

## Spirit Lake Library Board Meeting

November 6, 2023

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

The meeting was called to order at 5:12 p.m. by president Christenson. Minutes of the October 2, 2023, meeting were read by Butterworth. Kalkhoff moved, seconded by Brockshus, that the minutes be approved. Motion carried.

Davis presented the financial reports. Revenue was \$469.55 to the General Fund and \$3,564.03 to Friends. Motion by Butler, seconded by Early, to approve the reports. Motion carried.

Miscellaneous reports:

- “Silo” transactions (inter-library loans) totaled 326.
- Cindy circulated the Annual Iowa Public Library General Information Survey, a detailed report of information about the library, circulation, and other statistics.

Director’s Report:

- Cindy and Krista reported on the ILA conference and the worthwhile seminars they attended.
- A variety of work was done on the building, including payment for the dedicated copier line, drain unclogging, removing a nest that was blocking a duct.
- An interesting theft occurred: all of the toilet paper from the rest room was taken.

Unfinished business:

- A motion to close the library on December 6 for staff in-service and trustee training was made by Early, seconded by Brockshus. Motion carried.
- The carpet will be cleaned on December 6 while the library is closed.
- A quote from Johnson Controls for \$3,180.00 was received and includes sprinkler repair, inspection, and additional testing that is needed. Motion by Butterworth, seconded by Kalkhoff to approve the quote. Motion carried.

New business:

- BRIDGES membership fees for next year will be \$1,605.
- Kanopy and Hoopla platforms for online access were discussed. By consensus, it was agreed that Hoopla rather than Kanopy is a better option for our library. The Hoopla streaming platform includes comics, movies, music, e-books audio books, and TV. Motion by Butler, seconded by Kalkhoff, to try Hoopla for six months. Motion carried.
- The charges the library assesses for copies and faxes were reviewed. Motion by Butler, seconded by Early, to charge \$1.00 for the first five pages of a fax, with 25¢ for each additional page; charge 50¢ per page for color copies; and leave B & W at the current charge of 15¢. Motion carried.

Programming and Events:

- Trustee training will be Wednesday, December 6, at 6:00 p.m. at the Milford Library.
- Staff In-service will be Wednesday, December 6, at the Arnolds Park Library.
- Krista would like help with the gingerbread house activity on December 5 from 3:30 – 5:30 p.m. Donations for supplies would be appreciated.
- Santa’s Village will be held December 9. Krista would appreciate help with the craft that will be offered at the Library.

The next regular meeting of the library board will be Wednesday, December 6 at 5:30 p.m. in Milford.

Motion to adjourn by Butler, seconded by Brockshus. Motion carried. Meeting adjourned at 5:53 p.m.

Respectfully submitted,

Carolyn Butterworth, Secretary