

Spirit Lake Library Board Meeting

August 5, 2024

Present at the meeting: Christa Butler, Roger Brockshus, Carolyn Butterworth, Frank Christenson, Cindy Davis, Vicki Perry. Absent: Matt Early, Heather Kalkhoff,

The meeting was called to order at 5:15 p.m. by president Christenson. Minutes of the July 1, 2024, meeting were read by Butterworth. Butler moved, seconded by Brockshus, that the minutes be approved. Motion carried.

July financial reports were reviewed. Library revenue was \$437.05 to the general fund. Friends revenue was \$619.06. Motion by Perry, seconded by Butler, to approve the July bills. Motion carried.

Reports:

- Davis explained/reviewed a circulation report which summarized the types of materials checked out by various groups of library patrons (residents, organizations, open access, etc.).
- Davis also shared information about Open Access.

Director's Report:

- The front interior door was repaired by American Glass of Algona. The bill has not yet been received.
- The kitchen faucets were replaced and the HVAC drip tray cleaned. Note: The drip tray should be serviced every year. This bill has not yet been received.

New Business:

- Davis reported that a new computer for Krista and a printer for the circulation desk are being requested. The cost will be around \$1,600, and a specific quote will be coming.
- An additional staff person is needed for 6 hours per week, particularly to cover Saturdays. Motion by Brockshus, seconded by Butterworth, to approve hiring for this position, pending City approval. Motion carried.
- Motion by Butterworth, seconded by Butler, to approve attendance and expenses for Cindy and Krista for the ILA conference in Des Moines. Motion carried.
- Motion by Perry, seconded by Butler, to approve a half-day closure of the library on October 30 for the county in-service, which will be held at the Spirit Lake Library. Motion carried.

Unfinished business:

- There has been a problem with ants in the men's restroom. Cindy is waiting on a quote from an exterminator to treat the whole building.

Programming and Events:

- The library will have Bluey at Spirit Lakes' Hometown Heroes program to be held at the elementary school building August 7 from 5:00 – 7:00.

Trustee Training:

- The board participated in a 15-minute discussion of chapter 4 of Crucial Conversations.

The next regular meeting of the library board will be Monday, September 9, at 5:15 p.m. Chapter 5 of Crucial Conversations will be discussed.

Motion to adjourn by Butler, seconded by Brockshus. Motion carried. Meeting adjourned at 6:15 p.m.

Respectfully submitted,

Carolyn Butterworth, Secretary