

SHELLSBURG PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING MINUTES

April 28, 2025 @ 6:00 PM

- 5:30PM Accreditation- All in attendance with exception of Tiffany
- Attendees: Kelsey, Ed, Angela, Gini, Martha, Tina
- Prospective new board member-Audrey Speckner Lori- City Liason Absent: Tiffany
- Call to Order: 6:03PM by Kelsey
- Agenda approval: Gini 1st, Martha 2nd, All approve
- Meeting Minutes- Martha 1st, Ed -2nd- All approve
- Bills: Gini-1st, Ed -2nd, All Approve
- Correspondence- Thank you sent to TransAmerica for furniture donation
- Library Director's report: Good month, numbers are up; Changing Audio to Stem on report; Facebook followers are up
- Committee reports:
 - Building Committee: (Tina, Ed, Angela)
 - Keyless Entry Basement / Mechanism Front Door (2 bids)
 - Bid-Dan's overhead is a manual set up \$1780.00
 - Bid-Premier Tech-\$2689.00 wireless set up
 - Is there a subscription fee for programing?
 - Front Door ADA- planning for May install
 - Technology Committee: Tina, Kelsey
 - Discontinuation of AtMail (4/30/25)
 - Tech Support Contract- Premier Tech
 - Need to sign contract and put more \$ in as needed
 - Bills are very detailed and itemized
 - Deep Freeze- will clear out history, virus, Apps after each patron
 - Motion to Approve Premier- 1st-Gini, 2nd Ed- all approve
 - Fundraising Committee: Ed, Tina, Angela, Gini
 - Grants/Fundraising ideas for library updates, (updated furniture, keyless entry, AED)
 - Garage sales May 23/24-Friday (9-5pm) /Saturday (9-11AM)- Gini & Ed to Assist
 - Bake Sale-@ Garage Sale- Bring in Thursday/Friday
 - Policy Committee: Kelsey, Ed, Gini
 - Basement Rental & Basement Meeting Room Policy
 - Review Agreement and respond with questions/revisions @ next meeting
 - Round Tables available for donation
 - Pass on these tables
 - Retention Policy
 - Old Library Cards
 - Working on digitizing old card info
 - Redact personal info
 - Personnel Committee: Kelsey, Martha
 - Assistant 1 Position
 - Dana last day in August
 - Post job next week after QR code added
- **Old Business**
 - Library Board Positions -1 city positions open currently
 - Tina's Term
 - Look for a replacement
 - Working on Donation Plaque
 - Summer Reading Program Updates
 - Contract signed
 - Need a schedule/Agenda
 - Will meet with Shelly this week

- Got QR code made
- Flyer went out in Friday Folders
- July 22nd- Need volunteers for End of Program -Zoo presentation
- Send out donation letters
 - Great Feedback already – donations received

New Business

- Director updates
 - Update on Library Programs
 - Mindful Movement, Crochet Program, Book Clubs, Benton County ISU Extension Programs, craft activity, master gardener (May), new presentations
 - Judith Yates- Crime Writer- Zoom Meeting on new book- August 27th 5:30-6:15pm
 - Linda McCann-Author
 - Looking at getting other authors in- hopefully child authors
 - Cleaning Contract- review and discuss at next meeting
 - Will email revised contract
 - Alliant Energy Refund \$80.181
 - Resolution No. 05-05-2025
 - Increase salaries for library
 - 1st-Kelsey, 2nd-Gini, All approve
 - May Board Meeting Date/Holiday Closing
 - Weds May 28th @ 5:30 discussion eye openers
- Adjourn Meeting: 7:33Pm – Ed1st, Gini 2nd, All approve

Next month's Board meeting is scheduled for May 28th @ 6:00 p.m.

(board members meet at 5:30 for accreditation workshops)