

SHEFFIELD PUBLIC LIBRARY BOARD MEETING

Regular Session Minutes Draft

123 S 3rd Street
Sheffield, IA 50475

Date: Wednesday, February 12, 2025

Time: 5:32 P.M.

Roll Call

Members Present: Bonnie Theis, Onni Prestidge, Gail Sheriff, Marcie Atwood, Kelli Lage (Call In).

Members Absent: Alice Greimann, Trevor Nelson

Others Attending: Morgan Symens

Approval of Agenda

Onni made a motion to approve the Agenda as written. Kelli 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.*

Consent Agenda

1. Approval of Minutes from Jan 8, 2025
2. Approval of Financial Report
3. Approval of Bills

Gail made a motion to approve the Consent Agenda as written. Marcie seconded. Unanimous approval. Motion passed.

Librarians Report

Morgan updated the Board on the flooring replacement project. It will be completed tomorrow, as well as the Bathroom project.

MetroNet has aggressively been working to complete the installation of internet.

The County Budget was approved at the requested 5%.

The City Budget was approved at the requested amounts. This will greatly improve the Summer Reading program.

Morgan has created a "Puzzle Section" at the library, the puzzles were donated. These puzzles can now be checked out for use. She has added a laminating machine for public use in the conference room. There will be a small charge to use.

Morgan made a suggestion to the Board Members to cancel the Presto-X contract. It is a fee of \$180.00 every 3 months; this is something Morgan said she can do for free. She also stated that she would trade that fee for a window cleaning contract. The windows are currently something that cannot be done by Library Staff, given the height.

SHEFFIELD PUBLIC LIBRARY BOARD MEETING

Regular Session Minutes Draft

123 S 3rd Street
Sheffield, IA 50475

Old Business

1. Review Budget for 2025-2026

The City Council approved the requested budget on January 14, 2025. This will enhance the planning for many of the upcoming programs.

New Business

1. Review and Approve Beacon Consortium Contract

Morgan explained the Beacon contract allows the library to be able to offer the E-Books and Audio Books, by sharing the expense with other libraries.

Onni made a motion to approve the \$600.00/year Beacon contract for ebooks/audio books. Kelli seconded. Unanimous approval. Motion passed.

Trustee Teachable Moment:

Chapter 5: Approving and Monitoring the Budget

Morgan presented an overview of how the budget should be monitored and approved. The Board Members have duties and responsibilities to be aware of during this process.

Agenda Items for Next Meeting

Adjourn

Marcie made a motion to adjourn at 6:04 p.m. Onni seconded. Unanimous approval. Motion passed.