

Minutes from the Regular Meeting
Prairie Skies Public Library District
Ashland Location
April 13, 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, Rachel Kocis, Meghan Miller, Barb Jensen-Sweighauser (phone)

Trustees Absent: none

Staff Present: Kathleen Roegge, Director, Wade Todd, Librarian Absent: Kelly Green, Board Clerk

Visitors: None

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

Approve Previous Minutes: Minutes from the regular meeting held March 9, 2021 were presented and approved by Petefish and seconded by Miller.

Financial Report:

Prepared and presented by Kelly Greene for March 2021.

Submit Bills:

Bills submitted for tonight were submitted totaling \$5,439.20. Motion to pay bills by Petefish with a second by Miller.

Ayes: Davis, Butcher, Hatcher, Jensen-Schweighauser, Petefish, Kocis, Miller Nay: 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.

- Kathy reported that she has completed the Interlibrary Loan survey for the State Library and the Certification process for RAILS. She has attended a webinar "Lessons from Covid", met with Prof. Schweighauser to discuss a class he would like to present this fall, and interviewed candidates for the full-time position. She is working to update the Disaster/Recovery plan and the Strategic/Long term plan.
- Discussions have been held with staff regarding opening browsing, current COVID restrictions, programming including the Summer Reading program and other programming. The review of the Standards has been completed by staff.
- Programming was discussed including the end of Adult Reading Tournament and the Summer Reading Program. Virtual story hours continue with help from Pleasant Plains NHS students and A-C Central Students. Staff have created displays in honor of authors, Spring and Easter, National Library Week and Poetry Month.

Committee Reports:

- The Building and Ground Committee presented a tentative draft of the capital plan.
- The Personnel Committee presented a plan to advertise and hire a new Director.

Friends of the Library

No report.

Old Business

- Succession plan – Director Roegge reported on the progress of writing a succession plan. One recommendation was to include plans for retaining/replace other positions. She will present a draft next month for the board's review.

New Business

- Roll call vote – President Davis presented an email concerning when roll call votes should be taken if there is not a quorum of the board present in person.
- Director Roegge made the board aware of future needs concerning computer and equipment purchases. Wade and Dowland, who service both copiers and a printer used for the newsletter and other printing, is closing at the end June. Roegge will research copier companies for future maintenance needs.

Executive Session

The board voted to go into closed session at 7:19pm to discuss staff issues.

Ayes: Davis, Butcher, Hatcher, Jensen-Schweighauser, Petefish, Kocis, Miller Nay: 0

The board return to open session. Butcher moved and Kocis seconded to create a line in the budget to pay for travel, continuing ed and other costs relating to staff development.

Butcher moved and Miller seconded to approve offering Mr. Pressey the full-time position upon verification of previous employment, at \$11.00 per hour with 6 months' probation. Motion carried.

Committees to Meet:

Finance – May 10 at 6pm in Pleasant Plains.

The next meeting will be held May 11 at 6:00pm, in Pleasant Plains.

Respectfully submitted,

Kathy Roegge
Director