

## Manchester Public Library Board Minutes

March 14, 2024

The meeting was called to order by President, Lucas Elsbernd at 7:33 AM.

### **Present:**

Jack Young, Ben Engelken, Lucas Elsbernd, Diane Hammel, Millie Kehrli, Janet Giannini, Allison Hemann, Alison Hegland-Library Director

Excused Absent: Diane Monaghan, Fr. Gabriel Anderson,

### **Approval of Agenda:**

Hammel made a motion to approve the agenda as presented, Engelken second. There was no further discussion, motion passed.

### **Approval of Minutes:**

Minutes of the February 8<sup>th</sup> meeting were presented. Engelken made a motion to approve, Young second. There was no further discussion, motion passed.

### **Approval of Bills:**

Hegland presented bills. Hammel made a motion to approve the bills as presented, Young second. Motion passed.

### **Community Input:**

N/A

### **Administrator's Report:**

#### A. Programs, statistics, and donations

- Library had 7,630 physical and online materials checked out; of this, 1,747 were digital
- Library had 3,753 visits
- St. Mary's School had 381 students visit on 22 occasions
- Preschool Outreach: four visits, 95 people
- Children's Programs: two events with total attendance of 23 people
- Teen Advisory Board had one meeting with 10 people in attendance
- Teen Book Club met once with seven people attending
- Story time was held 10 times with total attendance of 136
- Adult Programs: two events with total attendance of 15 people
- Passive Programs: one event with 65 people participating
- Children Winter Reading Challenge: 55 participants
- Adult/Teen Winter Reading Challenge: 95 participants
- Thursday Morning Coffee Club had five events with total attendance of 36
- Between the Covers Book Club had 17 people in attendance at one event
- Tai Chi was held twice with total attendance of 25
- 30 new library cards were issued
- Public Wi-Fi usage showed 530 visits by 140 devices
- Computers had 197 uses
- Meeting room was used 20 times with total attendance of 37

#### Other items that Alison reported on:

- Staff evaluations are completed. Circulation staff members are looking to learn more and take on additional programming tasks. Employees are happy with the work environment. Each employee has at least two goals to work on over the course of the next year.
- Don and Walt has completed work at the library on several occasions. The two air conditioner units were attached to the west side of the building because of a change in

elevation of the parking lot. Maintenance was also done to the heater and bathroom plumbing.

**B. Inventory**

Danielle will begin taking inventory on April 7<sup>th</sup>. She will begin the task in the children's library.

**C. State Capitol**

Hegland traveled to the State Capitol on March 5<sup>th</sup>, where she joined others to express the importance of library boards and freedom to read. She personally met with Dan Zumbach and discussed services the library offers. She invited him to visit the library.

**Old Business:**

**A: Phone System Update**

Phone service with ITS will begin on March 25. The fax line will remain with Windstream.

**B: Board Boot Camp**

Library board members will have an open work session on July 15<sup>th</sup> from 4-7:00PM for board bootcamp training put on by the Community Foundation of Greater Dubuque.

**C: Meeting Room Update**

Hegland will be contacting Loecke Building Services to get an estimate of when the remodeling project of the meeting room can be completed. She will also be requesting updated flooring quotes and will present them to the board at the next meeting. Staff will begin cleaning the meeting room and a sale of unused items will be held.

**New Business:**

**A: Tree Removal**

Hegland presented options for the removal of two trees on the east side of the library, which lost several big limbs after the last windstorm. After considering the options and comparing quotes from Kamiller Tree Service and Keppler Tree Company, Hammel made a motion to approve the removal of both trees by Keppler Tree Service in the amount of \$1,100. Engelken seconded the motion. Motion passed unanimously.

**B: Foundation Grant**

Hegland has applied for \$2,600 from the Future of Delaware County Foundation Grant. If awarded the money, the library would purchase three tablets and cases, one laptop, and five Bluetooth headphones to be used in the children's room.

**C: Board education – Endowment, grant, and uses**

The board was informed about balances of the Manchester Public Library Endowment Fund through the Community Foundation of Greater Dubuque. Both the agency and donor accounts saw an increase in balance over the past year. Every year, five percent payout can be requested. Hegland would like to use money from the endowment and donation money from the Blakesly Family to purchase four new lounge chairs for the main level of the library. Hammel made a motion to approve taking the five percent payout in the amount of \$1,730 from the endowment. Kehrli seconded the motion. Motion approved.

Meeting was adjourned at 8:26 AM. Next meeting is April 11, 2024 at 7:30AM.

Respectfully submitted,

Allison Hemann, Board Secretary