



Carter Lake Public Library Board Meeting

1/09/2023 4:30 pm

Roll Call:

President Patricia Midkiff

Vice-President Bonnie Freeman

Sharon Paterson

Viki Hawkins

Jo Chullino

Library Director Shannon Putney

Librarian I Chelsea Bollom (taking minutes)

Guest:

Hank Zdan (never showed - added at end of meeting)

Absent:

Delbert Settles

Disposition of Minutes of Previous Meeting

No issues arose and a motion was passed to move on.

Passed as last month's meetings.

City Financial Report

Discussing the draft for the new budget. Going over the issues of the missing amendments caused by city hall. Jo wishes for an accurate budget to be presented and expresses frustration over the city's failure to give correct information. Since there were a lot of expenditures due to construction and new equipment funding will be taken out of the general budget. Jackie Carl will be meeting with Sandy and Shannon to discuss what will be removed from the general budget. There were a lot of assumptions about what will be done without thorough research into what items will cost. There is discussion over the copier situation over renting and buying a new printer. Eakes is saving the library money rather than the library renting a copy machine. There will be no expenses for the copier due to warranty coverage for the next five years. The copier bill will be split between the library and the community center. Patti calls for any other questions. Shannon asks if everyone in the community letter when they get their water bill which is yes and it comes out near the end of the month. Jo has a question about the 12000 for buildings and grounds. Shannons points out what is in the budget, what is expected to cover, and the comparison from last year and this year. This budget covers any new items for the building like shelving, garbage bills, new toilets, etc anything that happens to the building. Housekeeping is on a separate budget since there is no definitive answer of when a cleaning team will be hired.

Bonnie makes a motion to pass the budget draft and it gets passed.



Action on Bills

Utilities are unknown since the community center is added, this includes the cost of the new phone system. We can't budget if we don't know the accurate numbers. The largest was the books and programming and this was from November and December. Bills are passed.

Progress and Service Report of the Director

There is approval over the new furniture and the children's furniture will arrive on 1/10/2023. Shannon explains the patron numbers and how we no longer are going to the school. Outside organizations will be coming to the library. Vicki expresses concern over the sound of the kid's Thursday storytime overlapping with the book club. Shannon reassures her that the book club will be meeting in the community center meeting center from now on. They're discussing the volunteer's appreciation meal. They want wine for happy hour. Patti is encouraging the board members to attend to represent the library since it will be in the new community center. Call to make a reservation, Shannon was just here to remind them and let them know their presence is requested. Patti asks for a motion to accept the report. Motion passes.

The unfinished business

Board member vacancy was already discussed under the budget discussion. Shannon explains that the construction has moved on to fixing the punch lists. She explained that the progress on the new bathrooms is going smoothly and that everything will be updated aside from the floors. The library is no longer responsible for those bathrooms. A section was removed from the new counter for Meggie's permanent position. Countertops were measured for the new tops and drawers will be arriving soon. Children and teen furniture will be arriving on 1/10/2023. Construction to remove the front door will begin in two weeks' time. The board is upset that the door is being removed. Shannon agrees but explains how the community center will filter out the homeless patrons since they're so visible in such a small library. There is nothing wrong with them but there are some homeless patrons who are rowdy. She explains the incident that happened Saturday over suspicious behavior and police presence was needed. SEI is working on setting up the system to automatically lock the doors leading to the library when the library closes. Shannon explains that the Teens will be relocated to where the former front door is.

New Business

Will the City pay DataServ? Hank claims that the library owes his company 1500 for getting emails through them. He charged the library a second Microsoft account. We were told that emails would cost \$4 per email. Library staff doesn't use those emails and paid for their licenses to remove those emails. Shannon contacted Microsoft to figure out what was wrong. Microsoft was confused about those numbers and claimed we shouldn't be getting charged that month and that it should be monthly fees. After contacting other IT organizations each one was confused about the charges DataServ gave us. Now that we joined TechSoup we are getting much better prices and services. The library \



had to pay for the software and pay for the password to use the software. The invoice summary, provided by Hank, makes no sense with no information explaining the numbers. There were 480 dollars that were to be paid back to the library after DataServ failed to get the old library website back. The City failed to hire a new company before working on the Community Center and now is paying for it. It is unsure when DataServ will be let go and a new company will be hired. Since the bills for the library aren't paid for they're withholding access the library needs to move on. DataServ insisted we needed more access points despite the library not needing them which is another added charge. DataServ couldn't even help us with the fax machine. Bonnie asks what will we do now that we're down with DataServ. The City has to figure out what equipment is actually needed for the library and what isn't being used but we're being charged for. Shannon refuses to let DataServ touch the new computers but DataServ is withholding the credentials which are needed for a new Tech company to take over. The board is also frustrated with DataServ and is confused about the charges. The City would have to pay to remove the old system and hook us up with new hardware and software. The new company Bizco will be 300 a month and it covers the three employee computers but not the patron computers. Bizco says to buy the software we need from TechSoup and Bizco will install them with Deep Freeze. The library would have complete admin rights and control over the software. The purchased computers from DataServ were overcharged compared to other companies. Sharon suggests contacting the Attorney General instead of going to the City's lawyer, who is ignoring our calls. Patti suggests getting Jackie or Ron to call Mike or what they suggest about this situation. The City refuses to pay and is challenging DataServ. Vicki asks if Shannon will be launching the library app soon. It's in the works but with everything going on it's not ready yet.

The library is requesting \$5000 out of CIP money for Bizco to set up our new software on the new computers. Patti suggests waiting to find out what is going to happen. Shannon is buying new computer desks and a filing cabinet for the circulation desk which will cost around \$1200. Bonnie suggests giving \$1500 as a cushion since there are no definitive prices. Vicki asks about the cost of the new software. Microsoft will be around 200 and the rest is relatively inexpensive through TechSoup. Bizco suggested a new software that is made for libraries that will automatically shut down computers to enforce computer times. Patti asks for a motion to be passed to allow the \$1500. The motion passes.

New Budget

Discussion over the cost of new library shelves. The reason we are looking at new shelves is that summer is coming. Our maintenance department has issued since the library is usually the least of the department's concerns. Library shelves are now being created with casters to make moving shelves much easier. The first guesstimate was \$112,000 and a new guesstimate was given. To do the



entire library with new shelving on the walls and floor shelving with casters will cost \$81,500. We could do piece-by-piece installations like doing just the walls would be \$47,694. This can be done in one year and next year the shelves with casters would cost approx. \$34,671. The shelving lady pointed out that doing this would double the cost of shipping and installation which would be %25 percent of the cost.

Jo brings up the concerns of priorities for the budget and how the shelving shouldn't be a priority since it's more of a want instead need. She is displeased with the cost and doesn't see the point of purchasing new shelves. She feels guilty asking the city for this money since it's a lot of money and the economy isn't doing great. The City already has to pay more than expected for the Community Center and the library took a bigger budget with the new construction and everything.

The board will be going line by line for the proposed budgets. Patti starts off by asking about the percentage of raises for the library staff. It would be around 12%. Shannon refused her raise to give to Meggie. The existing staff hasn't received a raise after their first 90 days. The board looks at other libraries similar to CLPL to look at their salaries as a comparison for CLPL staff. The board doesn't believe that the City will approve a 12% increase and it's more realistic to expect a 5% increase. The salary of the community center is brought up and Bonnie is upset that the Community Center staff are getting paid more than the library staff since she feels the library is more important. Shannon wants to make Meggie a librarian 1 instead of a library specialist. Shannon justifies the raise increase for staff since they have or is working on MLS degrees. Shannon wants to hire a part-time library specialist to work 31 hours which would help library staff by covering the circulation desk. This would allow the other librarians to focus on their programming, cataloging, etc. Patti asks why we can't just hire a high schooler to shelf books and stuff. Shannon wants to have someone with library sense and preferably library experience. Patti asks why the part-timer can't just work 15. Shannon explains that having the part-timer has a max of 31 in case another staff has emergencies. Shannon would post that this part-timer position would be 15-20. Patti suggests that the part-timer gets 15 an hour instead of 17. Libraries need to support the community and that's through new programs and services. The new budget doesn't start until July but the new budget has to be submitted now. Shannon suggests to do salary for staff so overtime can't be given. This would fix the overtime issue. Bonnie asks if the library could stay open until 7 since the mayor asked. Why couldn't one staff member come in an hour late to cover that last hour? The mayor will be asking in the future.

The internet bill has increased and the city will give us more funding to cover the costs. Office supplies have increased by 500. Building and grounds went up 800 since it's unknown what will happen. Utilities are increased by 2000 since Shannon assumes it will increase since the building itself has increased. The board doesn't want the library to pay half since we are smaller. Bills are is unknown since the community center hasn't opened to the public yet. Vicki asks if they measured the square footage of the two spaces to figure out how to split the bills and that a $\frac{1}{3}$ feels fair. Technology is increased to 4000 to cover new software.



There is a 900 increase for the new future dumpster that is unknown. This number is just a guess of what we may need.

Office supplies decreased since we shouldn't be spending as much since we bought a copier. The copier's budget hasn't changed. Marketing is 1000 to boost ads on Facebook and run programs on the TV in the adult area.

Books and DVDs were separated into their own budgets since DVDs are very popular. Shannon has reached out to Baker and Taylor about the different accounts and if a DVD account could be created. \$130 to process the DVDs for us instead of getting staff to process the items for us. Baker and Taylor will own up to their mistakes and give credit if the staff has to fix the mistakes.

5000 increase for books bringing it up to 30,000. Nonfiction books and large print are very expensive. Shannon says to get rid of the physical daily non-parelli completely since only Delbert uses them. It's cheaper to just get the database for the local newspapers.

Bridges is around 1000 per year to be a part of the consortium. Overdrive advantage is what Carter Lake buys for Carter Lake that other libraries can't access.

The children's museum has increased by 200 since the cost of everything is just going up. Zoo passes are free thanks to the zoo. All passes are increasing and said just to add 5-7% because there isn't a set price yet. Breakout EDU is just for extended packs. Gaming is to cover the cost of new games for the new systems, remotes, etc. Minecraft is for the computers which will be purchased through TechSoup.

We are removing SIRS Discover since it is an awful database. We will be adding the World-Herald since there is a demand and it's cheaper than the physical paper. The book page has experienced a slight increase.

Patti asks if there are any questions about the software and databases before moving on.

The computer budget will decrease by 1000. The library will purchase 10 chrome books through TechSoup for 1500. Software is 1000 since we aren't sure what the future will hold.

The board needs to decide if we want to purchase new shelving. If we do, do we need to break it up? Bonnie suggests asking for it all and if they say object we can just break it into different parts over two years.

Patti asks if we need another meeting to further discuss the budget discussion. Bonnie wants the library to research three similar libraries to compare salaries to use when talking to the Council.

Patti asks about the accreditation of the library. The process is still continuing and Shannon will be going on the 24 with other librarians to support an increase in the checks given out of the Pottawattamie county which is based on checkout numbers. This is unfair since libraries provide other services and deserve more money. There are a few more things the board needs to do to get the accreditation that needs to happen soon. The board also needs to discuss library policies that Meggie is working on. There will be a few policies presented at each meeting instead of all of them.



Patti is concerned that budget workshops will happen when Shannon is go to her conference. Vicki states that workshops usually happen on a Tuesday or a Wednesday and the library is usually paired with the Senior Center.

Board Member Training:

Question:

Patti is asking when we can meet again. There is a discussion over meeting again this week if we get more information right away. The board may be meeting again Wednesday, Jan. 11 at 10 am.

Public Comments

None

Adjourned

Vicki motions to adjourn and it passes.