

SHEFFIELD PUBLIC LIBRARY BOARD MEETING

Regular Session Minutes

123 S 3rd Street
Sheffield, IA 50475

Date: Wednesday, June 12, 2024

Time: 5:30PM

Roll Call

Members present were Bonnie Theis, Onni Prestidge, Trevor Nelson, Alice Griemann, Gail Sheriff, Keli Lage
Others attending were Morgan Symens, Ashley Francis

Approval of Agenda

Alice motioned to approve the Agenda. Keli seconded. Unanimous approval. Motion passed.

Public Comment: *The Library Board President and Library Board welcome comments from the public on any subject pertaining to Library business. You are asked to state your name and address for the record and to limit your remarks in order that others may be given the opportunity to speak. No action will be taken on items discussed. However, if warranted, the item may appear on a future agenda.*

None

Consent Agenda

- Approval of Minutes from May 8, 2024
- Approval of Financial Report
- Approval of Bills

Keli motioned to approve the consent agenda. Gail seconded. Unanimous approval. Motion passed.

Librarians Report

Morgan introduced some new books that she is planning to purchase for younger children to help them read. They are called VOX Books. Numbers are up at programs. Morgan and Donnica have introduced some new programs to the library. Morgan is looking into getting WhoFi to use to keep track of programming numbers and other statistics for the library that can be provided to the state. Some clean up efforts were discussed about the library such as painting some walls and redesigning some areas for better use. Discussion about working with the nursing home to provide services to residents such as having someone read books to them. Clover Kids plan on having Astro camp at the library. An author talk is being planned. Lots going on.

Old Business

1. Interim Director, Donnica, will resume her prior role and responsibilities and salary effective May 28, 2024.

Donnica has resumed her prior position as librarian. We appreciate all the work she and Chris have done in the past few months to keep the library working business as usual.

2. Franklin County Library Board meeting documents.

Bonnie has not received a copy of the minutes from this meeting yet. Once she receives the minutes she will present to the board. The Franklin County funding approval was presented to the board. FY24-

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25 we receive 23% as agreed previously. The updated bylaws for the Franklin County Library Association meeting were presented also.

3. Updated Trustee contact information.

The updated Trustee contact list was distributed to all Board Trustees

4. Update on windows.

Discussion on the leak in the windows came to an agreement to have a contractor look at the problem to determine if it is the actual window that leaks or if we have a roof problem. Once we determine the cause of the leak, we can proceed with repairs and financing.

5. Discuss planning for People in the Park 2024.

People in the park is August 24, 2024 this year. We discussed the omelet breakfast duties and schedule. Morgan will contact Board Trustees to make the schedule. The Foundation members will handle planning and supplies for the breakfast as usual. We will not be having a book sale this year. The sale will be at another time. We are planning to have an information table set up in the park for the library. We mentioned having t-shirts made for the library staff and Board Trustees to wear at the park.

6. Foundation Library Meeting

Bonnie and Morgan attended the meeting on June 10, 2024. People in the Park was discussed. It was mentioned that the library as an ash tree on the property that will need to be cut down. The city will be cutting trees. This will need to come out of the library budget.

New Business

1. Discuss and approve updates to the Sheffield Public Library Internet Policy.

Updates need to be made to the policy. Once the new policy has been updated, we will review again at the next meeting.

Onni motioned to approve making updates to the internet policy. Alice seconded. Unanimous approval. Motion passed.

2. Discuss and approve office furniture.

Morgan discussed some plans she would like to make to the office arrangement. In order to utilize the space in the multipurpose room, she is going to move to the small office in the library space. We will no longer need the desk in the room. This will free up the space to allow more room for activities.

Onni motioned to approve the sale of the furniture. Keli seconded. Unanimous approval. Motion passed.

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3. Board assessments to complete: Self-Assessment, Board Assessment and Tech Savvy.
The Board of Trustees is required to complete self-evaluations each year. The forms were provided to each Trustee to complete and return to Morgan as soon as they can.
4. Presentation by Alice, overview of Friends of the Library.
Each board member present for the presentation will receive credit for continuing education.

Agenda Items for next meeting

Planning for People in the Park August 24, 2024
Review and approve updates to the internet policy
Purchase of Library T-shirts for People in the Park
Board of Trustees Self-evaluations
Update on water leak

Adjourn

Onni motioned for the meeting to adjourn at 6:15PM. Gail seconded. Unanimous approval. Motion passed.