

**Eager Free Public Library  
Board of Trustees Meeting  
Meeting Minutes from February 25, 2020**

**1. Call To Order**

President Eloise Eager called the meeting to order at 5:30 p.m. Trustees present: Eager, Sharon Cybart, Wally Shannon, Gwen Clendenning, Mandi Firgens, Vicki Lecy-Luebke.

Also present: Library Director Megan Kloeckner

Absent: Susan Kruser

**2. Approval of January Meeting Minutes**

Cybart moved to approve the minutes of January 28; Shannon seconded the motion. Motion carried.

**3. Public Comment**

None

**4. February Bills**

Clendenning moved to accept the bills as presented; Firgens seconded the motion.

Roll call: Ayes—Eager, Cybart, Shannon, Firgens, Clendenning, Lecy-Luebke.

Motion carried.

**5. Rene Bue—Inclusive Services Assessment**

Not available; will reschedule

**6. Librarian's Report**

Kloeckner distributed "February Report" which documented circulation and programming statistics, technology usage, and budget expenditures. Circulation showed a slight decrease during the past year and a decrease of 8.16% in items borrowed from SHARE libraries. Items lent to SHARE libraries increased 7.73% from January 2019-January 2020. Programming attendance for the month was 217, including Storytime numbers. Computer usage increased 51.81% during the past year. Kloeckner also reported that Time Management software has been installed. Budget information still needs to be confirmed with the City for January expenses.

**7. Treasurer's Report**

Clendenning continues a quest to find an auditor for our investments and donations. Board members are requested to check out Trustee Essentials online for a clear overview of our responsibilities.

## **8. ALS Board Report**

Eager reported she and Kloeckner will be attending two meetings in the upcoming month. The March 18 meeting will focus on ALS System's strategic plan. Library staff will also be attending a three-hour training on March 6 that will focus on Homeless and Difficult Patrons.

## **9. Old Business**

### **a. Expansion**

An Open House date was discussed. The Friends of the Library would like to assist. Board members began a compilation of names to invite and a planning committee was organized: Eager, Kruser, Kloeckner, O'Brien, Lecy-Luebke, and a member of the Friends. Friends President Meg Wiltse will be contacted.

Cybart was contacted by a patron to see if a handrail could be added outside next to the slippery sidewalk. Kruser previously had expressed concern about the slippery front stairs as well. Because of the new concrete on the sidewalk on First Street, salt cannot be used. Kloeckner will check with the City about obtaining a handrail. Shannon suggested applying for a grant to improve the exterior.

Eager spoke about refurbishing the pride donor board and what the cost could amount to. Shannon moved to spend up to \$300 to pay for the refurbishing of the donor board; Lecy-Luebke seconded the motion. Roll call: Ayes—Eager, Cybart, Clendenning, Firgens, Lecy-Luebke, Shannon. Motion carried.

Eager also noted the cost of framing John Wilde's picture is \$189.20. This had already been approved by the Board.

### **b. Strategic Plan**

Kloeckner reported no updates.

### **c. Knox Box**

This has been attached to the building near the First Street door.

## **10. New Business**

### **a. Policy Review**

Firgens moved to approve the updated version of "Public Posting and Distribution of Information" policy; Shannon seconded the motion. Motion carried.

### **b. Annual Report**

Clendenning moved to approve the "Public Library Annual Report." Cybart seconded the motion. Motion carried.

### **c. Magazine Exchange**

Cybart forwarded a request from a patron, inquiring whether the library would accept used magazines that could be shared by patrons. Discussion ensued,

including whether Friends would be amenable to such an idea. The consensus was that it was likely to not be accepted.

## **11. Adjourn**

Cybart moved to adjourn the meeting; Clendenning seconded the motion.  
Meeting adjourned at 6:35 p.m.

*Next meeting: March 31, 2020*  
*Minutes by: Trustee Lecy-Luebke*

**Note: Minutes of the Library Board of Trustees are not official until approved by the Library Board of Trustees at a meeting called and noticed for that purpose.**