

JESUP PUBLIC LIBRARY BOARD OF DIRECTOR'S MEETING  
MONDAY, FEBRUARY 24, 2020

The Jesup Public Library Board of Directors met on Monday, February 24, 2020. President John Bergman called the meeting to order at 6 p.m.

Present: Becky Burke, Becky Wehrspann, Tony Lang, Linda Schmit, Angie Sabers, Dana Hummel, Kraig Emick, Trela Rottinghaus, Al VanderHart

Absent: None

The agenda was reviewed; a motion was made by Linda and seconded by Kraig to approve the agenda. All voted aye; motion carried.

#### SECRETARY'S REPORT

A motion was made by Linda and seconded by Tony to approve and accept the secretary's report for the January 2020 board meeting. All voted aye; motion carried. A motion was made by Angie and seconded by Dana to approve and accept the secretary's report for the January 13, 2020 and February 10, 2020 work sessions. All voted aye; motion carried.

#### FINANCIAL REPORT

A motion was made by Angie and seconded by Tony to accept the Revenue and Expense Report (formerly called City Clerk's report). All voted aye; motion carried. A motion was made by Tony and seconded by Kraig to approve paying the bills. All voted aye; motion carried.

#### DIRECTOR'S REPORT

- Application made for McElroy Trust Grant for a request of \$14,000 to help offset the roof/siding project.
- Becky B. attended the City's budget work session
- Accreditation Report: due Feb. 28. Becky B. is working hard to complete. She encouraged trustee members to participate in Continuing Education (CE) opportunities – she will send a link with upcoming programs; reminded trustees of attendance at county meeting once each year; Strategic Plan needs to be updated; completed ADA checklist.
- GovPayNet: patrons can now pay with debit/credit cards

#### COMMITTEE REPORTS

- **Executive Committee:** did not meet. Al and Becky B. have worked on updating several policies.
  - Circulation Policy: A motion was made by Linda and seconded by Kraig to amend the word 'time' to 'term' in Checkouts and Fines, item 1. All voted aye; motion carried. A motion was made by Tony and seconded by Linda to accept the corrected Circulation Policy. All voted aye; motion carried.
  - Collection Development & Material Selection Policy: A motion was made by Tony and seconded by Kraig to accept the updated policy. All voted aye; motion carried.
  - Emergency Closing Policy: A motion was made by Dana and seconded by Tony to accept the updated policy. All voted aye; motion carried.
  - Library Assistant Evaluation: A motion was made by Angie and seconded by Linda to accept the evaluation. All voted aye; motion carried.
- **Outreach Committee:** The March work session must be rescheduled; a date and time will be sent after checking with Matt K.

- **Facilities & Grounds Committee:** Receiving bids for roof/siding project continues; applied for grant to offset project costs; long-range plan evaluated in relation to Levy money
- **Finance Committee:** Evaluating the process of paying bills to prevent past due fines; committee is working with the City Clerk to streamline the process.

#### CITIZEN INPUT

- None

#### OLD BUSINESS

- Historical Slides: no update to report

#### NEW BUSINESS

- Accreditation due Feb. 28; must have Board of Trustees President's signature.

Our next Board Work Session is TBD

Our next Board meeting is Monday, March 23 at 6 p.m.

Tony motioned to adjourn at 6:46 p.m.

Respectfully Submitted,

Becky Wehrspann, Secretary