

SHELLSBURG PUBLIC LIBRARY

Meeting Minutes

January 27, 2025 @ 6:00 PM

Attendees: Martha T., Gini , Ed S. Tina K, Kelsey R.

Absent: Lori T (city liaison), Angela D.

- Call to Order: Kelsey @ 6:06pm
- Agenda approval: Ed 1st, Tina 2nd- All approve
- Minutes approval: 1st-Ed, Martha 2nd, -all approve
 - Gini approved by board- Tina-1st, Ed-2nd-all approve
 - Feb 3rd city council meeting
- Bills: November -1st-Ed, 2nd Tina-all approve
 - December -1st-Tina, 2nd- Ed-all approve
- Public forum:
- Correspondence: Donations Received from numerous people & estate donations
- Library Director's report: Reviewed- many activities at library over the past couple months
 - E-Books are increasing, Facebook friends increasing,
 - Will add story hours attendees to report moving forward
- Committee reports:
 - Building Committee: (Tina, Ed)
 - Light replacement to LED upper level – Will complete the order this week
 - Keyless Entry Basement- look into another Grant
 - Clean off front door-spring project
 - Mechanical front door- Aureon Grant \$1500.00 will cover the electrical, but not the door mechanism
 - Wax Floor- work with city – future project
 - Technology Committee: Tina, Kelsey
 - Discontinuation of AtMail (4/30/25)
 - Tech support here on Weds- looking into free option-microsoft package
 - Fundraising Committee: Ed, Tina, Angela
 - Grants for library updates, (updated furniture, keyless entry)
 - Benton County Community Foundation (update)
 - Auron Grant, (due Quarterly) handicap door update
 - Suggestions for grant research and writing
 - NLM – Grant due 2/13/25- door mechanism \$ request
 - The Foundation Directory (Library IP)
 - City Website List
 - Policy Committee: Kelsey, Ed
 - Basement Rental & Basement Meeting Room Policy
 - Gathering policies from other library's. Need to determine what we want
 - Amend the current policy to allow for non-profits to donate \$ in exchange for not providing a deposit check.-Kelsey
 - Retention Policy- Still in process
 - Personnel Committee: Kelsey, Martha
 - Budget Meeting February 8, 9:00 am
- **Old Business**
 - Library Board Positions -1 city positions open-Martha has agreed to stay on as a board member
 - Still need 1 more
 - IA Learns moving to Workday Learning-meet prior to meetings to train@5:30PM (start in Feb)
 - Summer Reading Program Director-will submit contract for feedback
 - Director may need to allocated funds to summer reading program to allow for independent contractor prep time. New program for contractor and library.

- Talked about fundraising funds that have been allocated thus far and a forecast of how much money we still need.

New Business

- Director updates
 - Update on Library Programs
 - Mindful Movement, Crochet Program, Book Clubs, Benton County ISU Extension Programs, craft activity, master gardener (March)
 - Programs going well. Crochet program saw a dip in attendance as well as wreaths however attendance is going back up for programs overall.
 - Next event is Valentines "X & O blocks" - \$4 donation requested. Amazon delayed shipment so had to shop for supplies at Walmart/Hobby Lobby
 - New Director Meet Ups Quarterly
 - State Support Contact, Eunice put together a meeting for new directors and directors asking for additional support.
 - 1st meeting 1/21/25- went well with attendance by neighboring directors from Norway & Vinton.
 - Benton County Supervisor Meeting
 - Summer Program Blank Park Zoo
 - This will be the Summer Reading program end celebration in place of the normal end program
 - Independent contractor requested not to have program at end thus leading us to reach out to Blank Park Zoo for an event
 - Program scheduled 7/22 @ 2pm
 - Donation Plaque
 - Page in packet for board members noting memorials that need added
 - Taking plates to Vinton Trophy for engraving
 - Discussion about larger donations and what maybe doing a separate plaque or similar as a thank you- Bricks or mural?
 - Will add to next meeting agenda for further discussion
 - Policy committee to draft policy to add donors
 - West Linn Group – Shellsburg Library for Palo residents sharing Facebook
 - Tech Support-look into new tech support for city and library.
 - CD Due
 - CD coming due at beginning of Feb.
 - Board member needs to follow up and sign the form for City
 - Valentine's Day party- 5:30-8PM, Gini, Kelsey & Tina volunteers
 - Kelsey to send flyer to school, Marge to put on FB page
 - Sign up by 2-12-25
 - Ed to make Rice Crispy Treats
 - Meeting Adjourned @ 8:15PM- 1st-Ed, 2nd- Martha- All approved

Next month's Board meeting is scheduled for February 24, 2025 @ 6:00 p.m.

(Board members meet at 5:30 for accreditation workshop)

Submitted by Tina Kearns, secretary