

Wellman Library Board Minutes
(9/11/23)

- I. Roll Call
 - A. Call To Order: 6:45 p.m.
 - B. Present: Marcus Miller, Jo Edgington, Tim Beachy, Jamie Clark, Ashleigh Nelson and Carrie Geno (Library Director); Absent: Melody Rowe
- II. Guests - Luke Hertzler - new board member, school librarian
- III. Correspondence - none
- IV. Approval of Agenda
 - A. Motion to approve agenda by Jamie. Second by Tim.
- V. Approval of Minutes
 - A. Motion to approve minutes by Tim Beachy. Second by Jo Edgington.
- VI. Approval of August 2023 Bills
 - A. Slight changes - payment for Linda McCann presentation \$100 + amazon bill that came after done
 - B. Motion to approve bills by Jamie Clark. Second by Ashleigh.
- VII. Director's Report
 - A. DemCo meetings - furniture quotes for expansion
Awaiting Additional quotes from Library Furniture International
 - B. Door & Key Company - keeping it simple with outdoor keys and indoor keys
Quote for patron reader and one-time software purchase, finalized quote and waiting for installment
 - C. To meet with/contact:
 1. Caitlin Dodds - MP district librarian
Jeff Miller - cameras & data for expansion
Kelly & Beth - finances from FY 2023
 - D. Library cards - new design, company
 - E. Programming slow for the time being
 - F. Operations Manual - new & extremely helpful, working on Directors Manual also
 - G. Expansion Furniture - work in progress due to date of move-in and lack of place to put the furniture
 - H. Construction Update tomorrow
 1. 30 days behind. Who will pay for storage if there's a place needed to store furniture? Will it really be October 20? Time will tell.
 - I. Donor Wall - wood? Who has a laser engraver? JK and Schlabach Woodworking both said they'd be willing to help, but not head it all up.
 - J. State Report - almost done, waiting for one final stat from city, then sending it off ahead of schedule!
 - K. Library Card designs - 2500 cards for \$875, selected card we liked best
 - L. New Board Member training - looking for Jan date
 - M. What to do with well overdue books (5+ months)
 1. Calls, emails, certified letter that was signed for
What is the next step here?
Send into collections?
Check with kalona and washington to see what they do in this situation

VIII. Unfinished Business

- A. Door Count System (see notes above)
- B. Sound System - too expensive and too high tech

IX. New Business

- A. Review Country Board Training
Confidentiality & book challenges
If someone wants to challenge a card, they must come in in person to get a form to fill that out.
- B. Signage on Exterior of Building
Removing the word Schofield
- C. Annual Report Filing (see notes above)

X. Comments, Questions, and Other Business

- A. Jamie - Bender's Prime Rib fundraiser october 4th 5-8
Board can bus tables
For expanding/new programming in the programming room (early out, no school days, teens, etc)
Hang flyers, put it in the newspaper
- B. Approve Luke as a new board member. 1st Jamie 2nd Tim

XI. Meeting adjourned at 7:55 p.m.

Motion to adjourn made by Tim Beachy. Second by Jamie Clark.

The next regular meeting is scheduled for October 9, 2023 at 6:30 p.m.