

Minutes from the Regular Meeting
Prairie Skies Public Library District
Ashland Location
May 10, 2022

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

Attendance:

Trustees Present: Jan Davis, Rachel Kocis (zoom), Diane Hatcher, Jennifer Petefish, Robert Butcher, Jon Klepzig

Trustees Absent: None

Staff Present: Cindy Boehlke, Director; Kelly Greene, Board Clerk; Aaron Houser, Librarian

Visitors: None

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

Approve Previous Minutes: Minutes from the regular meeting held April 12, 2022 were presented and approved as presented by Butcher and seconded by Klepzig.

Financial Report:

Prepared and presented by Kelly Greene for April 2022. We were notified by the IRS that the Form 990 needed to be electronically filed. Kelly will file the report this week.

Submit Bills:

Bills submitted for tonight were submitted totaling \$8,874.53. Motion to pay bills by Petefish with a second by Hatcher.

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

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

- Summer Reading Program plans are being finalized. Reading logs are ready and a schedule for the days has been prepared.
- Community Care Kits are finished and are available to be checked out by patrons.
- Three Outreach locations have been set – Gardner Township, Rustic & Co, and Precision Tiling. Supplies have been prepared for the outreach events.
- The TIF request has been sent to the Village of Ashland for consideration of repairs to the Ashland location.
- Cindy has participated in webinars on Adult Programming, Engaging Patrons with Dementia, and Grant Writing.
- Statement of Economic Interests have been completed by Trustees and returned to Cass County.
- Regular programming is going well, including Story Time, Tabletop Gaming, and STEM. Other programs held had small attendance.
- Grant options for the handicap entrance in Plains are being reviewed.
- The StoryWalk is being installed in the Ashland Park. A grand opening will be held May 20, honoring Liz Walbaum.

- Fire extinguishers need to be inspected. The company that previously completed inspections has not been here to inspect since 2020, which may have been COVID related.
- The Ameren Energy Efficient Lighting Project is scheduled for late summer.

Committee Reports:

None scheduled.

Friends of the Library

The Friends held a book sale during Ashland garage sale days and netted \$65 from their sales. They are holding a sale in Pleasant Plains now. They plan to set up a free mini-library at the end of the Story Walk in the park in Ashland. The Friend of the Year was named as Jon Klepzig.

Old Business

- Cindy did some research on local newspapers and microfilm availability. She will continue to search the area historical associations and larger libraries for access to these records.
- Cindy had a patron contact her and offer to donate the cost of the New York Time Database so we can renew it.
- Cindy reviewed the requirements for Open Meetings Act training and determined that it is a one-time training for new trustees.
- Two HotSpots are out in circulation being used by patrons. As with most internet services in rural areas, the service consistency depends on where they are being used. A Federal program is available allowing us to apply for additional hot-spots which we are reviewing.
- The StoryWalk in James Park will have a grand opening May 20, honoring Liz Walbaum.
- Cindy is still reviewing option for staff shirts from local companies and online companies. Cindy will try to obtain another local bid to compare.

New Business

- With the resignation of Megan Miller, we will be looking for a new trustee to join the Board.
- On a motion by Hatcher, seconded by Butcher, a calendar with regular board meeting dates for the upcoming fiscal year was presented for approval and was approved as presented. Meetings will continue on the second Tuesday of each month at 6pm.

Executive Session

A motion was made by Petefish, seconded by Butcher to enter closed session at 6:55pm for the purpose of discussing personnel expenses. Ayes: Davis, Kocis, Hatcher, Petefish, Butcher, Klepzig Nay: 0 Absent: 0

A motion was made by Butcher, seconded by Petefish to return to regular session at 7:12pm. Ayes: Davis, Kocis, Hatcher, Petefish, Butcher, Klepzig Nay: 0 Absent: 0

A motion was made by Butcher seconded by Petefish to increase full-time staff wages by \$1.00 per hour effective July 1, 2022. Ayes: Davis, Kocis, Hatcher, Petefish, Butcher, Klepzig Nay: 0 Absent: 0

Committee Meetings to Meet

None

On a motion, the meeting was adjourned at 7:15pm.

The next meeting will be held June 14, 2022 at 6:00pm, in Ashland.

Respectfully submitted,

Kelly S. Greene
Board Clerk