

## **PERRY PUBLIC LIBRARY BOARD OF TRUSTEES December 10, 2024 Minutes**

The Perry Public Library Board of Trustees met in regular session on Tuesday, December 10, 2024 at 8:00 a.m.

Board members Margaret Ruggle, Rosa Gonzalez, Heather Karolus and Alissa Whitmore were present. Friends of the Library board members Kathy Miller and Becky Reuter were present. Library Director Misty VonBehren was present.

Rosa Gonzalez called the meeting to order at 8:02 a.m.

Agenda – Heather Karolus moved to approve the agenda with Margaret Ruggle seconding the motion. MCU.

Minutes – Heather Karolus moved to approve the minutes from the November 12, 2024 meeting and Margaret Ruggle seconded the motion with the correction of the date as Tuesday, November 12, 2024. MCU.

Financial Statements – Gift Fund receipts and payments were presented with receipts from the period of November 1, 2024 – November 30, 2024, totaling \$3718.54, and checks #6661- #6666, totaling \$2715.99. The City of Perry Library Fund Status Report and the November City of Perry Library Claims Report totaling \$16416.37 were reviewed. Alissa Whitmore moved to approve the financial reports with Heather Karolus seconding the motion. MCU.

### **New Business:**

1. Review Strategic Plan 2022-2026: The Board will review the priorities of the current Strategic Plan as an ongoing process to examine the implementation in achieving previously outlined goals.
  - a. Priority #2: Offer High Quality Access to the Digital World
    - i. *Goal #1: The community will enjoy, benefit, and value the best continuous internet access.*
      - *Action: Staff to use a five-year depreciation schedule to replace all desktops in Library*
      - *Result: Ongoing procedure*
      - *Action: Staff to annually review network infrastructure for replacement*
      - *Result: Ongoing procedure with the director in conjunction with the IT Consultant as part of the budgeting of annual capitals*
      - *Action: Staff to research and implement efficient, up-to-date software, and hardware to manage self-serve printing, use of public computers, patron account management, and other electronic services*
      - *Result: Ongoing procedure with the director in conjunction with the IT consultant as part of the monthly onsite visits*
      - *Action: Staff to give tutorials or classes on basic computer skills*

- *Result: Staff currently give informal sessions to patrons on an as-needed basis. More formal and specific programs on technology classes would be helpful and assist with fulfilling this action item*
  - *Action: Staff to monitor seating, internet, and wireless capacity to ensure that as use increases, access and performance keep pace*
  - *Result: Ongoing procedure in place as monthly statistics are reviewed to determine public need*
  - *Action: Train Staff to assist patrons in the use of all aspects of technology services offered by the library*
  - *Result: Ongoing procedure in place to provide information and assistance to all patrons*
  - *Action: Library to sustain the Hotspot lending program to patrons*
  - *Result: With an increase in demand the library purchased additional hotspots at a reduced cost to meet the needs of the community and continues to monitor usage and demand*
  - *Action: Staff to explore if public internet access areas in Perry are feasible*
  - *Result: Nothing done on this action item, need to explore*
2. Review Policy: Child and Vulnerable Adult Safety Policy
    - Heather Karolus moved to approve the existing policy as written with Margaret Ruggle seconding the motion. MCU.
  3. Review Policy: Library Access for Sex Offenders Against Minors Policy
    - Heather Karolus moved to approve the existing policy as written with Margaret Ruggle seconding the motion. MCU.
  4. Review Policy: Signage Policy
    - Heather Karolus moved to remove the existing policy with Alissa Whitmore seconding the motion. MCU.

Board Education:

**Approving and Monitoring the Budget:** Chapter 5 of the Iowa Library Trustee's Handbook was reviewed. Budgeting for FY2026 is currently taking place with City Administration and city departments. A preliminary budget will be brought to the board for the January budget for approval to present to City Administration.

**Library Director's Report**

**December 2024**

**Misty VonBehren**

1. The monthly statistics were shared during the meeting. Discussions continue with WhoFi concerning changes with the reports available.

2. I will begin scheduling meetings with staff members for our quarterly 1:1 conversation. This allows an opportunity to communicate expectations, brainstorm ideas, and to get a general sense of staff needs and overall feedback.
3. I recently hired two new part-time staff members (library clerk and student clerk) to assist with scheduling for afternoons, evenings, and weekends. MaryLou Ledesma is a Perry graduate and is employed as a Perry High School special needs teacher. She is also bilingual in English and Spanish. Ayden Erickson is a high school junior who has flexibility in her schedule to assist us in the afternoons and weekends.
4. The first preliminary budget session was held last Thursday with all department heads. An estimate of capital funds was given along with the timeline for the budget process for FY26. Administration indicated the funds used for capitals (local option sales tax) have been down the last few months. This might be an anomaly but it is something that will be watched closely. I will be working on the capitals and general operating budget numbers to be reviewed at the January board meeting. The next budget session with administration and department heads will be in mid-January.
5. I would like to monitor the foot traffic of the library after 7:00pm for the next few months. It appears to be very slow from previous years. I have also noticed that there is quite a bit of foot traffic before the current 10:00am opening time (with my new office view). With that being said, we have had a few patrons request the library to open earlier than 10:00am.
6. Winter Reading programs for Youth, Teens, and Adults will run from December 1 – February 28.
7. I have been nominated and voted to be the Vice President for the Iowa Small Library Association.
8. I was invited to be on a panel discussion for the Library Leadership class on Friday, December 6 for the University of Nebraska at Omaha.

The next normally scheduled meeting is on Tuesday, January 14, 2025, at 8 a.m. in the library's Community Room. The public is always welcome.

Heather Karolus moved to close the meeting at 9:01 a.m. with Margaret Ruggie seconding the motion. MCU

Respectfully submitted, Misty VonBehren, Library Director