

SHELLSBURG PUBLIC LIBRARY

Meeting Minutes

July 28, 2025, at 6:00 PM

Attendees Martha, Gini, Kelsey, Angela, Audrey, Marge (Library Director)

Absent Tina, Ed

Prior to the meeting 40 minutes of trustee training was done.

- Call to order Kelsey at 6:10 pm
- Agenda approval: Gini 1st, Angela 2nd, all approved.
- Minutes' approval: Martha 1st, Gini 2nd, all approved.
- Revenue was approved with city appropriation addition. Kelsey 1st, Martha 2nd
- Expenses will be reviewed at August meeting after \$5611.66 year end adjustment is investigated
- Public Forum: Discussed new state law regarding open meeting requirement training for any new board members after July 1, 2025, Not applicable for current members since all joined prior to that date.
- Correspondence: Marge received a letter from TransAmerica regarding information needed in order for employees to designate donations to SPL. New ILL book schedule calls for delivery at 11:48 AM on Tuesdays when SPL is closed, Marge will ask if those can be made at City Hall instead.
- Library Director's Report: Circulation and patronage were up in June. They are now checking out batches of books to Creative Kids and also checking out the PS5 when it is used at the library in order to track usage. Facebook numbers are also up. Good volunteer response for Summer Reading Program and reading at the park during Midweek Market.
- Committee Reports
- Building Committee: Basement keyless entry has been installed and Audrey will meet with tech to install software on director computer and tablet.
- Technology Committee: Still working to get Deep Freeze installed and Marge hopes to get opening Google Docs resolved. One Drive needs to be cleaned up – that is tabled until at least fall and possibly until accreditation is completed in early 2026. We will soon be adding SPL Board meeting minutes to the web site.
- Fundraising Committee: Grant request was written and will be submitted on July 30 to get equipment to update basement and get new DVD racks.

- Policy Committee Final basement rental agreement was presented. Gini 1st, Aidrey 2nd, all approved.
- Personnel Committee: Tina Lillie has been hired as the new second assistant. She replaces Dana
- Old Business
 - Need one more board member as Tina's term ended in February and she would like to be off the board.
 - Summer Reading program was successful. Zoo was wrap up program, Next year looking at DNR or possible llama visit.
 - Poor attendance at Alzheimer's and ECOG so will try to come up with other means of promotion
- New Business
 - Discussed how to get community input on dates and times for programs throughout the year and summer reading program.
 - Accreditation and Strategic Plan by board are due in February 2026.
 - Chalk the Walk in conjunction with Midweek Market was well received.
 - Spinner craft was done at Big Day and will be done along with another craft at Family Fun Night. Bubbles will be the reading at Midweek Market theme on Aug 6
 - Annual election for board officers was held.
 - Kelsey Rains, President. Gini 1st, Audrey 2nd, all approved
 - Gini Chase Vice President Angie 1st, Kelsey 2nd, all approved
 - Audrey Speckner, Secretary Gini 1st, Angie 2nd, all approved
 - SPL will be closed on Saturday, August 30 for Labor Day weekend. Kelsey, 1st, Gini 2nd All approved
- Adjournment at 7:57 Kelsey 1st, Gini 2nd, all approved
- CD renewal was determined with Kelsey abstaining from discussion

Next month's board meeting is scheduled for August 25 2025 at 6 pm

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

Submitted by Gini Chase