

Douglas County Public Library Board
Quarterly Meetings
July 16, 2024
5:00 p.m.

Melissa called the meeting to order at 4:59 p.m.

Attendance: Trustees present for this meeting were Melissa Tate, Chaz Franzke, Carla Mills, Sandra Hylton, and Rachel Hamby. Also present were Deanna Parsick and Judy Heier.

Public Comments: Deanna Parsick provided the board with information about unemployment funds. The library had not been paying into unemployment in the past. Ms. Parsick explained the benefits to paying along the way rather than having to pay a larger amount of money if someone files an unemployment claim. She also explained the services she can provide the library as an accountant. She has a background in corporate accounting as well as taxes. \$175.00 per month is her rate for the library.

Minutes: The minutes were from the April 16 meeting. Melissa moved to accept the minutes. Rachel seconded.

Financial Report: Chaz passed out the financial report for Second Quarter 2024. The board discussed moving money from the Hi Fi Account to the Edward Jones Mutual Fund account. Chaz made a motion to move \$138,000.00 from the Hi Fi Account to the Edward Jones Mutual Fund account. Sandra seconded. Melissa made a motion to accept the Financial Report and Chaz second.

Circulation Report: Judy presented the Circulation Report. Chaz moved to accept the Circulations Report and Melissa seconded.

Insect Issues: none

Overdue Books: Judy reported that the number of overdue items for the second quarter is consistent with the average of overdue items in previous quarters.

Summer Programs: Judy reported that the summer reading programs have been successful. Marty the Magician's show had 64 kids in attendance. The Mad Science program had 83 kids. Judy scheduled Marty the Magician to come back next summer.

New Board Member: We welcome new board member Sandra Hylton.

Bookkeeping/Payroll Services by Tax Diva: The board discussed hiring Deanna Parsick (Tax Diva) at the rate of \$175.00 per month, and the board will pay her quarterly. Sandra made a motion to hire Deanna Parsick. Chaz seconded.

Accept Resignation of Anita Dodd—Library Director: The board accepted the resignation of Anita Dodd. Melissa motioned to accept the resignation, Carla seconded.

Air Conditioner Compressor Issue-Replacement (1,500 plus labor, depending on the issue): Jim Brown is not sure what the issue is (possibly electrical issue or possibly the compressor). Rachel made a motion to hire Jim Brown to fix the air conditioner. Melissa seconded.

Update on Outdoor Carpet: Dennis Dedmond is going to fix the carpet in August.

New Roof Bids: Melissa researched which money in the budget (equalization money) to use to buy a new roof. We will accept bids until August 1. Rachel made a motion for the board to get bids for a new roof. Sandra seconded.

Suspension of Book Donations: The library is no longer accepting book donations.

New Library Email: The library email address is: docopubliclibrary@gmail.com

Bids for insurance and vote (due in September): Melissa presented two bids for insurance (for the building and its contents). Sandra abstained from voting because her business presented a bid. Bids from Barton Mutual and Liberty Mutual were compared and discussed. Melissa made a motion to buy insurance from Barton Mutual for a price of \$5,035.00 annual fee. Chaz second. All agreed.

Card catalog needs replaced (PC Express): We have decided to go from two card catalogs to one. Both card catalogs are aging and need work, but one is newer than the other. PC Express is going to replace one of the existing card catalogs. Sandra motioned that we pay PC Express (Shawn Swearengin) \$1,000.00 to replace the old card catalog computer with a new one. Melissa seconded.

HVAC Inspection: We had previously set up Jim Brown for 2 inspections yearly. In the future, we need to make sure the HVAC company comes twice a year at a consistent time (possibly March and October). Chaz made a motion to continue the yearly cleaning and inspection services for \$560.00 yearly. Sandra seconded.

Library Director Job Description and Dates for Application Acceptance: The board reviewed and accepted a draft of the job description. Melissa moved that it be accepted. Chaz seconded.

Approval of Judy's Vacation: Judy requested the following dates of vacation: September 9-13, October 7-11, November 4-8. Melissa made a motion to approve Judy's vacation. Carla seconded.

Assistant Library Director Replacement: Judy has told the board that she is going to retire at the end of December. Chaz is going to look into the requirements for posting the job. We will discuss this more at a later date.

Personnel Policies and Updates: Chaz made a motion to update our travel expenses to the current state amount: 57.5 cents per mile. The previous policy was 40 cents per mile. Rachel

seconded. Other personnel policies were read and discussed but no other changes were made at this time.

Medical Benefit Allowance: The board discussed providing a flat rate of \$200.00 to each salary employee for their medical benefit allowance. Melissa made a motion to increase the medical benefit allowance to a flat \$200.00 monthly (beginning in August). Chaz seconded.

Microwave and Dolly: The library needs a new microwave and dolly. Chaz is going to order these items from Amazon and be reimbursed by the library. Melissa made a motion for Chaz to do this. Carla seconded.

Suggestions for Disposal of Old Equipment: Sandra is going to check on a proper place to dispose of old technology.

Raise for Olivia (part time worker): Olivia currently makes \$12.30. Melissa suggested that the board increases her hourly pay to \$13.30. This pay increase would begin on August 1. Sandra made the motion to give her this raise. Rachel seconded.

Meeting Adjourned: Rachel moved to adjourn the meeting at 7:21 p.m. All were in favor.