

SHEFFIELD PUBLIC LIBRARY BOARD MEETING

Regular Session Meeting Minutes **Draft**

123 S 3rd Street
Sheffield, IA 50475

Date: Wednesday, January 8, 2025

Time: 5:40 PM

Roll Call

Members Present: Bonnie Theis, Onni Prestidge, Trevor Nelson, Kelli Lage, Gail Sheriff

Members Absent: Alice Greimann

Others Attending: Morgan Symens, Marcie Atwood

Approval of Agenda

Trevor made a motion to accept the agenda. Gail 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.*

Consent Agenda

1. Approval of Minutes from Dec 11, 2024
2. Approval of Financial Report
3. Approval of Bills

Discussed Medicom and Metronet contract process. Will proceed with Medicom under NonContract and they will back pay the overcharge when Metronet is available to the Library expected to occur in July.

Discussed some questions on the bills with satisfactory answers.

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

Librarians Report

Morgan informed the Board that the new flooring will be installed on February 3rd. The Library will need to be closed from February 3rd until February 10th.

Planning for the Summer reading program is occurring. Morgan has some ideas for new things to add. The pool party cost of \$150.00 compared to the turn out it received, suggests that a change is needed. She has some different ideas for that change. The Budget will determine what can be done.

City budget meeting is next Tuesday the 14th at City Hall at 6:00 PM. All are welcome to attend.

Old Business

1. Review and Approve Goals and Objectives

Morgan presented a document update as she reviewed it initially. She will continue to review the document and present it next month.

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Kelli motioned to approve Goals and Objectives as discussed. Trevor seconded. Unanimous approval. Motion passed.

New Business

1. Review and approve service provider contracts

Discussed Medicom and Metronet contract process. Will proceed with Medicom under NonContract and they will back pay the overcharge when Metronet is available to the Library expected to occur in July.

Onni motioned to approve using Mediacom until July and change to Metronet . Gail seconded. Unanimous approval. Motion passed.

2. Director Review

Discussed review document by the Board Members and Morgan. She expressed positive comments for her job and her desire to continue as Library Director.

3. Review and Approve Director Pay Raise to take effect July 1st, 2025

Gail made a motion to approve the increase in pay for Morgan from \$17.00/HR to \$18.00/HR. Trevor seconded. Unanimous approval. Motion passed.

Trustee Teachable Moment:

Chapter 3: The Five Primary Responsibilities of Boards. Pg 13-14

Morgan presented a review for the Board Members present, earning each educational hours. A suggestion by the public of creating a book section of local authors books was discussed. Morgan will proceed as discussed.

Agenda Items for Next Meeting

1. Budget

Adjourn

Gail made a motion to adjourn at 6:15 PM. Kelli seconded. Unanimous approval. Motion passed.