

Eager Free Public Library
Board of Trustees Meeting
Meeting Minutes from March 26, 2024

1. Call to Order

President Eloise Eager called the meeting to order at 5:00 p.m. Trustees present: Eager, Gwen Clendenning, Brian Smith, Jonathan Hollingsworth, Vicki Lecy-Luebke, Idalia Winger (5:15)

Also present: Library Director Bronna Lehmann

Absent: Lindsay Reese

2. Approval of February Meeting Minutes

Clendenning moved to approve the minutes of the February meeting; Hollingsworth seconded the motion. Motion carried.

3. Public Comment

None

4. March Bills

Hollingsworth moved to approve the bills as presented; Smith seconded the motion. After discussion, roll call was taken. Ayes—Eager, Clendenning, Winger, Smith, Hollingsworth, Lecy-Luebke. Motion carried.

5. Library Director's Report

Lehmann provided the Board with the "March Report" which provided statistics on circulation, programming, and technology. Board members also received a mayoral proclamation noting National Library Week April 7-13, 2024. Library staff will be participating at the school for Family Fun Night on April 12 as part of the Week of the Young Child activities. Planning for the Summer Reading Program has begun, with Friends of the Library generously contributing funds. Lehmann has also met with the Prairie Lakes Library System staff and directors, as well as attending meetings with the city administrator, the mayor, and City Leadership Team. A staff inservice will be held on May 6; the library will open at 1:00 p.m. on that day. Lehmann also reported that a trustee orientation training will take place at the April meeting, led by Steve Ohs, director of the Prairie Lakes Library System.

6. Treasurer's Report

Clendenning gave an update on current Lake Ridge accounts.

7. Old Business

a. Building Maintenance Issues

Lehmann provided updates on HVAC, Automated Doors, the Janitor, and the Cintas Floor Mat Contract. After much discussion of this last item, Smith moved to accept entering the

contract with Cintas for 60 months; Lecy-Luebke seconded the motion. Roll call: Ayes—Eager, Clendenning, Hollingsworth, Winger, Smith, Lecy-Luebke. Motion carried.

b. Bill Paying Procedure and Policy

Lehmann provided the Board with a very detailed and thorough process by which bills are paid by the library and by the city. Improvements in the process are greatly necessary for bills to be paid more frequently. After much discussion, Lecy-Luebke moved to authorize the Library Director to pay all invoices up to \$3,000. After that amount, calls to the Board president and treasurer will be required to ok the transition. If they are not available, two members of the Board may be contacted. Hollingsworth seconded the motion. Roll call: Ayes—Eager, Smith, Winger, Clendenning, Hollingsworth, Lecy-Luebke. Motion carried. It was also decided that future Board meetings will take place on the fourth Tuesday of each month. The April meeting date is dependent on already scheduled trustee training and will be confirmed in early April.

The Library Bills Approval Policy was also presented with the suggestion that Smith will provide a revised draft for approval upon checking with Lehmann.

c. Employee Handbook Update

Smith and Lehmann will review this.

8. New Business

a. Performance Review/Employee Raise Process

Lehmann provided the Board with “City of Evansville Compensation Philosophy.” After much discussion about two library employees eligible for longevity pay raises for 5 and 10 years of service, the Library Director was instructed to work with the City to authorize the raises and retroactively pay them from their anniversary dates.

b. Interview Process for New Board Members

With Lecy-Luebke completing her term, a new member is being sought. Hollingsworth will contact the interested person(s).

c. Public Posting and Distribution of Information Policy

Tabled to next meeting

d. Hiring of Library Aide

Lehmann provided the Board with “Job Description” for the position of Library Aide with some additions and corrections made. After much discussion, Smith moved to approve the updates to the Library Aide position with a beginning salary of \$13 per hour; Lecy-Luebke seconded the motion. Roll call: Ayes—Eager, Hollingsworth, Winger, Clendenning, Smith, Lecy-Luebke. Motion carried.

9. Adjourn

Clendenning moved to adjourn the meeting; Winger seconded the motion. Motion carried.

Meeting adjourned at 6:58 p.m.

Next meeting: April 30, 2024

Minutes by: Trustee Lecy-Luebke

Note: Minutes of the Library Board of Trustees are not official until approved by the Library Board of Trustees at a meeting called and noticed for that purpose.