

# Wellman Library Board Minutes

(1/9/23)

- I. Roll Call
  - A. Call To Order: 6:37 p.m.
  - B. Absent: Bud Juilfs
- II. No Guests
- III. Correspondence
  - A. Contract from Architect
- IV. Approval of Agenda
  - A. Motion to approve agenda by Becca Droll. Second by Marcus Miller.
- V. Approval of Minutes
  - A. Motion to approve minutes by Ashleigh Nelson. Second by Chad Surom.
- VI. Approval of December 2022 Bills
  - A. See Separate Document
  - B. Motion to approve bills by Melody Rowe. Second by Marcus Miller.
- VII. Director's Report
  - A. Present to Board of Supervisors
  - B. Privacy Issue with Parents and Children
    - 1. Parents are not allowed to see the books their children check out.
    - 2. Could possibly affect future funding.
  - C. Income and Expenditures (See Director's Report)
  - D. Christmas Party
  - E. Number of Library Patrons down the past two months.
  - F. Volunteer: Erik Schneider
  - G. Motion to approve Director's Report by Chad Surom. Second by Marcus Miller.
- VIII. Committee Reports
  - A. None
- IX. Unfinished Business
  - A. Architectural Contract
    - 1. The City of Wellman has approved it.
    - 2. Director is going to double-check to make sure the City Attorney has approved the contract.
    - 3. Waiting for Bank Loan (Line of Credit)

4. Bidding Process (Three week window)
  - a) Typically the lowest bid, however, City of Wellman has final approval.
5. Motion to approve the Architectural Contract by Becca Droll. Second by Chad Surom (Pending approval by the City Attorney)

#### B. Fundraising

1. Possibly at Benders Bar and Grill
  - a) QR Code; 'Pass the Bucket'
2. Reach out to Cilino's and DJ's Casual Cafe about working with them
3. One Night Fundraisers
  - a) Possibility of a 'Trivia Night' at the Kalona Brewing Company
    - (1) Held during the time period between Football and Basketball seasons.
4. Possibility of placing 'Donation Jars' at local businesses
5. Other Fundraising Ideas
  - a) Holding a 'Glow-a-Thon'
  - b) Event around July 4th (possibly involving a Dinosaur theme)

#### C. Temporary Library Move

1. Austin Bayliss is working on a contract for use of the Driscoll Studio building
  - a) Attorney will look over the contract, then the Library Board will approve it.
2. Things To Consider Prior To The Actual Move
  - a) Limit the number of books being checked out.
  - b) May limit the number of books on the shelves.
  - c) Begin packing up in April.
  - d) Library must continue to be open a certain number of hours to keep accreditation.
  - e) Books must be boxed up a certain way in order to keep everything organized.
  - f) Boxes of books cannot be over a certain weight.
  - g) Director will look into acquiring the number of boxes and packing tape needed for the move.

- h) Possible 'Procession of People' to carry books to the temporary location.

X. New Business

A. Carbonite (KCTC)

1. \$75 Bill
2. Despite what the Director was told, the City of Wellman never removed the library from its account
3. KCTC signed up the Wellman Library for a 3-year contract for an annual fee of \$800.
4. In addition, there have been issues with monthly maintenance.

B. Five-Year Strategic Plan

1. Encourage Curiosity
2. Inspire Imagination
3. Create a Welcoming Space for All
4. Make a Flipbook on the Library's Website.
5. Putting together past ideas into one document.
6. Motion to Approve Strategic Plan by Melody Rowe. Second by Becca Droll.

C. Budget

1. Last year's Budget stayed the same.
2. Current Year
  - a) \$1 Raise for employees
  - b) 'Cost of Living' Increase
  - c) There was a \$280 decrease in the Library Director's salary
  - d) There was a \$520 decrease in money spent for part-time employees
  - e) Recommendation that there should be a set amount for raises, plus an extra budgeted amount for 'cost of living.'
  - f) Possibility of decreasing the 'Postage' budget
  - g) Possibility of decreasing the 'Books' budget
  - h) Question raised: Do we need to budget more money for office furniture?
  - i) Recommendation there be an official policy for granting raises.
  - j) Recommendation there be an official 'Personnel Policy'

k) Possibility of an employee requesting a 'Performance Review.'

XI. Comments, Questions, and Other Business

A. None

XII. Motion to Adjourn meeting at 8:04 p.m

XIII. Next meeting: February 13, 2023 at 6:30 p.m.