**PERRY PUBLIC LIBRARY BOARD OF TRUSTEES , November 12, 2024 Minutes**

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

Board members Margaret Ruggle, Rosa Gonzalez, Heather Karolus and Alissa Whitmore were present. Library Director Misty VonBehren was also present.

Heather Karolus called the meeting to order at 8:10 a.m.

Agenda – Margaret Ruggle moved to approve the agenda with Alissa Whitmore seconding the motion. MCU.

Minutes – Margaret Ruggle moved to approve the minutes from the October 10, 2024 meeting and Alissa Whitmore seconded the motion. MCU.

Financial Statements – Gift Fund receipts and payments were presented with receipts from the period of October 1, 2024 –October 31, 2024, totaling $4009.75, and checks #6652 - #6660, totaling $4224.10. The City of Perry Library Fund Status Report and the October City of Perry Library Claims Report totaling $17,301.33 were reviewed. Alissa Whitmore moved to approve the financial reports with Margaret Ruggle 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.
   1. Priority #1: Create a PLACE that is comfortable both in physical well-being and psychological well-being.
      1. *Goal #1: The Community will benefit from the library employing a full-time or part-time staff employee.*

* *Action: When openings are available, job listings indicate a preferred skill of applicants is to be bilingual in Spanish and English.*
* *Result: The library employs one part-time staff member who is bilingual in Spanish and English*
  + 1. *Goal #2: The Community will enjoy being welcomed into library space and offered library services.*
* *Action: Greeting patrons by name, concentrate on providing excellent customer service, staff should be knowledgeable in all service areas.*
* *Result: Staff are very consistent in providing a warm and welcoming atmosphere to patrons in the library, on the phone, and when doing outreach outside of the library. Attention to knowing library services is constantly being learned or refreshed.* 
  + 1. *Goal #3: The Community will enjoy and value a continuous review of physical and virtual spaces for improvements.*
* *Action: Physical and virtual spaces are reviewed on a daily basis addressing the appearance, safety and functionality of the space.*
* *Result: Changes have been made to make the library more open and inviting with furniture placement and addition of furniture. The staff have also had changes made in work areas to address appearance and functionality.*

1. *Review Fiscal Year 2024*
   1. *The annual report has been completed and submitted to the State Library of Iowa. Director VonBehren is comparing and analyzing the numbers from FY23 to FY24.*
2. *Review Hoopla Use and Costs*
   1. *Director VonBehren reviewed previous years’ statistical data to determine if reducing the total number of checkouts per patron would assist in reducing the monthly cost without negatively impacting patrons using this library service.*
   2. *Based on the information, it was determined that the service is used regularly by patrons and reducing the number would negatively impact patrons. Director VonBehren informed the Board that moving forward she would look at other areas in the budget to reduce costs to continue the Hoopla service at its current level.*

Board Education:

**Developing and Adopting Policies:**  Chapter 6 of the Iowa Library Trustee’s Handbook was reviewed. With the upcoming reaccreditation process, the board will begin reviewing current policies.

**Library Director’s Report November 2024 Misty VonBehren**

Statistics:

1. Reviewed monthly statistics (attached)

Annual Report:

1. Submitted to State Library of Iowa and currently comparing FY23 to FY24

Iowa Library Conference:

1. Discussed conference sessions attended by all staff members. The most interesting were sessions on Mental Health and Employee Burnout.

Reorganization of Work Spaces:

1. The staff work area layout has changed to improve employee spaces with more functional furniture. Misty has relocated to the back office.

The next normally scheduled meeting is on Tuesday, December 10, 2024, at 8 a.m. in the library’s Community Room. The public is always welcome.

Heather Karolus moved to close the meeting at 8:57 a.m. with Rosa Gonzalez seconding the motion. MCU

Respectfully submitted, Misty VonBehren, Library Director