

West Concord Library Board Meeting Tuesday, January 09, 2024 @ 5:00 pm

Present: Library Board Members: Kayla Burse, Pat Hanson, Colleen Hayne,
Michelle Lee, Karen Peterson, Heather Phillips.

Library Director: Heather Frederick.

Councilor: Crystal Nielson

Guest: Lois Johnson

Next meeting: Tuesday, February 13, 2024 @ 5:00 pm

Call Meeting to Order

- Colleen called the meeting to order.

Secretary's Report

- Motion to approve by Karen, second by Heather.

Old Business

- Dodge County Public Health Senior Event 12/14/2023 had no attendees.
- 12 Days of Crafting Event 12/21/2023 had no attendees.
- Senior Snow Days began 12/05/2023. There were no attendees on 12/05/2023, 12/12/2023, and 12/19/2023. There were 3 attendees on 01/02/2023.

New Business

- Presentation of bills: motion to approve payment of bills by Kayla, second by Heather.
- The library YTD balance was reviewed.
- Election of Officers for 2024 was held. Motion to have the Officers remain the same as 2023 by Heather, second by Pat (Colleen Hayne/President, Karen Peterson/Vice President, Michelle Lee/Secretary).
- Adding Lois M. Johnson as a Library Board Member motion by Michelle, second by Kayla.
- The "First Reads" program started again and was advertised online and in the library.
- Carpets were cleaned Friday, 12/29/2023.
- The library has been asked to host childcare from 6:15 pm to 9:45 pm at the library for the Valentine's Event that is being held Saturday, 02/10/2023. Volunteers are needed (can be youth volunteers). Lois is going to donate her popcorn machine. A few other people offered to donate treats and drinks.

- It did not work out to sell books at the January 6th and 7th Apache Mall Con Comic & Toy Show. Need to develop a plan for removing and storing the Science Fiction/Fantasy books.
- The library staff has started weeding books in the last month. The weeded books are being stored for Survival Days book sale. The weeded books include books that have not been requested or checked out in the the last 5+ years. Heather is being selective about what is being weeded and not pulling all the books.
- The library has \$4,000 available to use for Legacy programs in 2024. Heather would like to secure the Survival Days program first and then begin scheduling other programs.
- From July 2023 to December 2023, \$2,534.72 of the 2023 Friends of the Library donated book money was spent on 226 books.
- \$60.00 is being donated for flowers for Al. Someone mentioned purchasing books in Al's name instead. Heather would like to do both so she will continue to accept donations for both flowers and to buy books in Al's name.
- Ideas for other library programs in 2024 is having Dan Lulf talk about the history of West Concord. Heather will talk to the Friends of the Library to ask if the Friends of the Library will donate a small amount of money to offer to pay Dan for his time should he agree to speak on the history of West Concord.

Librarian's Report:

- Heather attended the SELCO Advisory Board meeting on 12/12/2023. She found out there are changes coming with streamlining of services and a new app in the works.
- Heather had a New Library Directors meeting with Steve Harsin at SELCO on 12/14/2023. Steve is helping the new Library Directors develop policies and procedures for their libraries to make the policies and procedures current.
- Heather needs to begin working on the Annual Report. She will attend a New Library Directors training session on 01/17/2023 which is being held for first time report filers.
- Heather attended a workshop that was required to receive 2024 Grant money. The library has spent \$279.57 of the \$500 Grant money received in 2023. She has \$220.43 left which needs to be used by May 2024.
- Heather is starting to think about ideas for the 2024 Summer Reading program.
- Heather will be on vacation Thursday, 01/25/2024, through Saturday, 02/03/2024. She will return to work on Monday, 02/05/2024. Nan and Sue are covering her shifts while she is on vacation.