

SHEFFIELD PUBLIC LIBRARY BOARD MEETING

Regular Session Minutes

123 S 3rd Street
Sheffield, IA 50475

Date: February 14, 2024

Time: 5:33PM

Roll Call

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

Others present were Donnica Keeling and Becky Moellers.

Approval of Agenda

Alice motioned to approve the Agenda. Garrett 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.*

None

Consent Agenda

1. Approval of Minutes from January 31, 2024
2. Approval of Financial Report
3. Approval of Bills

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

Librarians Report

Donnica provided the award letter from the Franklin County Supervisors for FY2025. Sheffield library will receive 23% - \$27,401.00.

Chris Villeneuve has turned in her resignation effective March 1, 2024.

Donnica will start adding counts for the number of participants in each program for each week. The board will use this data to determine if programs need to be adjusted or promoted more to draw more interest.

Old Business:

1. Update on board recruitment.
Possible candidates were discussed and will be approached.
2. Update on electric box cover installation.
Electric box cover installation has been completed.
3. Review and approve quote from Mason City Glass Service to repair leaking windows.
If the windows still present a problem with leaking, after being fixed, we can pursue a grant or work with the Foundation on helping with this expense. Trevor motioned to verify if current quote for \$362.00 from Mason City Glass Service is still valid and pursue requesting them to repair the window if the quote has not increased to over \$450.00.
Onni seconded. Unanimous approval. Motion passed.

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New Business:

1. Report on any applications received and schedule open session meeting to review applicants and determine who to interview.
Currently we have received two applications. The Board reviewed these applications. The Board decided to schedule a special meeting for Feb 21st, 2024 to review all applications received and decide who to interview.
2. Prepare for applicants' questions.
Tabled for special session on February 21, 2024.
3. Presentation overview of webinar: Hiring a Library Director.
Bonnie presented a review of Hiring a Library Director, a webinar she watched. All trustees in attendance earned 1 Continuing Education Credit.
When Bonnie spoke to Jay Peterson from Iowa State Library, he requested to do the orientation with our new Library Director.
4. Discuss and approve what needs to be in the interview packet for candidates.
Tabled for special session on Wednesday February 21, 2024.
5. Discuss and approve use of rejection letters to candidates not selected.
Tabled until special session on Wednesday February 21, 2024.
6. Discuss and approve if it is necessary to hire a part-time temporary employee to replace Chris. High school kids and board members can volunteer. We will monitor if this benefits the number of staff needed. Discussion included the fact that the New Director should decide if a new employee is needed.
Trevor motioned to utilize volunteers and wait until we have a new director. Garrett seconded. Unanimous approval. Motion passed.
7. Discuss and approve creation of purchasing policy and spending limits for Library Director.
Director expectations should be made clear that the director is a city employee and all revenues come from taxes. Gail and Bonnie will review all individual receipts for monthly Bills before we sign off. Gail motioned to approve expectations of director spending and to have receipts reviewed. Garrett seconded. Unanimous approval. Motion passed.
8. Discuss and approve a policy to authorize use of petty cash and to include a monthly report on monthly meeting with the librarians' report.
Petty Cash fund should be authorized by the Board. Bonnie and Gail will review petty cash report each month with the other library bills and the petty cash will be included on the bills report. Trevor motioned Petty Cash be reviewed monthly and included on the bills report. Garrett seconded. Unanimous approval. Motion passed.
9. Discuss and approve removal of Blink cameras on the library and cancellation of any reoccurring charge for service.
The Board decided to try and use the current cameras by doing a factory reset and saving to a thumb drive. Trevor will assist with this process.
Trevor made a motion to continue with Blink if we can reset them or get new cameras. Garrett seconded. Unanimous approval. Motion passed.

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10. Discuss and approve renewal for Bridges eLibrary.

There is currently an Annual Fee of \$571.20 due for this service. Donnica recommended going ahead with renewal due to the number of patrons utilizing the service.

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

11. Discuss and approve E-Rate application.

E-Rate internet discounts were discussed. It is necessary to fill out 3 forms, which are due at the end of February and March. Donnica also mentioned a grant program being offered by Franklin County through Frontier. Donnica and Bonnie will research options and fill out the forms needed.

Trevor motioned to have Bonnie and Donnica take care of the forms, and research. Onni seconded. Unanimous approval. Motion passed.

12. Discuss and approve adding program participation count to librarian's report.

Onni motioned to add the counts to the librarians' report. Trevor seconded. Unanimous approval. Motion passed.

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

Gail motioned to table this item for Wednesday, February 21, 2024. Garrett seconded. Unanimous approval. Motion passed.

Agenda Items for Next Meeting

Update on board recruitment.

Follow up on window repair.

Follow up on applications received.

Prepare for applicants' questions.

Discuss what needs to be in the interview packet.

Discuss rejection letters and acceptance.

Follow up on removal of Blink cameras on the library and cancellation of any reoccurring charge for service.

Follow up on E-Rate application.

Presentation overview of Record Retention Manual webinar for the library.

Use electronic copies for meetings to benefit less waste. Present meeting materials on the overhead.

Adjourn

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