

Monroe Library Board

December 7, 2022

Re: December Board Meeting Minutes

Call to Order

President Mary Sellers called the December 2022 meeting of the Monroe Public Library Board to order at 4:18 pm.

Roll Call

Present: Mary Sellers, Marlene Beyer, Jeanette Rankin,
Jeanne VanGenderen

Not Present: Mary Catherine Striegel

Staff Present: Brenda Lanser

Guest: Nicki Tapps

Minutes

The regular minutes of the November 2022 along with October 2022 meeting minutes were submitted and reviewed.

A motion to approve the minutes was made by Jeanne and seconded by Jeanette. Motion carried.

Bills and Financial

The bills and financial statement were presented. A motion to approve the payment of the bills ending November 30, 2022 was made by Marlene and seconded by Jeanette. Motion passed.

Discussion Items:

- Circulations are very steady. There has been no programming this month.
- Book Club, meets last Tuesday of the month, has had a resurgence in patrons attending. June Hjortshoj leads the discussion for this group. This is scheduled for the last Tuesday of the month.

Director's Report

- The past two weeks they have been installing the Story Walk. The City is responsible for installing it. This was a gift from Carol and Larry Diekema's memorial. There has been a lot of social media attention promoting this story walk.

It starts at the Shelter House and finishes at the Gateway apartments. There are some features built into the walk (e.g., QR code to the Library website, calendar). It will be changed every 4-6 weeks. Brenda purchases two books of the same title to be able to make the Story Walk happen.

Unfinished Business

1. City Budget

- Brenda shared financial projection sheets from the City Manager for 2023.
- Enrich Iowa for 2024 will go up another \$1,000.00 to \$3,200.00.
- Brenda stated that her first priority in the budget beyond payroll is for books.
- There is a five year replacement policy in place for the library for computer equipment.
- We do not pay for our Internet connection, because we have a pole on our property. This allows us to have it for free.
- Currently we have no cameras outside of the building. We have four cameras inside the building. The library may want to consider having some for security cameras on the outside of the building.
- Brenda is wanting to change the projected 2023 budget of "Building Repair" line item from \$2,000.00 to \$4,000.00 to meet the needs of the Library. When looking at the past years, this line item appears to need more monies budgeted. She will be requesting this additional monies from the City.

2. Staffing

- Holly is going to back off from her hours from 10 hours p/month to two hours because of family medical needs. Mary and Brenda will look at how those extra hours will be covered.

3. Carpet Installation Procedures

- Nick from Bruxvoorts will be talking to Brenda to discuss the plan for laying of the carpet. As of now January 13th will be the removal of the carpet in the meeting room.
- Brenda will post information (e.g., newspaper, social media, notes on the front door) to the public the hours/days it will impact the patrons.

4. Resignation of Board Member

- Marlene made a motion to regretfully accept Jeanne's resignation. Jeanette seconded. Motion carried.

New Business

1. New Prospective Board Member

- Jeanne made a motion to submit Nicki Tapps' name to the City Council as a new prospective member. This was seconded by Jeanette. Motion carried.

Next Meeting

The next meeting will be Wednesday, January 4, 2022 at 4:15 pm.

Adjournment

The meeting was adjourned by general consent at 5:25 pm.

Minutes submitted by Jeanne VanGenderen, Board Secretary