

Louis Latzer Memorial Public Library Board of Trustees Meeting Minutes

August 16, 2022

The monthly meeting of the Louis Latzer Memorial Public Library Board was called to order by Sharon Rinderer on August 16, 2022 at 5:05 p.m.

Roll call showed the following members present:

Nancy Genteman

Marshall Rinderer

Sharon Rinderer

Joshua Short

Shaun Voegele

Bill Wagner

William Piper, Associate Member

Angele Kim , Director

Absent: Susan Martz, Justin McLaughlin, Joyce Zerban, and Louis Latzer.

Approval of Minutes from June Regular Meeting: Shaun Voegele moved to approve the minutes and Joshua Short seconded it. All voted in favor. Motion carried.

Public Forum: None

June and July Treasurer's Report: Josh reported that there was a market loss in June, but due to replacement and property taxes, it bounced back in July. Shaun moved to approve the treasurer's report and Bill seconded it. All voted in favor. Motion carried.

June and July Bills: Both month's bills were reviewed. Shaun made a motion to approve payment of the bills and Josh seconded it. Roll was called. All voted in favor. Motion carried.

Librarian's Report: The microfilm digitization is mostly complete and available on the library's website. There are still a few years that need to be loaded, but all the other microfilm was returned. Angela plans to write a HACF grant to complete the project and digitize those records in German. Angela plans to give tutorials to community groups and all other interested parties. Marshall received an email from Jacob Rose of the Highland Historical Society regarding the digitization records. The email was forwarded to Angela. It was Jacob's understanding that the records were to be destroyed, but Angela contacted him regarding it to clarify that his perception of "demo" was incorrect. Angela planned to demo the microfilm records which meant give a demonstration, not a demolition of the records. Angela plans to let Jacob Rose know that Roland Harris's records are digitized and can be picked up. Also the original microfilm can be used if needed. The scanner equipment was moved upstairs for patrons who wish to search that way.

Summer Reading Program - The reading program was a huge success with over 400 participants. The final program was held at Mac's Family Fun. All who attended really enjoyed it.

Annual Report: - The annual report is complete and is available to review. The numbers from the past year look great.

Air Unit - The motor on the air unit was down and had to be replaced. It is now up and running.

Railing Update - Thole's shop is assembling the railing and it should possibly be ready by the next meeting.

WiFi HVAC System - Angela reviewed City of Highland bills from the past year and a half and found, due to the new system, that we are saving between \$300-\$500 per month. Even though the new system was expensive, she expects that it will pay off in a year.

Flooding - The rains from last month have caused areas in the book storage room to flood, which was around two inches of water. Nothing was stored on the floor, so there was no damage. The City of Highland, Korte Company, and Essenpreis Plumbing are working together to assess the problem. It is their thought that it is the downspouts and sump pump that has been causing the problem. Hopefully when the cause is determined, there is only a minimal cost.

Elevator - The elevator has been having issues randomly. TKE came out several times to look at it and determined it had bad sensors. At the present time it is working.

Book Drop - Unfortunately, a dead mouse was found in the book drop. Not sure how it got in.

HACF - Angela wrote a grant to digitize the remaining microfilm, which is in German. Per Capita Grant - Angela received word that the library will be getting \$14,736.73 for the FY 2022 Per Capita Grant. She plans to use the funds for a new Children's Library Circulation Desk and additional shelving for the graphic novel section.

Presentation of Book Committee Report: There were quite a few gifts and donations for June/July. There were a total of 45 books, two monetary donations and \$600.00 worth in books chosen by the Girl Scout Troop 810.

Unfinished Business:

Annual Report - As mentioned earlier, the annual report is finished and available for review.

New Business:

Angela is looking into the possibility of the library being a point of sale for license renewal. Other libraries have been doing it and it has been a positive experience for them. The library can charge a bit more to make a bit of a profit and it also gets people into the library to enjoy what it has to offer.

Oath of Office - Bill Wagner has taken care of his oath of office. Susan Martz and Justin McLaughlin will sign next month.

Board Meeting Dates/Times - Bill made a motion to keep the same board meeting dates and times. Marshall Rinderer seconded the motion. All voted in favor. Motion carried.

Officer Election - Josh made a motion to keep the existing officers for the next year. Marshall seconded the motion. All voted in favor. Motion carried.

Bank Authorizations - Since nothing has changed, the bank authorizations will stay the same.

Non-Resident Card - At the present time the non-resident card cost is \$85.00 per year. Those with free lunch and veterans are exempt from the cost. The Cards for Kids Program has not been completely approved statewide, but the library plans to participate. Sharon commented that with high inflation, this is not the time to raise the non-resident cost. Nancy made a motion to keep the non-resident cost the same and Bill seconded it. All voted in favor. Motion carried.

Hours - A patron spoke with Angela about the current hours. They felt it was hard to get back by 4:30. Angela commented that it is hard to find staff to cover any extra hours. The possibility of a lockbox was discussed, but they are expensive. There was also discussion about placing a security system on the genealogy room to prevent theft. A proposal of changing the hours on Tuesday, Wednesday, and Thursday to 9:00 a.m.-8:00 p.m. was made, but the other days would stay the same. There was discussion as to whether the library can afford the extra hours. The extra cost for another part time person and having coverage for the extra hours would be around \$5000-6000 per year. Angela will look into the lockbox idea and will talk to several of the staff about extra hours.

Holiday Dinner - There was discussion about whether to have a holiday dinner, but due to Covid, it was decided that donations might be the way to go again this year.

Microfilm Demonstration - Angela gave the board a demonstration of the value of digitizing the collection and how accessible it is to the community. She also contacted the city regarding the possibility of digitizing the city council meetings. Angela is also going to contact the website maintenance company regarding the addition of an icon for easy access for all computers.

Other Business: None

Adjournment: Josh moved to adjourn and Marshall seconded. All voted in favor. Motion carried. Meeting adjourned at 6:17 p.m.

The next meeting will be September 20, 2022.