

Manchester Public Library Board Minutes

April 11, 2024

The meeting was called to order by President, Lucas Elsbernd at 7:34 AM.

Present:

Fr. Gabriel Anderson, Jack Young, Ben Engelken, Lucas Elsbernd, Diane Hammel, Janet Giannini, Allison Hemann, Alison Hegland-Library Director, Tim Vick-City Manager, Joseph Dittrick-City Council

Excused Absent: Diane Monaghan, Millie Kehrli

Approval of Agenda:

Young made a motion to approve the agenda as presented, Engelken second. There was no further discussion, motion passed.

Approval of Minutes:

Minutes of the March 14 meeting were presented. Anderson made a motion to approve, Giannini second. There was no further discussion, motion passed.

Approval of Bills:

Hegland presented bills. Hammel made a motion to approve the bills as presented, Engelken second. Motion passed.

Community Input:

N/A

Administrator's Report:

A. Programs, statistics, and donations

- Gift and trust CD is earning greater than five percent interest so the amount was increased to a \$100,000 in that CD.
- The library had several interruptions in internet service so patrons were without internet for about a week. The issue has been resolved.
- The library will be purchasing furniture with the endowment payout of \$1,730.00.

B. Hoopla changes

Changes have been made to Hoopla. Patrons will now be able to check out six books a month on Hoopla; previously the limit was 10. Books available on Hoopla will be \$2.98 or less. The changes were necessary because the daily limit was being met by 2:00AM on most days. Since the change, it's usually mid to late afternoon before the limit is reached. The cost to use Hoopla for the library is \$750 per month.

C. DCLA Meetings

The Delaware County Library Association had an informal meeting on March 2 in Delhi. They discussed programs, grants, and training. Their next meeting is scheduled for May 7 in Colesburg.

Old Business:

A: Phone system update

The new phone system has been installed and the training is complete. The positive changes with the new system include: four people can be on the phone at the same time; there are two cordless phones; voicemail is available for Alison, Angie, Andrea, and the circulation desk.

B: Meeting room update

- Clean slate: The meeting room has been cleaned out and is ready for renovation to begin. The cleanup involved sorting items between useable and non-useable items. Several computers are being recycled, which will be taken care of by the city. There will be a sale of other items. Library staff is leaning toward an auction type sale of old furniture, décor, technology, and supplies.
- Flooring: Previously, it was planned that wood plank flooring would be installed in the entire meeting room area. The cost was estimated at over \$9,000. However, after advisement because of the uneven surface near the east wall it has been decided to use carpet squares. Carpet squares will be installed in the main meeting room area and wood plank flooring will be used in the kitchenette area. The improved cost of the flooring is now estimated to be \$5,296.01. Hammel made a motion to approve having Kluesner Flooring complete the work of installing carpet squares and wood plank flooring in the meeting room, Young second. Motion passed.
- Loecke Building Service: Loecke's will begin work soon and the estimated timeline for completion of the project is about one month.

C: Furniture purchase

Alison made visits to two Manchester businesses, Honey Creek Furniture and Corcoran Furniture, to discuss buying furniture for the main level of the library and meeting room. Honey Creek Furniture is able to order what the library needs. Alison first presented the board with several options for sitting chairs to be used on the main level of the library. After considering the options, the board recommended the Saydie chair in polyester fabric. Four chairs will be purchased using money from the endowment payout and Blakesly donation. Meeting room furniture, including tables and chairs, will also be purchased from Honey Creek. After looking at a couple chair options, the board recommended purchasing the 9to5 brand chairs. They come with a lifetime warranty. All furniture will be delivered and assembled by Honey Creek. Hemann made a motion to approve the furniture purchases, Young second. Motion passed.

New Business:

A: Strategic planning focus group and timeline

Eunice, the Northeast consultant from the State Library of Iowa, will be at the May board meeting. She will be discussing the use of a strategic planning focus group and how the board will set library goals. The focus group will consist of approximately 20 people from the community. Eunice will facilitate a three-hour session with the focus group in which she will gather information about what community members think of the community. She will then educate the board on the process of creating goals from what was learned from the focus group.

B: Board makeup activity

Board members completed a board makeup matrix. The tool will be helpful when seeking candidates for the library board.

Meeting was adjourned at 8:37AM. Next meeting is May 9, 2024 at 7:30AM.

Respectfully submitted,
Allison Hemann, Board Secretary