

## Maltman Memorial Library Board

### Meeting Minutes

May 12, 2021

Board President Marilyn Engelker called the in-person meeting to order at 9:00 am.

Open Meetings Act acknowledged.

Board member roll call taken with Jane Wagoner (Jane left meeting at 9:30 am), Bev Voss, Mary Harders, Marilyn Engelker, Mavis Reiter, Library Director Deb Fairbanks. Also attending were Mayor Greg Cramer and Mandy Koperski (Mandy left by 9:30 am.)

Because Jane had to leave early, the meeting started with the library report and new business.

Deb's Library Director's Report:

- 1) Mandy announced her resignation as of May 13, 2021. Bev moved to accept Mandy's resignation with deep regrets, Mavis seconded and the Board approved 5/0. Mandy left the meeting.
- 2) Forty-seven children have signed up for the crafts in a bag summer program.
- 3) The library purchased a new makerspace storage cabinet.
- 4) One person indicated interest in the assistant librarian position, but didn't have the necessary technology skills.
- 5) The furnace is working now.

Audience Participation: Mayor Cramer thanked Mavis for attending the daycare opening. Mavis and Bev noted the daycare facilities looked very nice.

New Business:

Bev recommended all documents the library needs to deliver to the city office (employee hours, expense receipts, etc.) be placed in a manila envelope and delivered to the city office for processing. Bev also volunteered to take the items to the city office.

Marilyn agreed to email the library board minutes to the city offices.

Communication of library closures: In response to suggestions by the city council and public, whenever the library is closed during regularly scheduled operating hours, a sign stating the library is closed will be posted on the library's front door. Deb will make the closure signs and take them to the city office for someone to post whenever she is ill. Deb will also post a "back in a few minutes" sign if the library is locked while she is at the post office.

Facebook public access versus friend request: Mayor Cramer recommended the library's Facebook page be public access so all can read account posts versus the current personal account where patrons have to be "friended" /given access to read posts. Also, he recommended someone from the city also have administrator access so if library employees leave, there is continued administrative access to the Facebook page. After discussion by Board and Deb, Mayor Cramer agreed to ask City councilman Eric Neilsen to serve as the administrator on behalf of the city.

Mayor Cramer also recommended the library have virus protection and a firewall on its computer system. Marilyn asked Mary to work with the city on assuring the computers have virus protection and if need be, use the same virus detection and firewall software as the city. Mandy previously handled this issue for the library.

Hours of operation: In response to the city council's request for evening and Saturday library hours, the Board discussed possible changes to the library's hours. Mary moved and Mavis seconded, that the summer hours be 8:00 am to noon and 1:00 to 6:00 pm on Monday and Wednesdays and 8:00 to noon and 1:00 to 5:00 pm on Tuesdays and Thursdays starting June 1. These would be "summer hours" for June through August. Vote passed 3/1. Mary stated Saturday and evening hours would be required of whoever the library hired for an assistant.

Discussion of Strategic plan: Deb provided online sources for updating the strategic plan. The Board will begin revisions at the next meeting.

Financial Report: Bev moved, Mavis second and the Board approved 4/0 the following purchases: April book order \$149.44, steel storage cabinet for makerspace \$248.99 and hot glue gun, book scanners and copy paper totaling \$105.91.

Approval of the minutes of the last meeting: Bev moved and Mavis seconded approval of the April 14, 2021 minutes with the following amendment to the section April 6<sup>th</sup> city council meeting, item number 4, "Council wants Deb present at the April 20, 2021 meeting to discuss her review."

Old Business

JEO Feasibility Study: The committee meets today at 5 pm via Zoom.

Library Building Committee: No meeting.

Announcements: Deb asked for volunteers to help with programs. Marilyn will help on June 9 and Mary volunteered to read in the park during June.

Adjournment: Mavis moved, Bev seconded and approved 4/0 to adjourn at 10:35 am.