

# SHEFFIELD PUBLIC LIBRARY BOARD MEETING

## Special Session Minutes

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

Date: Wednesday February 21, 2024

Time: 5:30 PM

### Roll Call

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

Others present Donnica Keeling, Becky Moellers

### Approval of Agenda

Gail 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

### Approval of Minutes from Regular Meeting February 14, 2024

Garrett motion to approve the minutes. Travis seconded. Unanimous approval. Motion passed.

### Old Business

#### 1. Follow up on window repair from Mason City Glass Service.

Bonnie stated that Mason City Glass Service will honor the original quote of \$362.00. We are waiting for them to schedule the service.

#### 2. Follow up on E-Rate forms.

Donnica reported that the Grant through Frontier would not apply until 2025/26. Meanwhile our Mediacom contract is expiring in February. Donnica will verify with Mediacom when they will shut the internet down and see if we can arrange to continue service on a monthly basis.

Donnica has filed form 470 for E-Rate. Donnica has contacted other internet providers for estimates.

#### 3. Discuss and approve applicants to interview/reject from applications received.

Donnica stated that she has withdrawn her application. We have just one applicant currently.

Discussion on running the advertisement for another 10 days. Discussion of rewriting the job description. Onni volunteered to create a flyer using Canva. The Board President will approve the rewrite for posting. Bonnie will send to Donnica to post the new job advertisement. We discussed scheduling an interview with the applicant we currently have when the new job advertisement is posted.

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Garrett motioned to have Onni create a new job advertisement using Canva. The board president will review the flyer and have it posted and also the board president will schedule an interview with the one applicant we have. Onni seconded. Unanimous approval. Motion passed.

#### **4. Discuss and approve first interview group. Set up interviews.**

Interview groups were discussed. The first group will be Onni and Garrett. The second group will be Gail and Trevor.

Garrett motioned to approve the hiring groups and handle together if only 1 applicant has applied. Onni seconded. Unanimous approval. Motion passed.

#### **5. Prepare for applicant's questions.**

Discussed and Board Members are prepared to interview applicants.

#### **6. Discuss and approve rejection letters to candidates not selected.**

Tabled for another meeting.

### **Agenda Items for Next Meeting**

Follow up on window repair from Mason City Glass Service

Follow up on on E-Rates

Discuss and approve interview results with Applicant A

Discuss and approve any additional applicants to interview/reject

Discuss and approve rejection letters to candidates not selected

Follow up on Blink cameras

### **Adjourn**

Trevor motioned to adjourn at 6:35 PM. Garrett seconded. Unanimous approval. Motion passed.