

District Library Board Meeting

February 6, 2023

Members Present: Debbie Rickman, Toni Loutzenhiser, Lauren Marion, Kelly Zielinski, Shawn Wheeler, Erika McClintic – **Absent:** Charlie Mitchell – **Guests:** Library Director Ruth Kulman, Charlotte Babb

Meeting called to order at 7:00 pm with the pledge.

Approval of Minutes:

Motion by Shawn to approve January meeting minutes. Motion seconded by Debbie and all in favor. Motion for January minutes passed.

Pay the Bills:

Motion by Debbie to pay the bills with the exception of the check for Charlie's mileage. Motion seconded by Kelly and all in favor. Motion to pay the bills passed.

Treasurer's Report:

The account balance as of December 2022 was \$63,787.45 and as of January 31, 2023 it is \$62,996.97.

Librarians Report:

ALA seems to have more grant opportunities; it is \$115 membership. This is something we will look into.

The library is in need of a new printer. The BC Rotary donated \$1,000.00, \$300 from Steve Kohler for the printer and Jeff Liebler wants to donate a 2018 black and white printer and is having it delivered on February 8th. The new printer (Toshiba) will fax, scan and print color. Thank you cards will be sent.

There are three computer chairs in need of repair. A bid was received from Roxanne and Gary Dean to have all three chairs reupholstered for \$300.00. Lavon Null (Roxanne & Gary's daughter) donated \$1,000.00 in December and a portion of that money could go towards the chairs.

The Brown City District Library website now has a fully updated new card catalog through Apollo. Each patron can use their own login and can see what books they have previously checked out, put books on hold and see when they are due. We are working on updating the website as a whole.

The shelves have been put up in the basement with the help from a couple high school students and Ron Bennet. These will be used to hold donated books for future book sales.

There is a group of 7th and 8th graders who started a Dungeons and Dragons group that has started meeting in the library.

February 4th - Take your child to the library was a success! The kids loved the story time and they loved naming the penguin.

Cleaning: Ruth hired Stephanie Kalbflesich three weeks ago to vacuum and mop the library weekly for \$50/week.

Apollo Update:

Up and running, it is just a matter of getting everyone their new library cards.

Expenditures:

QuickBooks/Payroll: Starting May 1st the city will no longer be doing our payroll. There is a program through quickbooks called Essentials, it is \$27.50/month and a payroll program through quickbooks that is 37.50/month for a total of \$65/month. We are currently paying the city \$100/month to do our payroll. Quickbooks provides free payroll

training. This will save the library money in the long run. Erika made a motion to approve the quick books program, Kelly seconded, all in favor, motion carried.

Chairs: Gary Dean said the current computer chairs are worth fixing. The board discussed and decided that we could use \$300 of the money that was donated by Lavon to go towards updating the chairs. Shawn made the motion to approve reupholstering the chairs, seconded by Debbie, all in favor, motion carried.

Printer: Shawn made motion to have Ruth order the printer presented, Debbie seconded, all in favor, motion carried.

Cleaning: Ruth hired Stephanie Kalbfleisch 3 weeks ago. Whitney Peters and Tori Ruckman have volunteered to come and help clean. We will meet with the friends of the library to see if they still want to volunteer with the dusting and trash but Stephanie will continue to vacuum and mop.

New Business:

Debit Card: We are going to table this discussion.

Communication: What is best for us all? Email or Facebook? We decided a group text would be ideal. Email non urgent business.

Updated Key List: we need to have a list of people who have a key to the library. Kristina Hines has a key for the boy scouts, Shawn, Lauren, Toni, Debbie, Ruth, Charlie and Shirley. Maybe Kristina can pick up a key and drop it off after she uses it. She should not have a key at all times.

Public Comments: None

Next Meeting: March 6th at 7pm

Motion by Kelly to adjourn at 7:39pm, seconded by Shawn Wheeler. All in favor. Meeting adjourned.