

Phillips Public Library Board of Trustees
Regular Meeting Minutes
November 30, 2023

Trustees present (in person or via zoom):

Brian Ernst, Jenny Markle, Bruce Marshall, Kristi Speer, Becky Steinbach, Beth Tenut,

Trustees absent:

Galen Azbell, Meredith Heuckman, Marc Peterson, Brittany Weisrock

Staff present:

Rebecca Puhl, Jody Eckert (zoom)

Call to order/establishment of a quorum

Meeting opened by Becky S. at 5:31 p.m.

Public Comments

None

Comments on questions from the public submitted at the previous meeting

- None submitted

Communication and Correspondence

None

Approval of 11/2/2023 minutes

Motion made by Bruce

Seconded by Kristi

To approve the November 2, 2023, as presented.

Motion passed.

Reports:

1. Treasurer's Report

Detailed reports of summary of accounts and the ledger account provided. Bruce pointed out the nice deposit from the recent book sale. No action needed.

A. Discussion/Action on creating a CD with a portion of Board Funds

Bruce provided an information sheet regarding CD options with community banks. All options are comparable. Becky doesn't foresee needing more than the money in the Copier Fund and perhaps a few thousand for books; she is not concerned about board funds being tied up in a CD. Bruce and Brian both think \$50,000-60,000 would be a wise investment. Bruce recommends a Prevail CD for the 11 month term because our other accounts are with Prevail.

Motion made by Brian

Seconded by Beth

To authorize an 11-month CD at Prevail with an investment of \$60,000 from board controlled funds.

Motion passed.

2. Director's Report

Becky provided comments on her written report. One note: The library can provide checkout information to any parent for children 16 and under. Any concerned parent should be encouraged to contact the library for any information desired or for help to link the child's account to the parent's through ELF. Additionally, Becky mentioned that the system is still receiving complaints about the stickers in the children's books. Staff programming reports look excellent. No action needed.

3. Staff Meeting Minutes

Bruce asked for an update regarding PPL interaction with the school district for checkouts, returns, storytimes, etc. Becky reports progress toward these goals. No action needed.

4. Circulation report

Becky offered various charts and stats for 2016-2023. She continues to look for reason(s) for the drop in county usage. Is it the lack of DVD usage? The switch to ebooks? And how can we mitigate the loss of check-outs? No action needed.

Unfinished Business:

1. Discussion/Action on Library Building Project

Becky is looking for grants for various needs and is struggling to find one focused on shelving. As far as furnishing goes, she prefers the shelf caps with the laminate rather than the metal despite the increase in cost (\$11,000 difference). The board agrees the laminate looks much better than the bare metal. Bruce is wondering how much of the \$30,000 shipping/installation/setup fee is shipping versus installation. If the bulk of the cost is set-up, perhaps someone local could help and save some money. Bruce also asked about the wisdom of mobile shelves in one area versus both adult and children's areas.

2. Discussion/Action Library Friends Group

Becky has a list of interested persons. She hopes to send an email and ask for volunteers to lead the group. Bruce asked for the board to be copied into the email also.

3. Discussion/Action on Library Mission/Future/Survey

Kristi is concerned that splitting the questions up by month doesn't tell the person's story well--answers would have no context. Brian thinks maybe 3 sets of questions would be better. We could also offer the whole survey several times and in several media. Offer a drawing by quarter? Perhaps a separate drawing in person versus online? Becky asks that the board look over it carefully to fine tune the questions. Beth observed that we need a question that reflects what brings people into the library (copier, puzzles, internet, ancestry searches, etc.) rather than only checking out materials.

New Business:

1. Approval of November 2023 Bills

Motion made by Jenny

Seconded by Brian

To approve the November 2023 bills as presented--\$5,491.66 above the line and \$0.00 below the line.

Motion passed.

2. Discussion/Action on Open Records Laws/Requests

Becky would like to make a policy that official open records be distributed through the library to avoid old versions of documents being dispersed. Bruce recommends contacting the county so that we can make use of their language regarding record requests. Becky will get the information and bring it back to the board.

3. Reading of questions from the public for comment at the December Meeting

None submitted

4. Other new business to add to the agenda for the next meeting

None offered

5. Set date and time for next meeting

The next meeting will be on **Monday, Jan 8, at 5:00 p.m.**, in the Library community room for bill approval only. A minimum of three members must be in attendance. A zoom link will be provided.

The next regular monthly meeting will be **Thursday, January 25, at 5:30 p.m.**

Adjournment:

Becky adjourned the meeting at 6:39 p.m.

Respectfully submitted,
Jennifer Markle