

**Shelby Area District Library
Board Meeting Minutes**

Tuesday, March 28, 2023 @5:30 p.m.

Attendance: Heidi Fleming, Margaret Clune, Tiffany Haight, Connie Near, Jay Burrows and Ann Campagna.
Not in Attendance: Amanda Mazur,

Call to Order: The meeting was called to order by Heidi at 5:33 p.m.

Additions to agenda: None

Public Comment: None

Minutes: A motion to approve the February meeting minutes was made by Connie and seconded by Jay. Motion carried

Financial report:

Margaret asked about the cost of the snow clearing and the MML Liability & Property premium. The MML Liability is the insurance for the library concerning building safety and personal injuries. Tiffany reported that someone was here recently to ask about our programs, checked the building, etc.

- Savings - \$181,925.04
- Checking - \$16,122.26
- CD - \$12,528.39
- Total - \$210,575.69

A motion to approve the financial report was made by Ann and seconded by Connie. Motion carried

Unfinished Business -

Bank CD - The possibility of investing some of the savings was brought up at the February meeting. Tiffany gave the board Shelby State Bank CD rate information Jerianne had obtained. Last fiscal year Jerrianna transferred \$192,000 from March-December to pay the bills incurred.

It was indicated to the board that there may be some structural and roof repairs on the library building so that extra money we have might be needed for repairs. Discussion about the risk of tying up money we may need. It was decided that we should not invest in a new CD.

In May the board will need to decide what action to take on the current CD that comes due in July.

Library Open House - The library open house has been moved to summer. Tiffany is hoping to get the Friends group to do a lawn party to get exposure for what the Friends do and possibly gain some new members. There will also be library tours and other activities both indoors and out, depending on the weather. Possibly in July but not set yet.

On the front of the building the stucco has some water going in behind. Rusty will work on it in the summer. New boots are needed in several places around pipes/vents on the roof. The roof is in need of repair. Rubber roofs normally last about 30 years and the roof is about 20 years old. The chimney needs some repairs also. Estimates will be gathered for that.

Tiffany talked briefly about the Hines money and some ideas to spend the money. Generally improvements to the meeting room and the history room, but there are other areas in the library that could use some updating.

Strategic Planning - The staff and the board members should be thinking about what they would like to see happen with the library programs and services in the coming years. Tiffany has gotten information from other libraries about their approach to the process.

It is an option to hire a consultant but that is not a necessity. Possible options for beginning the process include sending out a survey, questions to patrons, school input, community input.

Jay asked about our Spanish outreach. Tiffany reported that the use of Spanish materials has dropped from previous years and maybe we need to look at new ways for our outreach. This is something that can be included in the strategic planning.

Friends Report: Their next meeting is April 14 at 5 p.m. in the meeting room.

Directors report:

Statistics Pages 19-21 (as requested at last month's meeting): It would have taken Greg Nielsen time he doesn't have with tax season to obtain 6 years of stats on website visits, so Tiffany told him what he sent over was fine. We've only been getting website visit information the last couple of years anyway. She also included 6 years of library usage stats. We added another night to the Open Paint Night event for teens and adults. Sessions are on Tuesday April 4 and Wednesday April 5.

Tiffany provided the board with copies of the library's *Depository and Investment Policy* and *Procedures* for addition to our board books.

A copy of United for Libraries' "A Library *Board's Practical Guide to Strategic Planning*" which will assist us with our strategic planning process over the next year was handed out.

The library will close at noon on Friday April 7 for Good Friday.

The Shelby Area Chamber of Commerce is hosting an Earth Day Downtown Clean-Up event on Saturday April 22 from 9am-12 noon. If anyone is interested in helping, let Tiffany know. There will be a community hotdog roast/potluck at noon at the Pavilion.

National Library Week is April 24-29. We will have a few activities that week, including a drop-in craft, guessing contest, and Bring a Friend to the Library promotion.

Heidi adjourned the meeting at 6:15 p.m.

Next Board Meeting
April 25, 2023 at 5:30 p.m. in the Meeting Room

Submitted by

Margaret Clune

Secretary/Treasurer