SHELLSBURG PUBLIC LIBRARY
MEETING OF THE BOARD OF TRUSTEES ON
June 30, 2025 @ 6:00 PM

- **Atttendees:** Audrey S., Gini, Ed S., Martha T., Tina K. **City Liason: Lori Travis**
    - **Absent:** Kelsey R., Angela D

  5:30PM- Morning Eye Opener discussion & policies- Audrey making notes

- Call to Order: 6:08PM Martha T.
- Agenda approval: Gini 1st, Ed 2nd, all approve
- Minutes approval: Gini 1st, Ed 2nd, All approve
- Bills: Cashed out CD that matured, Renewed Montgomery CD in its entirety, moved 2579 CD to save for keyless entry as planned, Moved some funds around (FICA) to cover some where accounts were short
    - 1st -Gini, 2nd- Ed S, All approve
- Public forum: NA
- Correspondence: NA
- Library Director's report: average numbers/checkouts, Similar to last month,
    - Started Summer Reading in the park in June
    - Summer reading, Book Club similar to previous month
    - Face Book page has 87 new followers
- Committee reports:
    - Building Committee: (Tina, Ed, Angela)
        - Keyless Entry Basement Update
            - Contract signed- sent to Premier Technology
            - Smoke Detectors are being replaced in basement (10 year shelf life)
            - 2 new Exit lights (old were obsolete)
                - Marge to ask if they are self testing
            - Theisen's has a grant available- Due to submit end of June- Will need new tables for basement rental
                - Marge will ask fire department for basement occupancy #'s
                - Will follow up on an option for chairs @ $7/chair
    - Technology Committee: Tina, Kelsey
        - Tech Support Contract & Deep Freeze Contract Update
            - Sharing the $1100 Tech support with City. Will determine who needs to put more in to account when it runs low using the invoices
            - Deep Freeze- Will set up soon
    - Fundraising Committee: Ed, Tina, Angela, Gini
        - AED Update, Tables and Chairs Basement (Theisens)
            - Gini- to look into Theisens grant
            - AED – Waiting until after July 1 – work with Public Health to see if Grants available
    - Policy Committee: Kelsey, Ed, Gini
        - Basement Rental & Basement Meeting Room Policy
            - Need to approve once published
        - Review Policies for Accreditation
            - Bi-Laws, Mission Statement, Services and Operation, Borrowers, Circulation, Computer Use, Fines and Fees, Laptop and Webcam, Library Schedule
            - Will continue to review at 5:30 PM each month prior to meeting
    - Personnel Committee: Kelsey, Martha
        - Assistant 1 Position-Open
        - 2 applicants thus far
- **Old Business**
    - Library Board Positions -2 city positions open
        - Guest planned for next meeting- possible new member
    - Summer Reading Program Updates
        - July 22nd – Zoo 2-3, Snow Cones after programs
        - Patronage is going well
        - Station idea is working well

        - Fish & Recycling planned for upcoming dates
    - Accreditation and Strategic plan – Due February 2026
    - Boyer CD – Martha talked to Ron Boyer who is handling estate
        - CD can be used for large purchases (I.E.furnace, A/C), not to be used for books
        - Will note in the CD folder -library director files

New Business

- Director updates
    - Update on Library Programs
        - Chalk The Walk, EICOG Recycle Program, Dementia and Alzheimer's Presentation, Reading at the Park during Midweek Market
    - Election of Officers
        - Postpone until July meeting
        - 1^{st}- Ed S., Gini 2nd
    - Big Day Craft
        - Craft with CD/DVDs for wind spinners

Adjourn: 7:02PM Martha T.

Next month's Board meeting is scheduled for July 28 at 6:00 p.m.

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

Submitted by Tina Kearns, Secretary