

Anita Public Library Board of Trustees

Wednesday, February 14, 2024

The February meeting of the Anita Public Library Board of Trustees was called to order at 4:33 pm.

Present was:

Board Members- Marcia Casteel, Bruce Petersen, Jackie Sanders, Connie Russell, Librarian/Director Sara Young and City Council Member- Cheryl Sokol

Absent was Al Sherbo

The agenda was approved on a motion by Connie and seconded by Jackie. Unanimously carried.

The floor was open to the public at 4:34 pm. Cheryl asked about the ICAP insurance and the value of the fine arts. The question was asked about how much of our property insurance covers the fine arts in the library. Sara looked at last year's bill and that total came to \$115 of our total property insurance amount.

Minutes of the January meeting was approved on a motion by Jackie and seconded by Connie. Unanimously carried.

Treasurer's Report= No out of the ordinary expenses this month. We still have 66% of our budget left for the fiscal year. Our books balance with the city. Approved on a motion by Connie and seconded by Marcia. Unanimously carried.

Library Business:

- Election of Officer's- Board member Al Sherbo will not be returning due to medical conditions. The Board elected Bruce Petersen to be President by a motion to approve made by Connie and seconded by Jackie. Unanimously carried. The Board elected Jackie to be Vice President by a motion to approve made by Marcia and seconded by Connie. Unanimously carried.
- Purchase of 2024-2025 IASL Award Books- Sara asked for approval to buy all of this year's Children Choice Award books which are used at the CAM school district along with a few of the other IASL (Iowa Association of School Librarians) award books in the Goldfinch Award, Iowa Teen Award, and Iowa High School Book Award categories. This was approved on a motion by Bruce and seconded by Jackie. Unanimously carried.
- Budget Review and Update with possible Approval- City asked Sara to redo the budget. She simplified as well as crunched numbers to a possible budget of \$110,096 which is \$3,000 less than what was approved from last year. Sara also informed the Board that without our knowledge \$3,000 was taken from our approved budget last year.
- Review, updated, and approve changes to Personnel Policy- Sara recently got the most updated Policy book from the City which is a 2021 version. Sara has been going off a 2009 version. The vacation, Holiday, PTO policy is completely different. The board would like Sara to update the Personnel Policy to mirror the City's. The board also would like PTO for part time staff to be removed.

Buildings and Grounds: Nothing new

Librarian Report: Sara reported the usage has been steady even though we had a few snow days. Sara reported that she has an individual doing community service at the library Monday, Thursday and Friday's- 2 hours a day who has not been showing up. If absences keep continuing, she is going to tell them we no longer can use him. There will be a fundraiser event April 20th for Dolly Parton Imaginary Library. Sara attended the Cass County Library Association monthly meeting and also the Iowa Libraries Online Conference.

Motion by Jackie Seconded by Bruce to adjourn the meeting at 5:46pm. Unanimously carried.

Marcia Casteel, Secretary