

**Library Board Meeting Minutes**  
**July 9th, 2024**

Meeting conducted in person in the Friends of the Library Community Meeting Room  
Minutes by L. Phelan

Board Member Attendees: Randall Crow, Laura Phelan, Stefanie Moritz, MaryBeth Paulisse, Jean Phillips, Aurora Pop-Vicas, Dennis Dorn, Marta Bechtol  
Staff Attendance: Jocelyne Sansing, Rebecca Light

**Call to Order** at 5:30 pm

**1. Public comment**

- a. No public comment.

**2. Approval of the Minutes from the June 11th, 2024 Library Board meeting (action)**

- a. Clarification added to Section 4 Line a.
- b. Motion to approve the June 11th minutes with the correction made by Stefanie Moritz, and seconded by Jean Phillips. Motion passed unanimously.

**3. Approval of the June, 2024 Vendor Report, and financial review of operations, gifts, and donations (action)**

- a. Pretty typical month, so there is nothing special to note. There is a lot of summer programming happening right now.
- b. Motion to approve the June 2024 Vendor Report made by Stefanie Moritz, and seconded by MaryBeth Paulisse. Motion passed unanimously.
- c. Outside funds - the deposit from Better World Books is from sending in discarded materials for recycling. They send a small amount back that gets deposited in the foundation.

**4. Development Committee Chair appointment**

- a. Looking for a chair to help direct what the committee will do in the future now that the bookmobile campaign is wrapping up. There is currently no official committee chair - Jocelyne is managing the committee right now.
- b. Stef is willing to be the Development Committee Chair.

**5. Trustee Essentials and Annual Calendar:**

**a. Review Finance Committee schedule for 2025 budget and 2025 budget drafts (discussion)**

- i. City is just starting budgeting for next year. City departments put in their budget requests, and they will go to the mayor and finance director before going to the finance committee and city council.
- ii. Pages are unclassified and a little different than other city unclassified employees, so they do not have a Cost of Living increase automatically built in.
- iii. Personnel and cost to maintain are the main budget requests for the library.
- iv. The budget schedule is very tight. Some numbers from the county are not available until mid August. Budget proposals to the city will be due August 16.

**b. Down the road:**

**August: -Approve next year's budget recommendation to Finance Committee**

**- Annual Trustee Training Week webinar**

**Trustee Training Week 2024 will be August 19-August 23.**

**- Personnel Committee forms for Director's annual review due 9/30**

**September: - National Library Card Sign-up Month**

**- National Banned Books Week**

**6. Director's Report/Monthly Road Map**

- a. Front doors need to be replaced.
- b. Having issues with the air conditioning and the compressors, and are waiting for parts to make the repairs. It has been difficult trying to keep up with the heat, and the building has been hot and muggy the last week.
- c. The Community Campus Planning Committee had the first meeting with the new committee.

**7. New business:**

- a. No new business.

**8. Next meeting: Take vote to change (action)**

- a. Waiting to confirm with city finance about when to schedule the next meeting. Moving the meeting to August 27 would be after the budget is supposed to be submitted.

**9. Adjourn (action)**

- a. Motion to adjourn made by Dennis Dorn, seconded by Jean Phillips. Motion passed unanimously. Meeting adjourned at 7:04 pm.