

# Wellman Library Board Minutes

(6/15/23)

- I. Roll Call
  - A. Call To Order: 6:35 p.m.
  - B. Present: Becca Droll, Melody Rowe, Sarah Latcham, Tim Beachy and Carrie Geno (Library Director); Absent: Ashleigh Nelson, Marcus Miller
- II. Guests
  - A. Jamie Clark
- III. Correspondence
  - A. None
- IV. Approval of Agenda
  - A. Motion to approve agenda by Melody Rowe. Second by Tim Beachy
- V. Approval of Minutes
  - A. Motion to approve minutes by Melody Rowe. Second by Tim Beachy
- VI. Approval of May 2023 Bills-\$6,709.54
  - A. Motion to approve bills by Tim Beachy. Second by Becca Droll
- VII. Director's Report
  - A. Wellman City Council approved bid for library expansion project
  - B. Pre-construction meeting: 5 months until project completion barring unexpected complications
  - C. Construction Update shared with Carrie: 3 minor surprises but contractor not worried
    1. Sand under building foundation
    2. Question about interior wall's structural support
    3. Change in plumbing to accommodate old plumbing
  - D. Book return has been installed
  - E. Transition to Apollo system, launches June 27<sup>th</sup>
  - F. Rotary club visited library and last items for the rotary grant have been ordered
  - G. Extra expenses for the month: Building rent & Duke Otherwise
  - H. 48 new items entered into system
  - I. Carrie started budget tracking for next fiscal year, new doc in drive
  - J. Motion to approve Director's Report by Melody Rowe. Second by Tim Beachy
- VIII. Unfinished Business
  - A. Tech Service Contract with KCTC
    1. Meeting on June 16<sup>th</sup>
    2. Other county librarians looking at alternate: Cybrarian for future

- B. Rebranding as Wellman Public Library
    - 1. City is recommending to only rebrand with new name, rather than a legal name change.
  - C. No book budget adjustment for 2024 fiscal year
- IX. New Business
- A. Staff evaluations & raises
    - 1. Carrie conducted evaluations for Megan & Laurelin and adjusted their pay accordingly
    - 2. Motion to provide a pay raise according to the budgeted amount for Carrie Geno, library director pending an evaluation by the library board beginning July 1<sup>st</sup>. Motion made by Tim Beachy, seconded by Melody Rowe
  - B. Motion to update policy for ILA Membership, to include library director and board president
    - 1. Motion made by Tim Beachy, seconded by Becca Droll
  - C. Motion to adopt new policy for materials reconsideration
    - 1. Motion made by Becca Droll, seconded by Melody Rowe
  - D. Benders fundraiser in August/September
  - E. ILA conference attendance
    - 1. Carrie, Megan, and Nicole are all registered to attend.
    - 2. October 11<sup>th</sup>-13<sup>th</sup>, library will be closed
  - F. 4<sup>th</sup> of July
    - 1. Dino fundraiser at Parkside Activity Center, 1:00-4:00
    - 2. 7 volunteers needed
    - 3. \$2 entry fee
    - 4. No parade float this year
  - G. Furniture for Expansion Project
    - 1. Extra money from low bid will be able to be used for additional new furniture purchases
  - H. Repair and painting exterior railings
    - 1. JFH will complete this work for \$523.23, grant money will cover this expense
  - I. New Property Tax Law
    - 1. Carrie and Tim will attend a Webinar
  - J. Next Regular Meeting
    - 1. July 10, 2023 @ 6:30 p.m.

X. Comments, Questions, and Other Business

A. None

XI. Meeting adjourned at 7:36 p.m.