

Maltman Memorial Library Board

Meeting Minutes

December 1, 2021

Myriah called the meeting to order at 6:40 pm.

Open Meetings Act acknowledged.

Board member roll call taken with Matt Troyer-Miller, Anna Fehringer, Myriah Leisher, Abby Rennau and Veronica Kaufman. Mary Harders was absent.

Approval of prior meeting minutes: Anna moved, Abby seconded, 4/0 approval of the November 11, 2021 minutes.

Old Business:

- 1) Kreutz Bennet application is due January 10. Mary will work on this.
- 2) Library Board and Veronica will plan to attend Feasibility Study Meeting at 5:30, December 9.
- 3) Matt will bring proposal for security cameras to the next meeting.
- 4) Library Survey needs completed by February. The Board and Veronica will work on completing this after Veronica has had a chance to talk with Denise Harders of Cenral Plains Library System (CPLS).
- 5) Matt submitted a survey question about programming to SCEDD for the Community Needs Assessment Survey (CNAS).

New Business:

Welcomed Veronica to her new position and discussed priorities for how she should spend her time until the next board meeting.

- 1) Visit with Denise Harders of CPLS. Determine what she needs to do to begin her certification as a librarian. She also will discuss the library survey with Denise.
- 2) Make contact with Christina and Ashley at City Hall to learn about time cards, ordering supplies, etc. Veronica can purchase supplies as needed. However, until the Board Manual is revised, Veronica is expected to get Board authorization on purchases over \$500.
- 3) Plan to attend the Feasibility Study on December 9, at 5:30.
- 4) Set library business hours. There can be some staffing overlap in hours based on programming/communication needs, but generally only one staff person is expected to work at a time. Hours will be reevaluated after several months. Veronica will talk with Ana, and have it done before the next board meeting.
- 5) Familiarize herself with Maltman Library operations, books and property. Veronica will come up with a plan for inventorying items (ie, how to track info), and once she comes up with a plan, Board will help complete inventory.
- 6) Plan a Drop-In Christmas Open House to introduce her to the Public on December 21. Hours will be from 11:00 – 6:00. Board will help as requested. She will also arrange to have some bookmarks ready with new business hours.
- 7) Contact Trena Boshart at the Wood River Elementary School and visit with her about children's books.

- 8) Veronica can work 1-2 hours per week with opening the library to the public, if it would be helpful for planning.
- 9) Veronica is welcome redecorate/reorganize furniture in the library.

Next meeting: 6:30 pm, Thursday, December 16.

Adjournment: Abby moved, Anna seconded to adjourn at 8:01pm. 4/0.