



**Library Board Minutes
Monday, Nov. 14th , 2022
4:30 PM**

Carter Lake Public Library Board Meeting

Roll Call:

President Patricia Midkiff

Vice-President Bonnie Freeman

Sharon Paterson

Viki Hawkins

Jo Chullino

Delbert Settles

Library Director Shannon Putney

Librarian Specialist Meggie Schmidt

Pam Christensen

Patti called the meeting to order at 4:31 PM on Monday, November 14, 2022

Disposition of Minutes of Previous Meeting

Patti brought up use of CIPD money for Tech, DeepFreeze software. She mentioned that the board didn't make any motions to progress due to the furniture issue. Shannon assures the board that the city will be paying for the bulk of furniture aside from four desks.

Unfinished Business

The other tech stuff needed is called envisionware which is a software that will shutdown the computer as soon as someone is done using it. This is a privacy risk for patrons because their personal information will still be on the computer until it shuts down at the end of the day. Patti asked what happens when the time runs out. The computer would kick them off when the time limit ends. Shannon assures the board that time extensions can manually be given for patrons in meetings and taking exams.

Shannon has been creating an app to make library resources available easier for patrons. She has been making one using the free app and brought up a branded app. A branded app would be a stand alone app that showcases the library logo, catalog, etc. The free app is limited in what kind of phones can access it. The branded app would be 2500 a year for upkeep. The brand app would be paid for through CIPD money at the end of the year.

Shannon brings up how Deep Freeze will be paid using the city credit card since the bill is overdue.

Bonnie makes a motion to accept the minutes which have passed.



City Financial Report

Shannon notes that wifi has changed. Dataserve failed to keep the promise of giving us passwordless wifi. Board members are now reconnecting to the wifi.

Bonnie asked if this is what they budgeted for or what the city put in. The city put in the numbers for this report. Shannon has been dealing with a lot to go through it and correct it. The little book drop box outside was purchased in the Summer and was only now paid for. The city isn't paying things in a timely manner. Vicki brought up the oppd bill being 800. Shannon brought up how the bill was always high and differed around 50 dollars. Patti brought up if we were paying for the energy for the little room that is now Sandy's office and the former meeting room. Shannon is unsure about that. Shannon brought up how the bill was higher two years ago rather than this year. Patti is thinking about how the bill will be divided since the community center is in charge of the bathrooms now too. Will the community center pay or will the library?

Shannon brought up how the phone situation has been updated and will be connected to the community center to ensure that staff can reach each other without leaving the space. Patti asked that Shannon double check with Jackie over the phone budget.

Shannon starts with Awe Learning and how it sent back a check since it was paid twice. The check was counted into the financial report and Shannon asked that Lisa not recharge the library budget again since it was already paid for.

Action on Bills

Motion to pay bills accepted.

Director's Report

We are now on the permanent list for UNO so the library will continue to get practicum students in the future. Shannon brought up how we got a check from BetterWorldBooks and Bonnie asked if it goes into revenue. Patti asks if we are still doing the 21st Century clubs and Shannon brought up how Ms. Hamil wants to work with the library to bring classes of older kids over to the library for programs. Jo shares a memory of how research went for her classes and how the librarian taught the students about the library and how it was the teachers responsibility to teach the kids how to research.

Shannon shares her experience about researching what the school means being a Baccalaureate school. It is a hands-on experience school in the classroom. Ms. Hamil is trying to find a middle road to get kids to be more hands on rather than rely on their digital devices. Shannon shares examples of what we could do like using math, break-out edu, etc. We want kids to be comfortable in the library and know where things are.

Bonnie asks about the statistics since she got a new laminated card if that counts her as a new user or as a renewal. Shannon clarified that this counted her as a renewal and not a new user. Shannon explains what WhoFi is and how it tracks statistics and imports the data to Shannon and formats it in easy to read infographics. WhoFi can track new visitors by using AI to recognize IP addresses, it breaks down the months into different sections.



With regards to programming. Meggie has experience manually counting patrons and has been keeping track of all the patrons entering the library. Sweet st did boost the participation statistic for our October programming statistics. Patti asks if you can differentiate programs from in house and out house. The programming number is not the patron account. These are only for physical people and not patrons over the phone or online. Shannon will look into printing out the programming data from WhoFi to differentiate between In and Out house patrons. Patti asks if any one has any questions.

Patti asks for a motion and Vicki motions, motion passes.

New Business

Shannon already addressed furniture. Meeting on hold while Shannon gets the bills. The bills are being passed out for review. Patti asks for any Holiday closure. Jo asked if our closures match the city's closures. Shannon explains the December holidays and how we will be doing a New Years Eve Party. The library tries to match as much as it can. Bonnie asked how we were paid for both Columbus Day and Veterans Day, Lisa said to just take both off and it would be figured out next year.

Construction

The library is put on the backburner in regards to importance due to the pressure for the community center to be completed. The project manager is at fault for all the delays and mistakes for the construction. Bonnie asked if the book club would be in the meeting room, Shannon said yes and already got them put in the system. Programs and events that are paid will get priority but the library would still create a space to accommodate groups. Shannon expects library completion to be around January 1st. Shannon insists that the library does a grand opening so we can promote the complete changes, new furniture etc. The party would be family friendly during the day and during the evening it would be geared towards the adults and be more fancy.

Vicki asked who was paying for the new cabinets. The City will be paying for new cabinets for the Circulation area. Vicki doesn't like the new single door nor does Shannon since it's a solid door for fire safety. The window was supposed to remain to be modern and feel more open. Bonnie asked if it was an ADA door and would have a button. Vicki was upset that there won't be a button to make opening the door easier. Iowa lets businesses get away with it because they can acknowledge there is an issue. The library isn't supposed to leave the door propped open.

Overtime

Overtime issues have been resolved, Shannon has emailed the City Council and discussed it with staff about it. She mentions how she is unsure how the programming will be affected by informing the board that the staff will be addressing future programming in an upcoming meeting. Bonnie brought up how the issue was mainly due to there being no budget for overtime. Shannon met with the Mayor and Jackie Carl about it and he suggested that the library be the same hours as the community center which is 10-7 which is impossible since the library only has three staff members.



Bonnie mentions how the library can change hours since it is flexible. They continue discussing the overtime issue and Patti mentions how a council member brought it up to her about it and sent her the information. Jacki Wahl sent one month's worth of information.

Delbert asks how patrons will be able to get into the community center and Shannon explains how the library and community center will have the same opening hours. Shannon asks if the board has the new information about the community center over the membership fees. The fees were in the news letter that was sent out to residents.

Bonnie wants overtime to be in the budget to prevent any future issues.

Shannon's ultimate goal is to not cut the budget since she has already started working on the budget. If we can keep the budget the same since it was already approved the city would approve it again. We could use more part time staff and new shelving. Patti brought up how the budget won't be as high since some of these things were one time purchases. So perhaps if we could get the budget close they would approve. Shannon brought up how the price of everything is going up and the budget should reflect that.

The mock budget is usually broken down and given to board members to discuss through different meetings. This gives them time to present to the workshop.

Vacancy

Patti asked if there is any information about overboard member replacement. Shannon mentions that there have been 10 applicants. Jo and Vicki will be retiring at the end of this year so there will be more spots to be filled that these applicants can be used for. Shannon thinks the mayor will announce who the new member will be possibly Monday Nov. 21.

Wrapping it up

Jo asks how Monday Mayhem has been going. Shannon gives a run down over how the Monday statistics have grown from 0 to 4-8 kids a Monday session. Shannon brought up how we will be switching up the Mondays and instead of showing movies we would be showing exclusive series like the Mandalorian. Jo wanted a breakdown on how good Monday Mayhem does a month and which ones are doing the best. Jo mentions how the story times are a good break for teachers and parents while the Librarian handles the kids. Patti brings up that maybe the seniors would let the library use their van to pick up the daycare kids. Shannon brings up how the Boys and Girls Club is having an issue with bored teens. So Shannon brought up that the club could bring the kids to the library for programming or the library could go there. Jo stresses out that we are the library, we aren't the school or an afterschool club.

Patti brings up how there will likely be a lot more kids in the library during winter break. Vicki asked when there will be another puzzle exchanged because she has a friend who wants to exchange and get some new ones. Delbert offered his personal puzzles to her.

Shannon starts discussing the Tech Classes and how she needs to be adding the step by step instructions to the website for patron's to access at all times.



Antique Curio Cabinet

Shannon brought up how the TV will hang to low and thus eliminate the space for the cabinet. No one knows where the cabinet came from and Shannon doesn't want to sell it in case someone owns it. Patti says to call Teresa to ask about it or ask Julie. Once the calls are made the board can decide what to do with it. Pam mentions that it is heavy and difficult to get into to create displays. Patti has no issues with selling it, or giving it back to the original owner. Vicki asked if they were going to move Mary's bench since the entrance will be moved. Shannon says it will stay. Board is fine with the library getting rid of the curio cabinet.

Public Comments

None

Adjourned

Motion to close the meeting by Vicki and seconded by Delbert. Meeting closes.