

Beresford Public Library
Board Minutes
August 28, 2024 @ 5:30 pm in the library

Present: Renee James, Tosha Schurch, Ashley Halvorson, Laura Hoelsing via conference call, Art Schott (city council representative) and Jane Norling; Library Director/ Secretary

Absent: none

Renee James called the meeting to order at 5:30 pm.

Review of minutes: The minutes from July 30, 2024, were reviewed. A motion to approve the minutes was made by Ashley Halvorson. Second by Tosha Schurch. Motion carried.

Correspondence & Donations:

Donations:

August: \$20.00 in memory of Doris Travis from Pam Conklin.
\$20.00 anonymous donor for kid programs.

Director's Report:

Library Happenings:

- **Summer Reading:** Jennifer Clever talked to the board and gave them stats for the summer reading program. She informed them about some of the programs and happenings during the summer.
- **Elementary classes:** The 3rd, 4th and 5th grade are walking down to the library during the week.
- **Bathrooms:** The pipes are covered, and everything is finished in the bathrooms.
- **Garden:** Kelly from the parks department is laying new landscaping stone for the walls. It has not really changed from last month but hopefully will continue.
- **Carpet cleaning:** The carpet inside the main library has been cleaned. On September 4th we will have the West room and employee entrance area cleaned. The entire library will be cleaned this year.
- **New Board member:** Mayor Seely is actively looking for a library board replacement.

- **New Employee:** Jennifer Clever has resigned from the library and her last day is August 30th. Jane showed the board a copy of the ad for the replacement employee. The board is concerned about the low wages being offered and being able to attract quality help. They suggested that Jane go to the city council and ask for a \$3.00 increase for all employees to bring wages to a better level.

Treasurer's report:

The bills for August were reviewed by Ashley Halvorson. Board members were presented with a listing of the expenses. Ashley mentioned any bills that were out of the ordinary including the annual bill from Book Systems. Financial budget reports from the city were given to each board member. The city budget is on target. The library checking balance is \$21,189.05 and the savings/gift balance is \$40,443.57.

A motion was made by Schott to accept the treasure's report. A second was made by Laura Hoelsing. Motion carried.

Old Business:

None

New Business:

2025 Budget review: Jane presented the board with the proposed budget for 2025.

There were a few areas where we asked for an increase. In buildings and grounds, I have asked for money to do some painting. In office equipment it is time to update the copier. Under computers we have had a low budget since 2021 when we received a large grant and updated many of the computers. We need to look at replacing some computers in 2025, so the budget is higher. Also, electronic books and downloadable audiobooks are in demand and have a higher cost.

A motion to approve the proposed budget for 2025 was made by Schott and seconded by Ashley Halvorson. Motion carried.

Board Training-Trustee Handbook: Board members read pages 12-16, and we discussed the importance of reviewing and updating policies. We also discussed disaster preparedness. Next was the budgeting process which we are currently working on. We talked about gift funds and our trustee bylaws that state the director may receive donations unless they have a special request attached and then the board would discuss this at a meeting. The board discussed our library foundation and where to find the SD codified laws with powers of trustees. Renee James, Art Schott, Ashley Halvorson, Laura Hoelsing, Tosha Schurch and Jane Norling all read

the requested pages and then we spent 20 minutes going over the sections we read. Each board member spent 40 total minutes on board training.

Next meeting: Our next meeting is September 24th at 5:30.

Adjournment: The meeting was adjourned at 6:45 pm.

Respectfully, Jane Norling, Secretary & Library Director