

Anita Public Library Board of Trustees

Wednesday, July 10, 2024

The July meeting of the Anita Public Library Board of Trustees was called to order at 4:45 pm. Present was:

Board Members- Marcia Casteel, Bruce Petersen, Jackie Sanders, Bev Johnson, Karen Burns and Librarian/Director Sara Young.

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

The floor was open to the public at 4:46 pm. No member of the public was in attendance.

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

Treasurer's Report= No out of ordinary expenses. The city still has not changed payroll to bi-weekly it is still monthly. The current City Clerk said it would be up to the new clerk to decide if it will change or not. The Treasurer's report was also based on estimates as we have not received budget information from the city clerk to confirm our budget figures. We got numerous donations from the letter Sara sent to local businesses to support the Summer Reading Programs. We are current on our digitalization project as Sara used Grant money to support this. Approved on a motion by Jackie and seconded by Marcia. Unanimously carried.

Library Business:

- Introduction of new board members- The Board welcomed Bev Johnson and Karen Burns
- Election of Officers for FY25-
 - President- Bruce
 - Vice-President- Jackie
 - Secretary- Marcia
 - There will not be a treasurer- Sara does not want the board members signing checks as none of us are bonded. This is also stated in the city ordinance and the checks should be signed by the city clerk.
- Discussion and approval of employee time off and possible library closures- Carolyn is on vacation July 16-25 and Sara is on vacation July 22-26th. With Carolyn and Linda's hours cut the staff decided the following hours for the week of July 22nd:
 - Monday- closed
 - Tuesday- 1-4 pm (Linda working)
 - Wednesday- 10-1 pm (Linda working)
 - Thursday- 1-4 pm (Linda Working)
 - Friday – Regular hours

There will also be days at the end of August that will need to be decided when it gets closer.

- Discussion of Employee Pay Periods- Sara shared that this still is not correct. In January, the mayor questioned why the Library staff were paid monthly. The city clerk and Sara planned on changing pay to bi-weekly in April. When it was closer to April, it was then decided to wait until the start of the next fiscal year or July 1st. When Sara emailed the clerk July 1st with time cards and asked if it was changed- the clerk's response was that she was sticking with monthly and if the new clerk wants to change it she can.

Buildings and Grounds: Sara will work on trimming bushes and flower beds for Steak Fry. It was reported that the rain spouts were broken.

Librarian Report: Sara reported the usage was up. She also stated that programs have been busy and going great. There was a counter installed at the back door which helps with more accurate counts. Sara stated it has been a struggle with the cut hours.

Motion by Bruce Seconded by Jackie to adjourn the meeting at 5:58 pm. Unanimously carried.

Marcia Casteel, Secretary