

Library Board Meeting Minutes

June 11, 2024 5:30pm

Meeting conducted in person in the Friends of the Library Community Room

Minutes by L. Phelan

Board Member Attendees: Randall Crow, Laura Phelan, Stefanie Moritz, Rashika Kamal, Dennis Dorn

Staff Attendance: Jocelyne Sansing, Rebecca Light

Call to Order at 5:48 pm

1. Public comment

- a. No public comment

2. Approval of the May 2024 Meeting Minutes (action)

- a. Motion to approve the May 2024 Meeting Minutes made by Dennis Dorn, seconded by Stefanie Moritz. Motion passed unanimously.

3. Financial review of operations, gifts and donations, 2025 budget preview (discussion)

- a. 212 - Some 112 Part Time Non - Perm staff are getting paid from 111 Part Time Perm. Working with Payroll, but it will hopefully balance out at the end.
- b. 232 Periodicals are fully spent.
- c. 310 Link Services - LinkCat Catalog - sometimes there are changes after the budget is finalized due to the county board not finalizing until November.
- d. 330 Electronic resources - mostly spent out.
- e. 335 Library - Digital Resources - will look at this for the 2025 budget. Some of the services are pay per use, so it is harder to plan in the budget.
- f. 340 Buildings Grounds and Maintenance - a few more things still need to be done this year.
- g. 410 Equipment Maintenance is right on track.
- h. 420 Copier Lease/Maintenance - new contract, should start to see some savings.
- i. 450 Mileage - continues to go down from previous years because there are more virtual meetings now.
- j. Operating budget is in really good shape right now.

4. Approval of the May 2024 Vendor Report (action)

- a. 340 Building Maintenance - Hooper Corp was contracted for installation of a new sump pump.
- b. Outside funds - not much movement this month.
- c. Motion to approve the May 2024 Vendor Report made by Stefanie Moritz, seconded by Rashika Kamal. Motion passed unanimously.

5. Approval of Naming Rights for J. Zeiger bench (action)

- a. Motion to approve the naming rights of the bench with the noted corrections made by Dennis Dorn, and seconded by Stefanie Moritz. Motion passed unanimously.

6. Trustee Essentials and Annual Calendar:

- a. **Annual commitment letter (action)**

- i. Motion to approve the commitment letter for 2024-2025 made by Stefanie Moritz, seconded by Rashiqa Kamal. Motion passed unanimously.

b. Down the road:

- i. **Form retreat for November**
- ii. **2025 Budget schedule**
- iii. **Staff presentation**

7. Development Committee – next meeting June 20, 2024 2pm Virtual

- a. Ready to close out Bookmobile campaign the week of July 8.

8. Monthly Strategic Road Map Report (discussion)

9. New business:

- a. No new business.

10. Next meeting: July 9, 2024 5:30pm

11. Adjourn (action item)

- a. Motion to adjourn made by Dennis Dorn, and seconded by Stefanie Moritz. Motion passed unanimously. Meeting adjourned at 7:09 pm.