

SHELLSBURG PUBLIC LIBRARY

Meeting Minutes

February 24, 2025, at 6:00 PM

Attendees Martha, Gini, Kelsey, Ed, Angela, Lori (City Liaison), Marge (Library Director)

Absent Tina

Prior to the meeting 30 minutes of trustee training was done.

- Call to order Kelsey at 6:01 pm
- Agenda approval: Martha 1st, Ed 2nd, all approved.
- Minutes' approval: Martha 1st, Ed 2nd, all approved.
- Bills for January: Trustees had a question so they will either be approved by email
- Public Forum:
- Correspondence: Marge received a letter from Bethlehem Church regarding usage options for \$1000 donation from Esther Ann Hite estate. There was an article in the Cedar Valley Times regarding the grant received for painting the library. There was an article in the February pride regarding the painting of the library.
- Library Director's Report: Patronage was down slightly in January. Stem Packets were sent out. Friday Stem activity is usually the same children each time. The morning book club has met at Treasure Cottage recently, but then comes to library for books.
- Committee Reports
 - Building Committee:
 - Grant for \$750 received from Aureon plus matching \$750 from USA Communications will be applied toward mechanical front door. Additionally, Angela moved and Gini seconded and all approved using \$1000 from Bethlehem Church (Hite) and money from Montgomery CD maturing in May to complete front door and basement keyless entry projects.
 - Floor waxing will be done in conjunction with city waxing and the building fund budget will be used to cover cost.
 - The front door still needs to have tape residue removed.
 - Technology Committee:
 - Marge met with a representative from Premier Technology on Monday and asked the board to consider using them as future tech support. Kelsey wants to study the contract so any decision is tabled until the

March meeting, but they will handle the switch to non-profit Microsoft product for us now at no charge.

- Fundraising Committee: No report
- Policy Committee
 - Basement rental policy is still in development
 - Marge will need someone to handle the Garage Sale during Citywide Garage sale in May
- Personnel Committee: No report
- New Business
 - Committee Updates. Angela will move to the Building Committee and Gini will join the Fundraising and Policy Committees
 - Update to Summer Reading program: Shelly Patterson will coordinate the program, and sponsors have been confirmed for 4 of the 6 weeks during the summer. Other funds designated for summer reading program will be used to fund preparation time prior to the program start date as well as supplies for program and program finale of presentation by Blank Park Zoo on July 22 at 2 pm – a volunteer will be needed for this as Marge is unavailable. Summer program will be from 9-11 am on Tuesdays.
 - Creative Kids summer packet will include summer Library Reading Program sign up and Creative Kids will bring those who sign up as well as additional trips to library with group.
 - Junior Library Guild membership was renewed for \$500 and Marge focused on easy/preschool and j graphics materials.
 - Library Director Certification: Marge is doing this now.
- Old Business
 - Reminder that IA Learns moved to Workday Learning.
 - Reminder that we will meet for training ½ hour prior to meetings.
 - Library Board still has an open position. Martha has a potential candidate.
 - Memorial Donation plaque will be updated, and we will look at another plaque or other way of recognizing other donations greater than \$150.
- Adjournment at 7:29 Motion by Angela, Seconded by Ed, all ayes.

Next month's board meeting is scheduled for March 24, 2025 at 6 pm

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

Submitted by Gini Chase