Eager Free Library

Board of Trustees Meeting

Meeting Minutes: 30 April 2024

1. Call to Order

President Eloise Eager called the meeting to order at 5:00PM. Trustees Present: Eager, Brian Smith, Jonathan Hollingsworth (for first 55 minutes), Idalia Winger, Lindsay Reese, Ben Ladick (new member)

Also Present: Library Director Bronna Lehmann, Steve Ohs (Prairie Lakes Library System Director)

Absent: Gwen Clendenning

2. Public Comment

None

3. New Trustee Training by Steve Ohs.

This is a timely training given that 5 of the 7 board members have less than 1 year of experience. Items discussed of note: Consider altering quorum requirement from 3 to 4 members. Consider obtaining bonding though not required. Current AG guidance on Open Meetings Law. The Board was appreciative of Steve's overview and there were numerous questions and discussions.

4. Approval of March meeting minutes

Hollingsworth moved to approve the March meeting minutes and Ladick seconded. Motion carried unanimously.

5. Library Director's Report

Circulation is down YOY by 22%. Not sure if a trend or anomaly yet. Digital use numbers are unsure. Reviewed the Director's prepared notes/document. Highlights: Aide and Staff member are departing.

6. Financial

A. Audit March check register: New procedure used to streamline the process. Winger moved to approve the register; seconded by Ladick. Motion carried unanimously by roll call (Hollingsworth absent).

B. Review 2024 budget status: Done

C. Treasure's report: Clendenning absent

7. Old business

A. Building maintenance

i. HVAC PM: Sun Mechanical did not provide a bid (was $6912 last time). NAMI proposed $4510 to start 1 July 2024. NAMI bid acceptance moved by Smith and seconded by Ladick. Approved unanimously by roll call. Also, Smith moved to have Director supervise NAMI contract execution for contract of 3 years: seconded by Reese. Unanimously approved.

ii. Water leakage: A repair assessment needs to be made by one qualified for repair of an Historic building. Ladick reported that the city got an assessment done for similar reasons for older City of Evansville facilities. Library Director to discuss with City Administrator the firm they used for this need and report to Board.

iii. Janitorial service: pending

B. Financial policy: Director created a new policy for Board consideration. Ladick moved to revoke old policy and accept newly created one; Winger seconded. Passed unanimously.

9. New business:

Recognition of trustee service: Vicky Lecy-Luebke has now ended her service on the Board. As a show of appreciation for her faithful service and as serving as Secretary, President Eager will obtain a gift of appreciation for her.

10. Adjourn: Move by Smith to adjourn; seconded by Ladick. Passed.

Next Meeting: 28 May 2024

Minutes by: Trustee Brian Smith

Note: These minutes are not official until approved by the Board at a meeting called and noticed for that purpose.