

HORTON PUBLIC LIBRARY

Regular Meeting Minutes
01/15/2020

Present: Tammy Shoemaker, Sherry Wellman, Leo McClaskey, Cathy Gordon, Nancy Martin & Interim Director Jessica Ray Buhrman. Missing: Lynn Allen & Barbara McClain.

Call to Order: Tammy Shoemaker called the meeting to order at 5:17pm.

Agenda: A request for agenda approval as presented with no changes was made by Tammy, Leo McClaskey 2nd – Motion to approve agenda passed.

Minutes: The minutes of the 12/18/19 meeting were unable to be reviewed, as they were not able to be presented.

Director's Report: The Director's report for December was provided. **Programming:** was presented for December & the upcoming January events which include multiple story times, passive poetry events, passive sports events, active sports programs, SRP planning, 2nd Harvest planning, & monthly craft/play programming plans. **Changes & Staffing:** Update that the flagpole is up & flying. Work still being done on implementing Cricut into circulation. Changes to staffing presented with 2 new employees – Danielle Cormier & Garriden Brandt & their positions/responsibilities. Ralph having to leave temporarily due to family emergency. Schedule shared & all shifts are covered. **Upkeep & Supplies:** Work orders put in with city with previously discussed issues. Awaiting commission meeting for city's decision on what they deem is their appropriate responsibility. Trainings: Jan 4 – KOHA update & staff register training, Jan 16 – NEKLS Tech, Jan 23 – NEKLS Director/Staff, Jan 30 – NEKLS Director Membership & KOHA survey training, Feb 7 – SHARE IT update training, March 3 – Grant Writing Workshop. **Circ/Stats- December:** ILL – 162, update that we will now be required to collect separate data on all floating collections. KOHA – 2 Audio, 93 Books, 9 Mags, 38 Movies, 2 Walk-in Only, Total of 144 items. New items added to catalog in Dec, still reviewing & adding more.

Treasurer's Report: None presented

Budget Review: Old budget proposal records were reviewed, updated budget plan & budget plan details were shared based that were based on the previous records as no final budget was located in files. Discussion held regarding what type of reports the board would like to see in the future. It was agreed that the best reports to reflect the information the board needed monthly would be a printout of the *account registers in detail*, printout

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of *actual payroll* amounts per checks & *profit & loss budget overview*. Additional profit & loss documents can be presented as needed only on a quarterly basis or leading up to annual audit.

Correspondence: The Director shared about recent correspondence items with the Horton Headlight: Mrs. Ellen Gable requested: 1. Dates of JB assumption of Interim role & “about me” information. 2. Names of persons & pictures for those involved in flagpole its donation, manufacturing, & installation. 3. New staffing & information regarding those positions. 4. Event for CO & details involved.

Old Business: Discuss tabled items; QuickBooks- tabled again for further research in costs as they were not clear. Timesheet apps- due to costs it was agreed to look into the free options further & until then continue with the process we are currently using as it provides adequate files for records. Little Library; all libraries have been stocked, attempts made to contact local “champions”, board members shared names of possible “champions” for certain cites.

New Business: Board discussed the new discovered electrical issue with the lighting in the basement. It appears there was an electrical fire or shortage in the far SE light. The SE light & SW lights do not come on as well as the for NE & NW lights. The center lights all appear to be ok. Jessica will check in with the city in the morning to confirm city commission meeting & see if we can get any immediate assistance due to the new issue. Corey Baker was mentioned as a possible person to contact to check on our electrical situations if they appear to be more dire & no resolution is presented from the city. Checks presented to board for, 2019 bound edition of Horton Headlight, magazine materials, supply / mileage reimbursements & payroll. All were reviewed & signed by Tammy & Sherry. Interim Director Jessica shared that she is searching for more documentation of the grant received for the Little Libraries & leftover funds from that reported to her by Rita Higley. These funds were for maintenance upkeep & chartering / listing on the national site. Jessica would like to include possible additional little libraries in Netawaka, Everest & another in Horton if able to work with Horton High on their current project. New Personnel was discussed. Board discussed addition of job title of Page to the Policy Book as presented. Tammy motioned we adopt the job description of Page to the policies, Cathy Gordon 2nd – motion passed.

Adjourn: Motion was made by Sherry Wellman, seconded by Katie Martin to adjourn. Motion carried.
Adjournment at 6:35pm