

Ethel Everhard Memorial Library Board of Trustees

August 12, 2019, 6:45 pm

Presiding Officer: President LeeAnn Kittleson called the meeting to order at 6:50 pm.

Roll: Trustees: Lee Ann Kittleson, Mary Bergs, Nancy Nelson, Karen Robotka and Library Director Aaron Raschke in attendance. Bruce Dethlefsen absent.

Agenda: Robotka moved to approve Agenda for August 12, 2019 Board Meeting. Nelson seconded.
MC — 4 yes, 0 no

Minutes: Nelson moved to approve Minutes from July 8, 2019 Board Meeting. Bergs seconded.
MC — 4 yes, 0 no

Public Comments: None.

Reports:

Financial Report:

1. Robotka moved to approve the payment of Monthly Bills for August 2019. Bergs seconded.

MC— 4 yes, 0 no

Roll Call Vote: Bergs — yes; Robotka — yes; Kittleson — yes; Nelson — yes.

2. July 2019 monthly Income and Expense Reports were presented and discussed. Aaron and Megan (Village) reconciled first 6 months Income & Expense. Total Income and Expenses for 2019 will also be close to projected budget.

Director's Report:

1. Monthly Statistics for July 2019: Circulation 3959; eCirculation – 246; Patrons – 2318; New Cards – 19; Computer Hours – 207; Computer Users – 219; Wireless Devices – 180; Wireless Data (GB) – 218; Website Visits – 1117; Website Pageviews – 2252.

2. Reviewed the Calendar of Events for August 2019 —

- a. All Summer Library Programs are ending; overall attendance was down slightly from 2018, however there was one less program this Summer due to a performer cancellation:

	<u>2018</u>	<u>2019</u>
Children	118	96
Adults	60	49

- b. Summer Reading Programs: Kids Reading — 24 participants; Teen Reading — 28 participants; Adult — 33 participants

3. ILS Merger Update — Aaron attended ILS merger meeting/discussion Aug. 8; topic was choosing a software system going forward.

4. The discussion of how to reimburse mileage for library employees was brought forward again; the consensus is that mileage to meetings, etc., will be charged from the library as that is the place of employment.

5. Friends of the Library Silent Auction will be held August 15-17 and preparations are underway with a record number of items (131) donated at this time.

6. Literacy Volunteers made a \$300 donation earmarked for the R.E.A.D. program.

New Business:

1. Investment options were presented and discussed for library checking and savings with emphasis on the maturing CDs held:

Kittleson moved to: a) Take CD (Acct #1020477861) and CD (Acct #3084705027) and combine into one 30-Month Special Term CD with State Farm to be held in the *Village's Custody*. b) Take CD (Acct #102069840) and \$78,825.57 added 12/07/18 to Business Money Market Checking Account (Acct #1342226) and combine into one 30-Month Special Term CD with State Farm to be held in the *Library's Custody*. Bergs seconded. **MC— 4 yes, 0 no**

Nelson moved to take remainder of Business Money Market Checking Account funds (Acct #1342226) to remain in Business Money Market Checking account held in the *Library's Custody*. Kittleson seconded. **MC— 4 yes, 0 no**

2. Preliminary 2020 library budget was discussed briefly. Aaron will present 2020 budget worksheet that will be open to discussion and review at the September meeting.

Old Business:

1. The Materials Loan Policy was reviewed, and changes were suggested. Final draft will be presented for approval at the September meeting.

Adjourn: Nelson moved to adjourn. Bergs seconded. **MC— 5 yes, 0 no**

Next Meeting: September 9, 2019.

Minutes recorded by Nancy Nelson