if we plan to get that fixed. Jessica said she would contact Pat from public works to fix it. He also asked about a young girl that was working at the library by herself when a strange man entered the library. The man was asking her questions and making her nervous. The patron wanted to know where the Director was and why she was working alone. Jessica let him know that anyone under 16 would not be working alone anymore. The board agreed it was not good to have a young person working alone due to such issues. He also stated that the Director should be working at the library and not somewhere else. Bonnie informed him that we would be discussing the director working offsite later in the meeting since it is on the agenda.

**Approve Agenda**

Trevor made a motion to strike Approval of Minutes from 10/30/23 and to strike Discuss Board Training from the agenda and approve amended agenda. Garrett made a second motion. **Unanimous approval. Motion passed**

**Approve amended minutes from 9/27/2023**

Trevor made a motion to approve amended minutes from 9/27/23. Garrett made a second motion. Unanimous approval. Motion passed.

**Approve minutes from regular meeting 10/11/2023.**

Trevor made a motion to approve 10/11/23 minutes. Garrett made a second motion. Unanimous approval. Motion passed.

**Approve minutes from 10/30/2023. Stricken from agenda**

Minutes will be approved at the November meeting.

**Approve Financial Report**

Jessica found an error in some of the cells in the spreadsheet. She corrected this on this month's spreadsheet and showed the board how everything now aligns with what was initially approved.

Gail made a motion to approve the financial report. Garrett made a second motion. Unanimous approval. Motion passed.

**Approve Bills**

Garrett made a motion to approve the bills. Trevor made a second motion. Unanimous approval. Motion passed.

### **Approve Librarian Report**

Jessica got an extension on the State Annual Report until November 15, 2023.

Garrett made a motion to approve librarians report. Onni made a second motion. Unanimous approval. Motion passed.

### **Old Business**

#### **Discuss board recruitment**

We still do not have any potential candidates for the vacant board position.

#### **Update on the condition of leaking windows**

Jessica is working on contacting companies for estimates.

#### **Review and approve goals and objectives**

The board discussed the spreadsheet Jessica presented. Bonnie made a suggestion to add a column for priority. The board decided we need to table this discussion for another time and allow the board time to review all the goals. A suggestion was made to have Jay from the State Library of Iowa come and have a workshop with the board to work on long range goals and objectives.

#### **Update on electrical lock on outdoor outlet**

Another contractor is being contacted to see if we can get a quote to cover the outlet.

#### **Discuss and approve set general library work hours during open hours for director and the ability to work off-site**

The board discussed some options for Jessicas work schedule. It was determined that the board felt she needed to be present at the library more hours than she has been currently so that she is available to patrons if they need her.

Onni made a motion that Jessica work 25 hours a week at the library, during hours of operation, and allow her to work a total of 5 hours off site each week for a total of 30 hours a week, effective Friday, November 10, 2023. Garret made a second motion. Unanimous approval. Motion passed.

### **New Business**

#### **Approve budget amendment request for FY22-23**

The library has received \$655.69 to date in donations and \$11,000.00 in grants.

Gail made a motion to approve the budget amendment request to city council for \$11,655.69. Onnie made a second motion. Unanimous approval. Motion passed.

#### **Budget planning for FY24-25**

Past budget information was reviewed and ideas for future requests were handed out. This information will be reviewed and approved at the December board meeting.

#### **Discuss Parliamentary Rules**

Bonnie wanted to make sure the board was aware of the rules for a quorum. If we do not have four members present at the meeting or on the phone or Zoom, we cannot vote. All must be present for the entire meeting to vote. Voting by email is not acceptable. The president cannot make motions or vote unless it is to break a tie. This information is provided in the Sheffield By-Laws of the Sheffield Public Library and the Iowa Library Trustees Handbook.

**Discuss completing directors' review**

Jessicas anniversary is November 28, 2023. Therefore, her review is due. Bonnie will be sending the review form to each board member via email. She will ask that when complete to send it back to her to consolidate with all reviews. We will discuss at the December board meeting.

**Discuss training session**

Lisa England from League of Cities attended to observe our meeting. She is willing to hold a training session for us if we feel we want more training on how to be productive at meetings. We will discuss at the next board meeting.

**Agenda items for next meeting**

Public Comment

Approval of minutes from 10/30/2023 meeting

Update on board recruitment

Update on leaking windows

Review goals and objectives

Update on electric box cover

FY24-25 Budge approval

Discuss need for training session with Lisa England

Review Director's review

**Adjourn**

Onni made a motion to adjourn at 7:30. Garrett made a second motion. Unanimous approval. Motion passed.