

SHEFFIELD PUBLIC LIBRARY BOARD MEETING

Regular Session Minutes

123 S 3rd Street
Sheffield, IA 50475

Date: March 13, 2024

Time: 5:34 PM

Roll Call

Members present were Bonnie Theis, Trevor Nelson, Onni Prestidge (by phone), Gail Sheriff, Garrett Benzinger.

Members absent were Alice Greimann.

Others attending were Ashley Francis and Donnica Keeling.

Approval of Agenda

Gail motioned to approve the Agenda. Trevor 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

- Approval of Minutes from March 6, 2024
- Approval of Financial Report
- Approval of Bills

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

Librarians Report

Donnica reported that Chris Villeneuve has rescinded her resignation.

Programming for kid's has improved and Donnica stated that efforts to improve kid's programming has found more kids in the library lately.

Old Business:

1. Discuss and approve extending posting for Library Director position.

The candidate that we made an offer to has declined our offer due to the salary. The Board discussed the current posting and decided to update the deadline date to "Position is open until vacancy is filled".

Onni motioned to approve extending the job posting with a change to the flyer stating the position will be open until vacancy is filled. Trevor seconded. Unanimous approval. Motion passed.

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2. Update on board recruitment and clarification on what is a quorum.
We still have one vacant seat to fill with no luck on finding a member. Our Board has to have a quorum of 4, as we are a 7-member Board. Discussion to consider becoming a 5-member Board and the process we will need to take if we want to proceed. This will be discussed in further detail later once we gather information needed to proceed.
3. Follow up on window repair from Mason City Glass Service.
It has not been completed as of yet. A service person was to look at the window and has not done that yet. Bonnie will follow up with the company.
4. Follow up on library staff.
Donnica stated that the current coverage is working well, no extra coverage is needed.
5. Follow up on E-Rate forms.
Frontier has sent their bid for the Phone however; we are still waiting to receive the bid for Internet service. Donnica is prepared to file form 471 when we get the bid, which we will then get a discount percent back through E-Rate. We are on a month-to-month plan with Mediacom right now. Donnica is going to contact Metronet for a bid as well.
6. Follow up on Blink cameras.
Trevor activated the cameras. Access and keys are secure. Thumb drive backup was discussed vs paying a fee.
7. Presentation overview of Record Retention Manual Webinar for the library.
Bonnie presented an overview of Record Retention. The Board members were provided with information regarding how to decide what to keep and where to store the information. The city can and should store certain information. The director will need to create a schedule for handling retention. All Board Members present received 1 continuing education credit.

Agenda Items for next meeting

Follow up on applicants for director position

Update on board recruitment and process to consider reducing board members to 5

Update on window repair from Mason City Glass Service

Follow up on E-Rate

Adjourn

Garrett motioned for the meeting to adjourn at 6:19 PM. Trevor seconded. Unanimous approval. Motion passed.