

Boswell Public Library Board Meeting

March 19, 2024

6:30 pm

Present: Deb Orr, Deb Shepperd, Kathy Geswein, Vicki Goodwine, George Doeden, Teresa Clawson, Marie Brown

Absent: Shirley Roth

1. Call to Order
2. Public Forum, no one came
3. Approval of Minutes.
 - a. Stories in the Cloud, trial for 1 year, from last meeting minutes.
 - b. **Motion, Kathy, Second, Teresa. Approved.**
4. Approval of Vouchers & Treasurer's Report.
 - a. George noted that bills which have not already been approved and are over \$750 should be approved by the board prior to payment. Davis Comfort Solutions, over \$750, invoice for \$1,210.
 - b. **Motion, Kathy, Second, Vicki. Approved.**
5. Director's Report
 - a. Statistics for February
 - i. Computer usage has gone up, 37 for 2023, to 59 for 2024.
 - ii. Website visits jumped to 1,200 for 2024, from 178 for 2023.
This jump was questioned, reason for increase was not evident.
 - iii. Wi-Fi usage also jumped, 932 for 2024, from 524 for 2023.
 - iv. Winter Reading wrapped up on February 29. Calvin Sloan won a Walmart gift card from the drawing for reading 8 hours.
 - v. Physical item circulation continues to be down, 452 for 2024, from 632 for 2023.
 - b. Training: Start planning now for your library's annual giving campaign webinar.
 - c. Professional Meetings: Community Leaders. (2/22/24)
 - d. President sign off on Marie's Work Hours
6. Unfinished Business
 - a. Roof, added note to Marie's planner 4/15/24, when can Smart Roofing start.
Hoping for the beginning of summer to begin roof work.
 - b. Elevator court case update, emailed Jud 3/18/24, nothing set for hearing yet.
 - c. Elevator repairs:
 - i. Front entry sensor installed 3/19/24. Back entry sensor control panel repaired, new front sensor installed. Old part kept due to the pending court case.
 - ii. Phone in elevator, sometime before 5/1/24
7. New Business
 - a. New Communicator Service for Fire System
 - i. Mulhaupts contract runs out 7/21/24
 1. 2023 Mulhaupts expenditures:
 - a. 9/19/23, \$1271.85, Communicator Install

- b. 10/25/23, \$425.00, Alarm Service
 - c. 11/2/23, \$350.00, Inspection
 - d. 12/12/23, \$540.00, Monitoring Fee
 - ii. Koorsen Fire & Security, Lafayette, visited 3/14/24, received estimate, \$1,100 installation for new phone, \$470 annual inspection, \$300 annual monitoring.
 - iii. Electronic Systems Group to visit on Wednesday or Thursday to give a quote. This will be discussed at the next meeting.
 - b. Kathy Geswein, renew, term expires 5/31/24. She will not be renewing. A replacement will be needed.
 - c. Review: Holidays, Paid Time Off, p 10 FYI.
 - i. Marie gets 33 hours/week for work. Discussion of how hours were counted for PTO, question was raised whether PTO should be counted hourly instead of days. If this change is made, it would begin January 1, 2025. Tabled for the next meeting.
- 8. Adjournment, Motion, Deb O., Second, Kathy, Approved.**

Next meeting: Tuesday, April 16th at 6:30 pm.

Minutes taken by Deb Shepperd.