

Anita Public Library Board of Trustees

Wednesday, October 11, 2023

The October meeting of the Anita Public Library Board of Trustees was called to order at 4:35 pm. Present was Al Sherbo, Marcia Casteel, Bruce Petersen, Jackie Sanders and Librarian/ Director Sara Young. Absent was Connie Russell.

The agenda was approved on a motion by Al and seconded by Marcia. Unanimously carried.

The floor was open to the public at 4:35 pm. No member of the public was in attendance.

Minutes of the September meeting were approved on a motion by Al and seconded by Jackie. Unanimously carried.

Treasurer's Report= Approved on a motion by Bruce and seconded by Jackie. Unanimously carried. Had a couple annual expenses- Biblionix and Maynard Custom Solutions. We also have a new expense regarding Google Business Workplace which is our website fee. Our books balance with the city.

Library Business:

- Director's Annual Review- Annual Review forms were completed. No concerns by board.
- Annual Survey update to State, County & City- Sara presented a summary survey report and will also present to the City Council tonight.
- New Staff Printer- Approved on a motion by Jackie and seconded by Bruce, unanimously carried to buy a new HP printer for staff as the old one is no longer compatible.
- Discussion of Thanksgiving Holiday Schedule- the handbook and in past the library was closed on Thursday (Thanksgiving) and Friday- open Saturday. Sara asked for approval to close Saturday also going forward. This was approved on a motion by Al and seconded by Jackie. Unanimously carried. Sara will update the policy for next month's meeting.
- Santa's Sweet Shoppe/Christmas Walk- Will be held December 3rd from 4-7 pm. All donations will be put towards the digitalization project.
- Discussion of Christmas & New Year's Day holiday schedules- Sara receives holiday pay on holidays. Since both Christmas and New Year's Day lands on a Sunday this year- Sara needs another day to use these hours. Board approved the library to be closed Saturday the 23rd and Saturday the 30th. This was approved on a motion by Jackie and seconded by Bruce. Unanimously carried.

Buildings and Grounds:

- Removal of crabapple trees- Sara is wanting to get rid of the crabapple trees and replant other. The crabapple tree in the front lawn by the alley way and hill is a hazard as patrons and community members have fallen going up and down the hill by tripping on the crabapples that have fallen onto the ground. She will talk to city council and proceed from there. This was approved by the board on a motion by Al and seconded by Jackie. Unanimously carried.

Librarian Report: Sara reported the usage has been steady. She attended two meetings last month. One meeting was a webinar for Where the City and Library Meet re facilities. There will be two more of these webinars: October 26th @ 6 pm regarding Budgets and November 30th @ 6pm regarding Personnel.

Motion by Marcia. Seconded by Bruce to adjourn the meeting at 5:28pm. Unanimously carried.

Marcia Casteel, Secretary