

February 5, 2024
Board Meeting Minutes

President Russell called the meeting to order at 5:00 pm.

Roll Call: Day, Escorcia, Gullberg, Hinshaw, Painter, Russell, and Titus were all in attendance. Tee was also present.

Public Comments:

Members of the public are now invited to speak to the Board of Trustees. Remember to sign in on the Public Comment Sheet and identify yourself when called upon. Comments are limited to five minutes or less. Up to 15 minutes of time will be allowed for this agenda item. In compliance with OMA, actions may not be taken on items not already on the agenda, but action may be deferred to a later Board meeting at the discretion of the Board.

The Board met with Staff member Brenda Tee to discuss the library, future wishlist items, and upcoming events.

The Henderson County Library Board reviewed the minutes from the January 8, 2024, Board meeting. Motion to approved the meeting minutes was made by Day and second by Escorcia. All approved and motion was carried.

Prop A: Financial Report: 1st Escorcia, 2nd Titus. All approved and Motion carried.

Financial Report: Current Assets as of January 31, 2024 are \$499,950.34.

Expenses as of January 31: \$54,833.24

Income: \$4,077.19

Raritan CD #5: \$57,974.49

Raritan CD #4: \$53,665.32

Stronghurst CD #3: \$54,288.14

Stronghurst CD #2: \$0 moved to Raritan ***07

Raritan ***07: \$55,624.52

Raritan CD# 4 matures on 2-9-24. Allaman called area banks for rates. The Board discussed keeping the CD in Raritan using the 7-month special. The new rate is 4.60% with an APY of 4.71%.

Prop B: Escorcia motioned to approve keeping the CD in Raritan. Gullberg seconded the motion. All approved, Day abstained from voting, motion carried.

Circulation for December

Library Checkouts: 1,721

Bookmobile Checkouts: 302

Interlibrary Loans in: 242

Interlibrary Loans out: 155

E-books checkouts: 200

E-read IL: 27

Library Attendance: 257

Bookmobile attendance: 83

Curbside Attendance: 1

New Users: 5

Hoopla Checkouts: 144

Meeting room use: 3

Library Spaces Use: 4

Website Visits: 704

Mango: 5

President Russell discussed the Director Evaluation and Year in Review.

Director Lambert submitted the Per Capita Grant Requirements on January 10, 2024.

At the February 5, 2024, Board meeting, Director Lambert distributed the Certificate of Status of Exempt Properties paperwork to the board. The Board completed the paperwork and returned to Director Lambert.

The library's Swank Movie License was renewed, and is good through 12/31/24.

On January 4, 2024, Director Lambert completed the Annual Certification for the library membership. On the 9th, Director Lambert completed both the open Meetings Act on-line training and the Freedom of Information Act on-line training.

Director Lambert discussed with the Board the fire alarm system. Due to the age of the system and lack of companies able to work on it, the Board approved the purchase of a new system from SEICO, Inc.

PROP C: Escorcia motioned to approve the purchase, Titus seconded the motion, and Board approved. Director Lambert will contact SEICO later in the week to see timeline for installation.

PROP D: The Board approved the annual fee. 1st – Painter, 2nd – Day, All approved and motion carried.

Director Lambert reminded everyone of their terms on the Board. President: Diana Russell – April 2024. Vice-President: Brooke Day – April 2028. Secretary: Heather Hinshaw – April 2024. Treasurer: Jennifer Painter – April 2027. Trustees: Jack Escorcia – April 2028, Alicia Titus – April 2027, and Miranda Gullberg – April 2028.

Upcoming Programs Scheduled at the Library. March will be Pot of Gold Reading for kids and adults. The books will be wrapped in Gold foil. In April, the library will host Fancy Nancy at the Barn of Fairview Acres. Summer Reading program will kick-off in May. Director Lambert reached out to different groups in the area about being involved in the Summer Reading Program.

The Board went over a few numbers in the Library's Audit.

On January 3, 2024, Andy's Roofing came by and did a free roof inspection, there are no concerns at this time. January 11th, the library hosted Cookies and Conversation with Donna Painter from the Raritan State Bank about Fraud 101. The event took place at 11 a.m. and 7 people were in attendance. January 9, 12, 13, and 15th, the library was closed due to inclement weather or a slick parking lot. On the 18th, the library closed 30 minutes early due to snow. On January 19th, the library remained open but the bookmobile was pulled from the roads. January 20th, the staff moved items in the library to start new carpet remodel. Movers were also here to begin working. Ron White and his workers began working on laying the new carpet on the 22nd.

The library will be closed January 22nd through February 3rd for new carpet. On January 25, Brockway completed their preventative maintenance on the furnaces and changed out the filters.

Next meeting is March 4, 2024 at 5:00 pm.

Meeting was adjourned at 6:02 p.m.