

Catlin Public Library District Regular Board Meeting 18 May 2022

The regular monthly board meeting of the Catlin Public Library District was called to order at 7:00 p.m. Board members present were Cathy Brogan, Crystal Carter, Sue Colwell, Kathy Nesbitt, Judith Puzey, and Library Director Kathleen Bennett. Meeting was called to order by roll call vote.

Public Comment: This section is included for any member of the public who attends and would like to make a comment. No member of the public attended this meeting.

Approval of Agenda

A motion was made by Judith Puzey and seconded by Crystal Carter to approve the agenda, with changes noted. Motion carried unanimously 5 - 0 by voice vote.

Approval of Consent Agenda

A motion was made by Judith Puzey and seconded by Kathy Nesbitt to approve the minutes for the April regular Board meeting, April financial reports, and invoices for May, and Circulation stats for April. Motion carried unanimously by roll call vote.

Calendar of Events

May – Coffee Talk has resumed on Wednesdays from 10 to 11:00. The response, so far, has been good. Speakers for topics have been lined up through July, and Paula is working on more. Topics are listed on a flier available at the Library and on the Library's website.

June – **Strawberry Festival, June 4th**, This is an opportunity for community outreach: library card signups with laptop (check for Wifi signal), crafts for kids, bookmark giveaways promoting the Summer Reading Program and Coffee Talk, QR code and link for library app handy for parents to scan. Kathleen could use a volunteer from the board to help.

Summer Reading Program. Story time on Thursdays for kids ages 3 – 7, starting on June 23rd at 10 a.m. An adult will need to stay with the kids. Grade school kids will begin on June 21st with a drop off program from 1 to 3 p.m. The program will be 5 weeks in length.

Librarian's Report

Live and Learn Construction Grant: We are still waiting to hear.

The Book Cover – Kevin Kirk will mount the sign for the gable end, and signs for the picnic tables are ready. Smoot Construction will pour the sidewalk that will extend to the front of the concrete and also fill in the area of lava rock with concrete and set the flag pole when the weather permits. Dirt will be used for edging around the concrete, and the base of the shed needs to be sealed.

New young adult art program – Project Success and coordinator Emily Long will have a program for students in grades 6 – 8 with the theme of “All Around the World”. On Monday, June 27 and July 11, Crystal Carter will coordinate with Ms. Long to develop a research project and presentation for the kids to complete. We also need a name for the young adult art/reading program here at the library.

The Raised Garden Beds – We are waiting on the FFA to fix the sides before they can be planted.

Summer volunteer – Zachary Rose, a high school student from VASE, will be helping to shelled books on Wednesday afternoons. If he does well, he may start on Friday afternoons also.

Checkout statistics

April 2022

Adult	562
Juvenile	209
Total	913

Interlibrary Loan

Borrowing from	253
Loan to	395
Interlibrary Loan Total	648

Reciprocal Borrowing	20
Hoopla circulations	45
Computer Use	23
Attendance	442
Programs	3

New Business

A motion was made by Judith Puzey and seconded by Crystal Carter to approve the following, as suggested and reviewed: updated Financial Procedures, the Employee Equal Opportunity Policy, the updated Public Library Trustee Ethics Statement, and review and approve the Computer Use Policy. Motion carried unanimously by voice vote.

Old Business

Per Capita Grant – Chapters 12 and 13 were covered. For Chapter 12: Technology, we were awarded an ARPA grant, which allowed the library to replace patron and staff computers, purchase a firewall system for added security and a new laptop for staff use. We continue to maintain our technology through a service contract we have with an IT company. We also have memberships in two digital service companies for patrons who prefer digital services.

We also have a new sign-in sheet for computer use policy for the library. For Chapter 13: Marketing, Promotion and Collaboration, we continue use of the community sign board, promotions through the Facebook page and expanding the links to useful information and services offered through our website.

Adjournment

There being no further business, Judith Puzey motioned, and Kathy Nesbitt seconded to adjourn the meeting. Motion carried 5 – 0 by voice vote. The meeting concluded at 7:38 pm.

**The next regular monthly board meeting is scheduled for
Wednesday, June 15th, 2022,
7:00 pm here at the Catlin Public Library.**

Respectfully submitted by Sue E. Colwell