

WELLER PUBLIC LIBRARY BOARD OF TRUSTEES

Agenda October 10, 2023 6:00 pm

CALL TO ORDER: By Marie Gagnon At 6:00 pm

TRUSTEES: Marie Gagnon-Chair 8-25, Jim Leid–Vice-Chair 8-27, Sherri Erikson 8-24, Rebecca S Wilson 8-26, Beka Compton 8-28 *Ending Term date after name
Library Supervisor - Sarah Roberts
City Council Representative - Jillian Henze
Absent: All present

GUESTS: Eila Whelchel, Jessie Brown

Minutes: E-mailed on September 21, 2023

Moved to accept by Sherri Erikson 2nd by, Beka Compton **APPROVED**/REVISED

OLD BUSINESS:

- Mayor Dunn and the City Council approved the appointment of Beka Compton as Board Trustee.
- **Inventory and Building Replacement Costs:** Discussion of Insurance premium for next year - Rebecca, Sarah and Marie. With the large increase in premiums by insurance coverages - The board voted to not increase the library insurance and keep the premium at its current level.
- **Report on upstairs windows and door - Update** The windows are in. Jim's Glass is scheduled to install the windows October 18th at 9 am. The door will be done in the future when the upstairs renovation project is developed.
- **Report on downstairs painting - Update** - Marie presented two bids for review. Rebecca made a motion to accept the bid by Meticulous Touch of \$12,821.70 with the understanding that Marie, Rebecca and Sherri would further consult with the owner making sure exactly what the project would cover, can be accomplished in this year, and that they meet the city requirements. Sherri seconded and the motion carried
- **Budget Review: Discussion and Action** - Rebecca, Marie, and Sarah with Randy, Mayor Dunn, Jim Romaine, Mr. House met at City Hall and reviewed and revised the 2024 budget for the library operations. (Insurance issues - discussion). It was decided by the board after much discussion that the budget would go back to the City. Rebecca, Beka, and Marie will make an appointment with Jillian for advice on working with the City and understanding budget negotiations.
- **NEW BUSINESS**
- **Review of purchase order forms - Action** - Sherri motioned and Beka seconded to approve the purchase orders. The purchase orders were approved.
- **Policies** -The computer use, collection development, youth policy, request for reconsideration policies are approved and will be digitized. Sarah will develop a

volunteer policy. Sarah has an 8th grade scout who wants to volunteer. Sarah will make a form so we have something on file/contact info for parent(s)for volunteers. She will check with the High School to figure out how they sign off on hours and if there are other students that are interested.

- **A Letter of Appreciation to the Friends** - FOL week is October 15-21st. A letter was approved to send to the Times by the Board thanking the Friends for their time and work with the library.
- **Three Letters of Appreciation 2 to the AAUW and 1 to McGregors** - one letter for their visit and one for the individual who gifted the two boxes of books to the library. Sarah and Rebecca will work on these and send them out. We also need to send a thank you to McGregors for help with the pipe for setting the little library book box.
- **Two Grants due in November** - These need to be completed in October for the November deadlines. Beka, Rebecca and Sarah will work on these.
- **Mission, Value and Vision - UPDATE OF MISSION STATEMENT**
From the web site: The Weller Public Library is a dynamic civic resource that supports an informed community, lifelong learning, and the love of reading by providing all area residents access to the universe of ideas and information. This mission statement is approved by the board and Sarah will make sure it is on the web site.
- **Librarian Report: - see attached**
- **Next Meeting:** Tuesday November 14, 2023 at 6:00 pm
- **Adjournment: 7:45 pm** Submitted by: Rebecca S. Wilson