

Minutes from the Regular Meeting  
Prairie Skies Public Library District  
Pleasant Plains Location  
May 11, 2021

The regular board meeting was called to order at 6:00 pm by Jan Davis.

Attendance:

Trustees Present: Jan Davis, Diane Hatcher, Robert Butcher, Jennifer Petefish, Meghan Miller, Rachel Kocis

Trustees Absent: None

Staff Present: Kathleen Roegge, Director; Kelly Greene, Board Clerk (on phone), Deb Gruen, Librarian  
Visitors: None

Regular Agenda Items: The agenda was approved on a motion as amended by Butcher, seconded by Petefish.

Approve Previous Minutes: Minutes from the regular meeting held April 13, 2021 were presented and approved as amended by Butcher and seconded by Petefish.

Financial Report:

Prepared and presented by Kelly Greene for April 2021.

Submit Bills:

Bills submitted for tonight were submitted totaling \$6,381.58. Motion to pay bills by Petefish with a second by Butcher.

Ayes: Davis, Butcher, Hatcher, Petefish, Miller, Kocis Nay: 0 Absent: 0

Administrators Report: Roegge presented the report of Library Statistics for the prior month. Roegge provided her report of activities at the branches, upcoming events, and staff attendance at workshops in her absence.

- Work continues on the Disaster Recovery Plan, Strategic/Long Term Plan and the Succession Planning documents.
- The locations have now been re-opened for patron browsing and books returned will no longer be quarantined based on updated information from RAILS. Most groups have resumed their meetings.
- An update was given on recent and upcoming programming, and the Big Read program. Summer Reading programming will be starting in the coming months at each location.
- Kathy inquired about hiring a high school student to assist at the library this summer. The pay would be \$11/hour and would be less than 10 hours per week. Based on a motion by Butcher, seconded by Miller, the hiring plan was approved.

Committee Reports:

The Building and Maintenance Committee met and discussed various items that needed to be addressed in the two locations in the next couple of years. These items included roof inspections (for both locations), Ashland location stucco and tuckpointing and some foundation issues that will need to be addressed. Additionally in Ashland, the parking lots will need addressed along with the basement, and also the drop box container will need reviewed. A semi-permanent structure for summer reading and other outdoor events will

be investigated for each location. In Pleasant Plains, some painting will need to be completed and possibly some shelving will need to be rearranged.

A meeting of the Budget/Finance Committee was held May 10, 2021. Reports of current and projected revenues and expenses were discussed and a working budget was developed from those reports for the FY2022 fiscal year.

#### Friends of the Library

No report.

#### Old Business

- The Library Trustee election was completed in April and Diane Hatcher and Meghan Miller were elected to the Board. They will take the oath at the June meeting. Rachel Kocis will be reappointed to the Board as well.
- A draft of the Succession Plan was reviewed that included plans for temporary absences, daily stand-in succession and also permanent succession or replacement of the Director. The Directors notebook is being updated. The Succession Plan was approved on a motion by Hatcher, seconded by Kocis.
- A Strategic Plan/Long Term Planning document was presented (had been previously presented and reviewed) with the addition of Referendum options. The Plan was approved on a motion by Miller, seconded by Kocis.
- A Technology Plan and Disaster Recovery Plan was reviewed but is still in progress.

#### New Business

- Barbara Jensen-Schweighauser has left the Board as of the last meeting, therefore a trustee position is available and will need to be filled. Any suggestions need to be forwarded to Kathy or Jan Davis for consideration.

#### Executive Session

The Board entered closed session at 7:16pm to discuss personnel issues.

The Board entered open session at 7:44pm.

#### Committees to Meet:

None

The next meeting will be held June 8 at 6:00pm, in Ashland.

Respectfully submitted,

Kelly S. Greene  
Board Clerk