

Augusta Memorial Public Library Board Meeting Minutes
Monday, Sep. 26, 2024, 5:30 pm

Meeting called to order at 5:34 pm by Bunny Turner

Present: Rebecca White Body, Barb Johnson, Brenda Pettis, Bunny Turner, Korinne Wiese

Also present: Leslie LaRose

Absent: Patricia Wessel, Polina Kudelina

Quorum Present

Open Meeting Law Compliant

Agenda Approved : Motion made by Barb, seconded by Korinne

Minutes from Aug. 19, 2024 Approved: Motion made by Korinne, seconded by Barb

Financial report:

1. There was a correction made to the budget report so it balances with the City's data.
2. Bunny motioned to approve the report, Barb seconded, all approved

Director's report:

1. The City is switching phone lines to a cloud-based system. The Library has been charged for the installation and telephone line fees, which are shown in the financial statements. The lines will be installed and training offered later this month.
2. The new Adult Services employee is only able to work 16 of the 20 budgeted hours for her position. Leslie proposes using the remaining four hours to create a second Clerk position; the Clerk would work the desk one day a week so Leslie could use the time to focus on her work without interruptions.
3. The Strategic Planning Committee is working on a draft report but hasn't had a chance to meet to approve it. It hopes to meet by the end of the month and create a report for the Board.
4. The Board will be reviewing five policies later in the meeting.
5. New adult programming, including a coffee chat, will be offered in addition to current programming beginning in October.
6. Leslie clarified the role of the Personnel Committee.
7. The Board acknowledged this report.

Friends of the Library report

1. The Friends were thanked for all the work they do on behalf of the Library.
2. They will be starting a letter campaign to solicit donations from the community.
3. They're considering submitting documentation to renew their 501c3 status.
4. They selected a Super Bowl theme for Library Lovers month in February.

Reference Services Policy review

1. The Library reviewed the policy. Leslie recommended replacing the last paragraph with the sentence "See the equipment use policy" so that only one policy will need updating as technology changes or other needs arise. She also suggested removing references to the microfilm machine because it's no longer being used.

2. Bunny motioned to approve the changes, Korinne seconded, all approved.

Public Relations, Displays & Exhibits, Public Notices, and Friends & Volunteers Policies

1. No changes were recommended to any of these policies. They were marked reviewed by the Board.

Potential New Staff Position

1. Leslie proposed using budgeted staff hours that currently aren't being used due to staff schedules to create a second Clerk position. The Clerk would be responsible for working at the desk so Leslie could focus on her work during those hours. This position would likely be one day a week, 4-10 hours, and would pay \$12/hour. This pay rate would remain until the end of 2025 and wouldn't be subject to the City's annual rate of pay increase for employees.
2. Brenda motioned to approve, Bunny seconded, all approved.

Staff Wages

1. Leslie recommends increasing the Associate Librarians' hourly wages for 2025 because their experience and to-date work performance makes them well-qualified for the raise even though their six month probationary periods aren't quite finished.. Non-probationary wages (\$13.10 and \$13.36/hour) would be used to calculate their raises when the City increases its employee pay rate.
2. The Board tabled the proposal so it would have time to find the best way to approach the City about this idea.

Library Space Needs

1. Bunny would like to approach the City Council about starting a Building Fund to support the construction of a new Library due to its current and future space needs. A Building Committee would be necessary.
2. The Board postponed this proposal until a time when the community is less upset by increased property evaluation rates.

Memorial Donations

1. Donations in memory of Ruth Anderson are coming in.

Meeting adjourned at 6:29 pm

Minutes taken and typed by Rebecca White Body