

SHEFFIELD PUBLIC LIBRARY BOARD MEETING

Regular Session Minutes

123 S 3rd Street
Sheffield, IA 50475

Date: January 17, 2024

Call to order at 5:30PM

Roll Call:

Members present were Bonnie Theis, Trevor Nelson, Onni Prestidge, Becky Moellers, Garrett Brenizer, Gail Sheriff, Alice Griemann

Approval of Agenda

Gail motioned to approve the agenda. Alice seconded. Unanimous approval. Motion passed.

Public Comment: *The Library Board President and Library Board welcome comments from the public on any subject pertaining to Library business. You are asked to state your name and address for the record and to limit your remarks in order that others may be given the opportunity to speak. No action will be taken on items discussed. However, if warranted, the item may appear on a future agenda.*

Chris Villeneuve and Donnica Keeling were present.

Consent Agenda

- Approval of Minutes from 12/13/2023
- Approval of Minutes from 1/10/2024
- Approval of Financial Report
- Approval of Bills

Donnica reported that the bill amount for MidAmerican is for \$143.00 and not \$186.00 as stated on the document provided.

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

Librarians Report

The open house was in December. Children helped decorate the library. Gifts were provided to children under the tree. The library had a snowman Lego contest.

Old Business:

1. Update on Board Recruitment

We currently do not have any potential volunteers. The board agreed to advertise on Facebook. Trevor suggested that Donnica could post an advertising on the Library Facebook page. Donnica agreed.

2. Update on leaking windows

We received an estimate from Mason City Glass Service to reseal two upper windows for \$362.00. Bonnie will check other options and report at next meeting and the board can make a decision and vote.

3. Update on Flag Pole

The pole has been fixed by JC. Clamps need to be attached to hang the flag. Another issue that arose is the light over the flag that is out. A new light needs to be purchased and installed. Pat from the city

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will hang the flag after we get a new light. A flag was discovered in packaging in a file cabinet in the library multipurpose room. It was determined that it is an old flag and Donnica will give it to Cliff to properly dispose of it.

4. Update on Electric Outlet cover

The cover has been purchased. The electrician needs to install it.

5. Discuss training needs with Lisa England. January 25, 2024 on line training

Bonnie is planning to attend the on-line class and provide training to the board. Continuing Education Credit will apply to the board.

New Business:

1. Discuss and Approve maintenance agreement for snow removal and lawn care through 2026.

Open bids were advertised. We received one bid for \$30.00 per time for snow removal and mowing service.

Gail motioned to approve the bid. Onni seconded. Unanimous approval. Motion passed.

2. Review Library Goals and Objectives

Bonnie presented the spreadsheet of goals provided by the previous Director and a spreadsheet she created with those goals incorporated on a new spreadsheet which includes all the goals. The board decided to have the new director handle the goals and objectives from here.

3. Discuss and Approve current Director Job Description

Bonnie mentioned that the mission statement needs to be updated on the job description. The board reviewed the requirements of the job and decided the job requires employee to work a minimum of 32 hours a week to qualify for full time and benefits. This needs to be added to the document. Bonnie will make changes to the document and send it to the board to review prior to our next meeting. If anyone has suggestions, they are to contact Bonnie to update the document.

Garrett motioned to approve the Director Job Description with the needed changes. Trevor seconded. Unanimous approval. Motion passed.

4. Discuss and Approve salary and benefits for new Director

Starting salary for the new Director was discussed, including benefits to offer. Ashley presented some data on salaries from other libraries. Benefits will be available 30 days after start date according to the city handbook.

Trevor motioned to start the salary between \$16.00-\$17.00 an hour depending on experience. Garrett seconded. Unanimous approval. Motion passed.

5. Discuss and Approve responsibilities and expectations of Donnica as Interim Director

Donnica has worked in the library for 5 years. She has experience in assisting with bills, programming and scheduling. Duties the board expects Donnica to perform include handling bills, ordering supplies as needed, scheduling, attend board meetings; present monthly reports, update website and Facebook.

Onni motioned for Donnica to perform Director duties in the interim. Garrett seconded. Unanimous approval. Motion passed.

6. Discuss and Approve compensation for Donnica as Interim Director

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Donnica currently makes \$15.00 an hour, working 20 hours a week. After a permanent Director is hired, Donnica will return to her salary of \$15.00 an hour. Donnica wanted time to think about the position. Upon acceptance of the position, the board will determine her start date.

Trevor motioned to pay Donnica \$16.00 an hour as the Interim Director until we hire a permanent person for the position at which time her salary will go back down to \$15.00 an hour. Gail seconded. Unanimous approval. Motion passed.

7. Discuss and Approve advertising for a new Director

The board discussed rules for advertising a position. Ashley mentioned the ad has to run for 10 days and we have to advertise we are an Equal Opportunity Employer. Bonnie asked if Trevor would create the advertising.

Gail motioned to approve advertising for a new Director. Garrett seconded. Unanimous approval. Motion passed.

8. Discuss and Approve advertising to be placed on Facebook for additional board member.

Trevor motioned for Donnica to post an advertisement on the library Facebook page for a board member. Garrett seconded. Unanimous approval. Motion passed.

9. Discuss and Approve library meeting room and storage cleanup/organization

Bonnie mentioned that her and Gail had been doing some organizing and felt that further organizing would be beneficial before the new Director was hired.

Onni motioned to approve organizing. Garrett seconded. Unanimous approval. Motion passed.

10. Discuss and Approve Lego League using the library iPad for Lego League January 28, 2024.

Shawn, who is a parent of a Lego League child, will be attending the Lego League with the children.

The coding for the robot is on the library iPad. They need the coding to perform in the competition.

Trevor motioned to allow the Lego League to use the iPad and return to the library when done.

Garrett seconded. Unanimous approval. Motion passed.

Agenda Items for Next Meeting

Update on board recruitment

Review and Approve repairs to be completed on leaking windows

Update on flag and light

Update on electric box cover installation

Follow up on advertising for Director

Discuss and Approve City FY24-25 budget for library

Discuss and Approve hiring committee for Director

Discuss and Approve start date for Donnica as the Interim Director

Review and Approve updated Director job description

Garrett motioned for the meeting to adjourn at 7:30PM. Gail seconded. Unanimous approval. Motion passed.