

## **Cherokee Public Library**

### **Library Board Meeting**

**January 10, 2024**

Board meeting was called to order with the following members present: Deb Hankens, Linda Burkhart, Darla Struck, Lisa Perrin, Loretta Barrett, Tyler Puettmann, Al Julius, and Johnathon Riggert. Guest was Tom Letsche, city administrator.

Board consensus approved the minutes from the December meeting Darla/Al. A motion was made by Linda/Lisa and passed to approve the bills in the amount of \$2,823.16

Correspondence this month included a thank you from the High School CAPS program for their experience with the library, a letter from Jeff Weld from the Governor's STEM Council, and a card from OABCIG thanking for a library tour and lesson at the library regarding Carnegie libraries.

For continuing education, the board discussed the Big Ideas Book Discussion program from the state library, with the current title as well as the packet from Mandi Easter regarding political activities and libraries. In old business budget committee members discussed the budget for the 24-25 fiscal year as well as the upcoming budget workshop on January 23rd.

In new business the board approved the Hours of Operation policy and moved to keep hours of operation and closing procedures the same as the previous version of the policy Al/Darla. Job descriptions, duties, and requirements were reviewed for the library's staff. Conversation revolved around removing old email and contact information from postings, to adding in tech oversight requirements for the director, removing educational requirements for the youth and special services librarian position, and adding verbiage in regarding physical requirements for work in the library such as the ability to stand, kneel, and lift materials for long periods of time. The item was tabled until further research could be done by both Tom and Tyler.

For librarian reports statistics were shared regarding 2023 circulation patterns. Tyler also shared new processing methods for paperback materials, as well as gave an update for the shelving project funded by the library's foundation. Tyler shared schedules are starting to fill for 2024 for outreach and shared a few of the events and trainings expected with the library the first half of 2024.

A motion was made and the meeting was adjourned. The next meeting is February 7.