

PHOEBE APPERSON HEARST LIBRARY
BOARD OF TRUSTEES MEETING
Monday, February 20, 2024 @ 4:00 pm
MINUTES

Call to order

Present: Gary Linn, presiding, Barb Fosheim, Elizabeth Groeger, Micki Moore, Beth Bertolotto

Absent:

Also present: Sarah Shoop, Library Director

Consent Calendar Items

Review of minutes from December 18th, 2023 meeting.

M/Barb, S/Elizabeth to approve the minutes from the December 18th, 2023 meeting.

Administrative Reports

Circulation

The board looked at circulation statistics for the library for December 2023 and January 2024. Stats show that circulation of library materials has increased between the two months.

Financial Records

December 2023

Petty Cash

Budget

January 2024

Petty Cash

Budget

Financial documents show routine expenses. Sarah pointed out that “Lorex” shows up multiple times because she chose to do an interest-free pay-in-four option due to the fact that she wasn’t sure if the initial purchase price would be over the library’s debit card limit. Sarah also explained that the library purchased a padlock and chains to lock the dumpster lid so that people could not put trash in there that shouldn’t be. Sarah explained that one day the dumpster had a giant, RV cover box that filled up the dumpster to the point where the library staff could not put library garbage in there.

There was a generous donation of \$1,000 that was also pointed out. Money from donations has been put toward buying weekly supplies for the new Teen Life Skills program.

M/Beth, S/Micki to approve the Hearst Library financial records for December 2023 and January 2024.

Old Business

2023 Final Financial Report

The library board looked over the 2023 financial report and looked over the budget numbers for 2024. The library was given an increase in the budget for books and furniture & equipment.

New Business

Review Window Display Policy and Withdrawn Materials Policy

There were no changes made to the Window Display Policy, but Sarah wanted to review it as the original still had the previous director's signature.

M/Barb, S/Beth to approve the updated Window Display Policy.

The board voted to table the Withdrawn Materials Policy due to ambiguous wording about "inappropriate" materials. Sarah will research other library's policies to see what they have. There was a brief discussion in which Sarah informed the board of an incident in which an author was trying to demand what books the library should have on the shelf and that the author was trying to demand that the library could not reject any of his books in the future. The books that the author donated to the library along with one that the library purchased were returned to the author at the recommendation of the city attorney.

M/Barb, S/Elizabeth to table the Withdrawn Materials Policy until the next library board meeting.

Review 2023 Annual Library Survey

The board reviewed the 2023 Annual Library Survey. Sarah has until March 31st to turn it into the State Library, but needs the Board President's approval along with that of the City Administrator.

M/ Beth, S/ Micki to approve the Lead Library 2023 Annual Library Survey.

There was a brief discussion in which Sarah gave Library Accreditation guidelines to the board. The due date for a library to turn in all relevant documentation is in August.

Adjourn

Upcoming Dates

Library Board Meeting Monday, April 15th @ 4:00 pm

Regional Training (Weeding) – Sturgis Public Library March 25, 2024 10 am – 3 pm