

# Franklin Grove Public Library

## Regular Meeting of the Library Board of Trustees

Tuesday, Feb. 13, 2024 at 6:00 p.m.

Call to order - 6:02 p.m.

Attendance:

- Trustees: Marilyn Spangler, Ruth Newcomer, Barb Simpson, Leigh Delhotal, Patti Forrester, Julie Grendahl
- Director: Amy Runkle

Absent: Susie Murphy

**Public Comments:** None

- A. Approval of minutes - Motion made by Ruth Newcomer; seconded by Julie Grendahl. Motion approved.
- B. Treasurer's Report - File for audit. Motion presented by Julie Grendahl; seconded by Barb Simpson. Motion approved by a roll call vote. Yes = 5; No = 0
- C. Ratify bills and payments for January. Motion presented by Julie Grendahl; seconded by Marilyn Spangler. Motion approved by a roll call vote. Yes = 5; No = 0
- D. Directors Report:
  - a. Amy is working on starting up a Study Buddy program at the library to pair up high school students with younger students for homework help. Some students already come in after school to work on homework.
  - b. She applied for the Books by the Bushel grant through Lee County Farm Bureau.
  - c. Amy completed a Safety and Security Debriefing for Library Staff webinar this month in light of the homelessness situation and the situation with inappropriate content on the computers.
  - d. Amy applied for the Director's University again.
  - e. Blood Drive scheduled at the library Saturday, March 16
  - f. Delegates' meeting in January - RAILS and PrairieCat fees will be going up 3-5% this year.

**Unfinished Business:**

- a. Paid Leave for All Workers Act - policy change. Personnel committee met last month and presented the recommended language to the board. Motion made by the personnel committee; seconded by Ruth Newcomer. Motion approved.
  - i. Because of all the changes made to the personnel policy manual and the policy manual over recent years, the trustees would like new copies. Amy will create those for us.

- b. Computer Policy. Policy committee met last month and presented recommended language to the board. Motion made by the policy committee; seconded by Julie Grendahl. Motion approved.
- c. History Room. No updates from Marilyn for the cabinets we had previously discussed.

### **New Business**

- a. Book shelves. When the staff does their weeding, Amy can print a report of books that have not been checked out or used in the last ten years. This was last done a little over a year ago. Some shelving is getting pretty tight; smaller bookshelves purchased in 2012. Two together including installation and delivery back at that time was \$7474; for one it would be \$6300; for two, \$11,500 (approximately).
  - i. Weeding resources:
    - 1. [https://library-nd.libguides.com/cd/weeding#:~:text=It's%20not%20enough%20to%20weed,mode%2%80%A6%E2%80%9D%20\(page%2017\)](https://library-nd.libguides.com/cd/weeding#:~:text=It's%20not%20enough%20to%20weed,mode%2%80%A6%E2%80%9D%20(page%2017))
    - 2. <https://www.tsl.texas.gov/sites/default/files/public/tslac/ld/ld/pubs/crew/crewmeth12.pdf>
- b. Lawyer. At the director's university, the library lawyer there recommended that we not have the same lawyer as the village because of conflict of interest. The director attended the village board meeting and asked the village clerk how long they have to wait to hear back from the lawyer. The village clerk said usually right away and was surprised when the director told her we have been waiting almost a year for some things. The president of the board of trustees reported that she spoke to the lawyer's secretary about how long we have been waiting for a response on our library of things policy. The secretary commented "it must not be that important since it doesn't come up at the meetings." The president of the board of trustees corrected her that the village board meetings are not the same as the library board meetings.
  - i. Library finances have been separated from the village because we are an elected board and therefore we are our own entity. The library was not supplied with a hard copy of the results of the audit like we usually do; the library partially pays for the audit (\$2917). The auditor said we had missing invoices but didn't have a record of what we were missing.
  - ii. Amy will look into getting our own lawyer and our own auditor and we will discuss at a future meeting of the board of trustees.

### **Miscellaneous:**

- a. Patti received a letter with the year-end check and it has disappeared. Patti contacted Mr. Lefevre and he said he will be back in town March 1 and will send her a new copy.
- b. CD is coming due on Feb 17. We are getting 0.35% interest. There are CDs out there with higher interest.

**Meeting adjourned - Motion made by Julie, seconded by Barb. Adjourned 7:03 p.m.**

**Next meeting: Tuesday, March 12 at 6:00 p.m.**

Finance Committee: Ruth Newcomer, Julie Grendahl  
Personnel Committee: Barb Simpson, Leigh Delhotal (Staff Policy Manual)  
Policy Committee: Barb Simpson, Leigh Delhotal, Julie Grendahl  
Building & Maintenance: Marilyn Spanger, Susie Murphy, Ruth Newcomer

Ad Hoc Committee: Susie Murphy, Marilyn Spangler (Long-range library plan)