MINUTES

Eldora Public Library Board of Trustees

May 31, 2022

PRESENT: Jerry Trittien, Kristin Gehrke, Mary Swartz, Emily Stoulil, Joe Herring, and Joan Grothoff

MINUTES OF 4/26/2022 were approved.

BILLS were approved (Motion by Jerry, Seconded by Mary). Joan mentioned ordering new stools for teen/student area. Also, she donated a Bunn coffee maker from home for meeting room to replace faulty one.

PUBLIC COMMENTS – None.

Old Business

* City of Eldora is still undecided on how they will define “full-time” which affects Susan’s position, but it is looking like they will require her to go to 40 hrs/week. An Employee Handbook meeting is scheduled for June 14 @ 1PM which Joan will attend after which a decision will need to be made as to how we adapt going forward budget- and schedule-wise. Susan typically works Tuesdays – Fridays.
* Change to 9:00 AM opening time has been effective
* New chairs in adult area have received good reviews and usage
* City’s transition to the new phone system is progressing slowly and there’s no new info
* Window cleaning: board decided to remove all exterior screens to facilitate cleaning and keep them off indefinitely, since the windows are never open. Joan will look for a suitable place to store them.

New Business

* A letter of resignation was received from Children’s Librarian Elaine Bahr stating that she appreciates her time here and is moving on to seek new career and personal growth opportunities. The Board appreciates Elaine’s service and heard a motion by Mary and Second by Emily to accept her resignation. Joan encouraged the Board to begin thinking about candidates to replace Elaine in the position, which averages 10 hrs/week throughout the year with 20-24 hrs per week during summer (May-July).
* Ideas were floated for how to spend anticipated leftover funds as the end of the fiscal year approaches. Ideas included: solar-powered charging bench; teen area furniture (ottoman); books, particularly non-fiction; and others. Joan mentioned the exterior door hasn’t always been closing fully and Jerry suggested we examine the condition of the AC unit which Joan said is scheduled to occur next week. Discussion on outdoor recreation equipment was also had. Joan suggests sending her additional ideas as we’ll know more details in coming weeks.
* Following a recent visit by a pit bull “service dog” to the library, the front desk now has a basic service dog policy which was obtained based on guidance from the State of Iowa Library and Anthony Schrad (Eldora PD).
* The Board discussed personnel policies pertaining to annual leave accrual. The City of Eldora’s policy, Eldora Library Board, and Iowa Falls Library’s policies were discussed. Eldora’s current policy limits vacation time to two weeks until the seventh year of full time employment, at which time leave increases to three weeks. Pros and cons of amending the policy were discussed but no decision was made
* The Library received word that it was approved for Level 3 Accreditation, the highest level possible. The accreditation has a three-year lifespan at which time it will need renewed.

Director’s Report

* All but two elementary classes came to hear about summer reading. Joan went to Good Shephard pre-school and did three presentations.
* Last Lego Club for year was May 6th
* Joan attended Director Round Table in Iowa Falls. Three State Library employees and eight Directors were there.
* HCLA May meeting in Ackley – looking into getting Times Citizen to allow access for archived newspapers
* Mike Smith did presentation on estate planning – 15 attended
* Summer reading sign up began May 20th and 142 have registered so far. Kickoff event is June 9th with a meal at 5:30 and a show at 6:00.
* Teens Try treats will be June 13th from 3-4 pm
* CCC/POW is sponsoring a program on June 11th at 1pm. Dr. Chad Timm will present on Clarinda POW camp in WW2.
* A summer reading calendar was provided to all board members
* Adult and teen bookmarks will be handed out in June
* Joan will be on vacation June 13-19th with Nancy Miller sitting in.

Next Meeting: June 28th, 2022 at 5:00 PM

Submitted by Joe Herring