

Boswell Public Library Board Meeting

August 20, 2024 - MINUTES

6:30 pm

Present: Deb Orr, Deb Shepperd, Marie Brown, Jamie Barrett, Vicki Goodwine, George Doeden, Teresa Clawson, Shirley Roth, Bethany Abbott (guest)

Absent:

1. Call to Order
2. Public Forum, no one came
3. Approval of Minutes **Motion, Vicki, Second, Teresa, approved.**
4. Approval of Vouchers & Treasurer's Report **Motion, Shirley, Second, Deb Orr, approved.**
 - a. Insurance costs: 2023, \$4,832 vs 2024, \$5087. \$255 increase.
 - b. Additional Appropriation required to spend the money out of the Rainy Day fund, back in April.
 - c. George moved money from the library's checking account to short term CDs (9 months, 4.5%) on 7/23/24
 - i. CD 10106, \$75,000 from General Fund
 - ii. CD 10125, \$20,000 total, \$15,000 Gifts Designated, \$5,000 Stella's Summer Camp
5. Director's Report
 - a. Statistics for July
 - i. 21 sessions with our Art Cart, Legos, Toys in the children's area, checkers, and Uno card game.
 - ii. Physical item circulation was up from 2023, 511 vs 572
 - b. Visited Rainbow Learning Enrichment in Sheldon, IL on July 26. Local Hispanic families use the preschool. Gave away Spanish language books and library magnets.
 - c. George compiled door count/circ stats table and distributed it for years 2016 to present. Discussion followed of how to encourage non-English speaking individuals/families into the library. Several ideas were discussed, including having an open house with Spanish speakers available to welcome families, explain procedures, and help them sign up for library cards if needed. Deb Shepperd will contact a former Boswell Elementary para to see if she might be willing to help, or possibly recommend others who might.
 - d. Bookkeepers Meeting on 8/22 in South Bend
 - e. Professional Meetings: Community Leaders Meeting, IPLA Meeting
 - f. Trainings: ILF Social Work in Libraries, Challenges to Agricultural Producers and Workers, ARSL Social Media Tips & Tricks Roundtable
 - g. President signed off on Marie's Work Hours
6. Unfinished Business
 - a. Elevator court case
 - i. The court did not find that the work on the fire alarm caused the damage to the elevator, so judgement was entered in favor of Mulhaupt's.

- b. Paid Time Off policy, convert days to hours for 2025, PowerPoint presentation. **Motion, Deb Shepperd, Second, Teresa, approved 1st reading.**
 - c. George renewed board membership, expires 8/24
7. New Business
- a. Public Hearing for Budget for 2025, budget adoption 9/17. **Motion, Teresa. No Second was received. Further discussion occurred by the board, followed by a new vote on revised budget. Motion, Teresa, Second, Vicki, approved.**
 - i. Marie & George met on 8/15 to work on the budget
 - 1. Repairs & maint, increased to cover elevator cost
 - 2. Salaries, a slight change was made in the budget
 - ii. Property taxes disbursed in December 2024 will be \$47,884
 - b. Kanopy, digital movies for patrons, tabled until next meeting
 - c. Hire Bookkeeper
 - i. Job description for bookkeeper, work 2 hours every other week, start at \$20/hour **Motion, Teresa, Second, Deb Orr, approved.**
 - d. Shirley Roth resignation, treasurer replacement needed
 - e. Bethany Abbott, coming on the board, treasurer
 - f. George Doeden and Bethany Abbott will be on the signature card at the bank as of September 1.
 - g. Review: Policy for De-Selection of Library Materials, p 12
8. Adjournment **Motion-Deb Shepperd, Second, Vicki, approved.**

Next meeting: Tuesday, September 17th at 5:30 pm, meeting will be upstairs.