

PHOEBE APPERSON HEARST LIBRARY
BOARD OF TRUSTEES MEETING
Monday, December 18th 2023 @ 4:00 pm
MINUTES

Call to order

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

Absent: Micki Moore

Also present: Sarah Shoop, Library Director

Consent Calendar Items

Review of minutes from October 16th, 2023 meeting.

M/Barb, S/Beth to approve the minutes from the October 16th, 2023 meeting.

Administrative Reports

Circulation

The board looked at circulation statistics for the library for October and November of 2023. Stats show that circulation of library materials has increased for both months. Most of the individual categories of circulation have held steady or increased.

Financial Records

October shows routine expenses in both the Petty Cash account as well as the Budget. November shows expenses for the staff appreciation gift cards for Christmas. It also shows an expense for new security cameras. One of the cameras downstairs stopped working and the others do not have a very good picture. The library has had the same cameras for many years, and camera technology has improved significantly. Sarah did a pay in 4 (interest free) because she wasn't sure if she could charge \$1,000+ at one time. The entire amount was taken out of the budget to cover petty cash, however. Additionally, the library purchased a Christmas poinsettia from the local PEO.

M/Beth, S/Elizabeth to approve the Hearst Library financial records for October and November, 2023.

Old Business

Update on Handley Center Proposal

The City of Lead and the Handley center asked the Lawrence County Commission for \$1,000,000 from the Mining Severance Tax fund on Tuesday, December 12. The Commission did not make a decision at the meeting, but said they will come to a decision by Thursday, December 21st.

2023 Preliminary Financial Report

The financial report is not complete because staff will have one more pay period before the end of the year. Additionally, the city finance officer was out of the office on Friday, December 15th, so Sarah was not able to obtain an itemized final report. The library is not in jeopardy of going over budget, however.

New Business

Review Fax and Scan Policy

Staff are wondering if it would be possible to update the policy to not charge for scans. Scanning does not take much time for staff to do and does not involve any cost for the library, other than staff time. Luba, Micole and Sarah are all in agreement that that is what we are at the library to do. The Ricoh scanner is down at the

moment, but Sarah purchased a small printer/scanner/fax machine to provide the services to the public. The Endowment board is preparing a proposal to submit to Coeur Wharf to see if they would be willing to donate an updated Ricoh machine as the current one is around 20 years old and parts are no longer being made to repair it.

M/Barb, S/Beth to approve the updated Fax and Scan policy.

Adjourn

Upcoming Dates

Library Board Meeting

Tuesday, February 20th @ 4:00 pm