

Dominy Memorial Library Board of Directors' Meeting

April 26, 2023

President Gary Hofmann called the meeting to order at 12:00 in the White Community Room of the library and appointed Cindy Helmers acting secretary for the meeting.

Members present: Gary Hofmann, Ruth Teubel, John Tollensdorf, Jan Lancaster, Cindy Helmers, Dan Robertson, and Director Ashley Lewis

Members absent: Kathy Popejoy and Marcia Walter

March minutes were approved as submitted with a motion by Cindy Helmers and a second by Dan Robertson. The Financial Report was also approved as submitted with a motion by Jim Munz and a second by Dan Robertson. Ruth Teubel reported that \$65,000 was transferred out of the money market account to a Certificate of Deposit. All approved.

Old Business:

- Gary Hofmann updated the Board on the process of getting a quote through Dimond Brothers for the renewal of the Fidelity Bond that expires May 19th. Cindy Helmers made the motion for Gary Hofmann to authorize payment of up to \$2500 and Jan Lancaster seconded the motion. All approved.
- John Tollensdorf and Director Ashley Lewis will work to get another set of master keys and the keys of for trustees.
- Consultant Kathy Parker will provide an in-service for staff and trustees on Wednesday, May 17th, at noon. Ashley Lewis will be leading the trustees and staff through a review of the Policy Manual starting next month.
- Ashley Lewis has worked with Dan at Route 24 to purchase Microsoft Windows upgrades and two new computers for the circulation desks as they were too outdated for the Windows upgrades that are needed. Cindy Helmers made the motion to use Prairie Land Foundation funds for the purchase and Dan Robertson seconded it. All approved.
- Ruth Teubel made a motion to accept the Library Annual Budget and Appropriations. John Tollensdorf seconded the motion and all approved. This included a review of staff salary and wages.

New Business:

- Board of Trustee Terms were reviewed.
 - July 1, 2023: Jim Munz, Kathy Popejoy, John Tollensdorf
 - July 1, 2024: Jan Lancaster, Cindy Helmers, Dan Robertson, Ruth Teubel
 - July 1, 2025: Gary Hofmann, Marcia Walter
- Ashley Lewis updated the board on the status of filling the part-time position. Due to the return of summer help, she will postpone hiring additional help until at least August. She also provided an update on the planning and preparation for the Summer Reading Program. "Find Your Voice" will be the theme for the four-week program. Letters requesting donations for the program have been mailed out.

- Ashley also reported there has been excellent attendance at the various programs that occurred in March at the library, Library Spirit Week, the upcoming Friends of Library Book Sale, and April programs.
- There will be a joint Library Card Drive for PCUE @ Forrest on May 23rd, 8 am – 2:30 pm. There are also plans for the Story Time and Summer Reading presentation for PCPW.
- Patron Comments: none

Dan Robertson made the motion to adjourn and John Tollensdorf seconded it. Motion was approved.

Respectfully submitted,

Marcia Walter, Secretary

(based on notes provided by acting secretary Cindy Helmers.)