

## SHEFFIELD PUBLIC LIBRARY BOARD MEETING

Regular Session Minutes

123 S 3<sup>rd</sup> Street

Sheffield, Iowa 50475

Date: Wednesday, August 14, 2024

Time: 5:30PM

### Roll Call

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

### Approval of Agenda

Trevor motioned to approve the Agenda. Alice 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 July 10, 2024
- Approval of Financial Report
- Approval of Bills

Trevor motioned to approve the consent agenda. Kelli seconded. Unanimous approval. Motion passed.

### Librarians Report

Morgan reported that the Summer Reading Finale went very well. Adult book club is going strong. They will take August and September to really clean up the library and plan for fall programming to start either the end of September or beginning of October. Continuing to weed and inventory the collection. Improvements to the library have included painting the entryway and plan to finish more painting in the month of August. The Meeting room is now accessible from the entryway doors. Morgan has had a few issues with disruptive children in the library. She has addressed their parents. Incident reports have been documented and filed as well. Chris has submitted her resignation.

### Old Business

1. Discuss planning for People in the Park 2024.

Board members will attend the Omelet Breakfast as serving help and assist with a game that will provide prizes to the community.

2. Window Update

The windows have been checked several times in the rain and found to be secure. No further issues.

### New Business

1. Review and approve update to General Policy

The updates were minimal but included such things as use of the laminating machine, fax, and copier. Number of days for checkout of DVD's has been extended.

Kelli motioned to approve the updates to General Policy. Gail seconded. Unanimous approval.

Motion passed.

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2. Review and approve hiring for open position and pay rate

The open position is a Part-Time position 5-10 hours a week at \$10.00 an hour. Alice motioned to approve the hiring. Trevor seconded. Unanimous approval. Motion passed.

**Agenda Items for next meeting**

The Library Board will begin to review Goals and Objectives.

**Adjourn**

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