

## Anita Public Library Board of Trustees

Wednesday, March 13, 2024

The March meeting of the Anita Public Library Board of Trustees was called to order at 4:36 pm. Board Members in attendance were Bruce Petersen, Jackie Sanders, and Connie Russell. Librarian/Director Sara Young, Linda Smith, and City Council Member Cheryl Sokol were also in attendance.

Absent was board members Al Sherbo & Marcia Casteel.

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

The floor was open to the public at 4:37 pm. There was no public comment received. Floor closed at 4:38 pm.

Minutes of the February regular meeting and February Special meeting were approved on a motion by Jackie and seconded by Connie. Unanimously carried.

Treasurer's Report – Had to purchase color toner and our quarterly bug spray was done. We still have 75% of our budget left for the fiscal year. Our books balance with the city. We should be receiving our portion of the ICAP insurance here in at any time. That will take a big portion of our budget once paid. We also have an adult speaker that is coming April 8<sup>th</sup>. We will be watching the Gift account and request more newspapers to be digitalized in order to deplete the gift account. Approved on a motion by Connie and seconded by Bruce. Unanimously carried.

### Library Business:

- Library Board presenting to City Council – It was brought to Sara's attention by council member Cheryl that the city council would prefer if the library board would be the ones to present the budget requests to the city council instead of Sara.
- Change in Treasurer's Report that is submitted to City Council – Council member Cheryl stated that the City of Anita's City Code of Ordinance states that the library board is to submit the time sheet of all library staff, a detail listing of all bills that are approved by the board, as well as a budget analysis. Cheryl understood the city ordinance to read the library board was to verbally present the Library's finances at every city council meeting. Upon review for the city code, the library board discussed, reviewed, and determined that the library board presents the reports to the city clerk which will be included in the city council packets. Sara said that she used to give Stacy, City Clerk, the same treasurer report that the library board receives that gives of these requirements, but Stacy stated she did not want that detailed of a report and to just give her a simplified one. Sara will make sure Stacy receives this report as well as the ones that Cheryl requested.
- Blue Lights on the library for month of April for Child Abuse Prevention – Sara stated that the Child Abuse Prevention board would like to have several businesses and places to light up Cass County Blue in observance of Child Abuse Prevention Month. Just wanted the board to know in case someone asked.

- Battery Back up Issue/Quote – Last week, Sara noticed that the battery backups on our servers need new battery cartridges. Per Eric Maynard our IT specialist, each battery cartridge will cost \$360 and we need two, one for each back up, as well as \$30 in labor. Total to replace the cartridges would be \$750. Jackie made a motion with a second by Connie to purchase the needed battery cartridges.
- Adventure Pass Program – Sara talked about this program where libraries collaborate to have a web interface where patrons can check out family passes to different attractions across the state for free. The base rate is \$225 a year and then an additional cost for the family pass depending on which attraction your library selects. Board discussed and this would be a good thing for the friends group.
- Personnel Policy – Discussion was held on the changes and updates to the personnel policy. Sara will make additional changes and send to the library board for them to review and read through for next meeting.

Buildings and Grounds: The women's bathroom toilet has been running through more and more lately. Motion made by Jackie and seconded by Connie to have it looked out and possibly replaced.

Librarian Report: Sara reported that our patronage is going up since the weather has been good. Many kids and patrons have been coming in from the park as we are the only open public bathroom. We have had many kids for our after school programs and discussion was held about our Wi-Fi routers and usage.

Motion by Jackie Seconded by Connie to adjourn the meeting at 5:43 pm. Unanimously carried.

Connie Russel, Secretary Pro-Tem