

SHEFFIELD PUBLIC LIBRARY BOARD MEETING

Regular Session Agenda

123 S 3rd Street
Sheffield, IA 50475

Date: Wednesday February 14, 2024

Time: 5:30 PM

Roll Call

Approval of Agenda

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.*

Consent Agenda

- **Approval of Minutes from Special Meeting January 31, 2024**
- **Approval of Financial Report**
- **Approval of Bills**

Librarians Report

Old Business

1. Update on Board Recruitment.
2. Update on Electric Box Cover installation.
3. Review and approve quote from Mason City Glass Service to repair leaking windows.

New Business

1. Report on any applications received and schedule open session meeting to review applicants and determine who to interview.
2. Prepare for applicant's questions.
3. Presentation overview of webinar: Hiring a Library Director.
4. Discuss and approve what needs to be in the interview packet for candidates.
5. Discuss and approve use of rejection letters to candidates not selected.
6. Discuss and approve if it is necessary to hire a part time temporary employee to replace Chris.
7. Discuss and approve creation of purchasing policy and spending limits for Library Director.
8. Discuss and approve a policy to authorize use of petty cash and to include a report on monthly meetings with the librarians' report.
9. Discuss and approve removal of Blink cameras on the library and cancellation of any reoccurring charge for service.
10. Discuss and approve renewal for Bridges eLibrary.
11. Discuss and approve E-Rate application.
12. Discuss and approve adding program participation count to librarians' report.

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13. Presentation overview of Record Retention Manual webinar for the library.

Agenda Items for Next Meeting

Adjourn