**Cherokee Public Library**

**Library Board Meeting**

**July 7, 2021**

Board Meeting was called to order at 8:34 am by Vice President Deb Hankens with Linda Burkhart, Loretta Barrett, Al Julius, Betty Berrigan, Darla Struck & Julie Wright present. Tyler Hahn was also present. There were no visitors present.

“Items not on agenda” included 1) a notice that we were going to be getting $40,000 from the Rhoads estate which will go to the foundation. 2) Control Systems did a final check of the system and 3 of the 4 air handlers had issues. They recommended replacing a valve for $266 plus labor. Since we will be replacing the whole system in August and September we decided not to invest in the new valve. 3) There was an inspection of the fire alarm system and 2 of the pull boxes didn’t work. It will cost about $1000 to fix. We asked Tyler to see who does the City’s alarm systems to see if we can change to their contract. 4) Tyler took all the fire extinguishers to the fire station for inspection. Staff need to shake the extinguishers every month, and they will be inspected every 6 months. 5) Staff evaluations have been completed. One employee has a problem with other employees’ children being in the staff break room. After much discussion and weighing of various factors Linda made a motion, second by Betty that “The new policy of the Board is that any children are not allowed access to any staff areas (break room, offices or behind the circulation desk), and must follow all rules of the library. Exceptions to this policy are at the Director’s Discretion. The motion carried. 6) Ideas for a Sandy Beals memorial ($1500-2000) were discussed. The family would like something permanent and labeled. Ideas were a clock in the computer area, shelves for the large print collection and a plaque with donor names. After discussion we decided that a clock with a plaque that says “Sandy says it’s time to read a book” or something to that effect and purchases for our non-fiction section in Sandy’s name would be what Tyler suggests to the family. We will also continue to think about a permanent plaque we could put in the library with the names of people who make bequests at a certain level.

Betty moved and Al second to approve the minutes of the previous meeting. The motion passed.

The bills were reviewed. Darla moved and Linda & Loretta second to approve the bills. The motion passed.

The monthly budget review was conducted. We had a discussion about Tyler’s being told that the end of the fiscal year is May and money’s need to be spent that month. We will definitely spend our money in May next year. Tyler also got some grief about going over budget in part-time wages, but we saved a bunch in the full time wages, so we told him not to worry about it. We are starting fresh this month.

Tyler shared correspondence with us. The library received a thank you from the Elementary and Middle School principals for hosting a summer school session for 2 days.

For education, Tyler encouraged us to read the Trustee’s handbook. Deb said she read it and thought it helpful and would recommend we read it. Darla will take the library copy. Tyler says reading the handbook will fulfill our education requirement for the year.

Two items of old business were discussed. The Archives agreement is with John Cook who is making the final revisions. The Archives are still not open on a regular basis. The second item was the Strategic Plan, a copy of which Tyler included in the packet. He will be doing a survey this month and will present findings next month.

For new business, we discussed Safe Child and Vulnerable Adult policy. We discussed the need for the policy and situations we have had that will now be covered. Betty moved and Darla 2nd to approve the policy and the motion carried. Tyler will send a copy of the policy to the groups that need it.

The second item of new business was the fiscal year circulation review. Tyler did a graphic that he presented. We are out of space for DVDs and spend about $100 a month to acquire new ones. DVDs are treated like books regarding weeding.

We then went into reports. Raegan reports the summer reading program is in full swing, and will be ending 7/16. She is planning adult and youth programs for the rest of the year. They will be starting story time at the library again and will be doing more programming in the youth activity room. Adult Book Bingo is underway now through September 10th. Raegan’s one year anniversary was on the 6th of July. Erin has been fixing individual records in the catalog but it is a slow process.

Tyler reports that we were approved for the $5,000 technology grant and have until 1/31/22 to spend it. He also applied for a fellowship with Epic games and will here if that is approved in August. He included in our packet the information on radical empathy and reports he is waiting to see what ILA will do.

We went over the monthly statistics. We are still collecting past due fines.

Linda moved and Darla second to adjourn the meeting and the motion carried. The next meeting is August 4th at 8:30.

Respectfully submitted,

Julie Wright