CALL TO ORDER:
called the meeting to order at 7:00 PM

ROLL CALL:
Trustees Present:
President: Karen Volk
Vice President: Erin Micklo
Treasurer: Maryanne Deaton
Secretary: Susan Stott
Trustee: Mary Sue Brown
Trustee: Kathy Slovick

The chair declared that a quorum was present.

Staff Present:
Dawn Bussey  Library Director
Christina Keasler  Youth Department Director
Maggie Thomann  Materials Processing Manager
Maria Tachna  Finance/HR Director

AUDIENCE PARTICIPATION:
Tiffany Nash from Product Architect & Design gave a brief presentation on the new makerspace and second floor refresh. Tiffany went over the current 2nd floor plan and outlined that the refresh would add a passport desk, 3 more study rooms close to the others, and new lighting in three different areas. Ms. Nash briefly went over the decision to move the makerspace to what is currently the teen room and then move the teen room to the computer lab and how that would best fit the needs of both spaces and allow the makerspace to be close to the media lab. The second floor refresh will also include updated furniture. The cost has increased but was laid out as five separate projects for a total of $1.34 million.

Dennis McCarthy, Building Engineer, gave a brief presentation to the Board. Dennis has been at the Library since December 2015. His job entails making sure the building is clean, safe, and secure. Dennis is on call 24/7 and can be at the library quickly to help settle any emergency situations. There is currently a staff of five in the Maintenance Department with one other full-time employee and three part-time employees. There is someone on duty from maintenance all hours the library is open, and there is usually someone here from maintenance at special events such as the ice cream social. Dennis works with more than 50 vendors throughout the year scheduling preventative maintenance visits or repair work. Contracts are constantly getting reviewed as well as the vendors the department works with. Dennis keeps a daily duty schedule and calendar that manages all the processes the department keeps up with.

MINUTES OF PREVIOUS MEETING:
Treasurer Deaton moved to accept the minutes of the regular Library Board Meeting on June 19, 2023. Motion Seconded and Carried – Voice Vote - Unanimous.

COMMUNICATIONS:
The Board reviewed the monthly communications.
OFFICER’S REPORT:
Treasurer Deaton reported on the financials this month. Of particular note, $2,200 was paid to Lauterbach & Amen for final work on the audit, $2,981 was paid to Travelers for the anti-crime policy, $3,500 was paid to Product LLC for the 2nd floor remodel and makerspace, $8,994 was paid to Biliotheca, LLC for the annual licensing for self-checks, $1,498 was aid to Apple, Inc. for a iPad and MacBook for the makerspace, and $1,216.65 was paid to Heat Press Nation for a heat press and stand for the makerspace.

FINANCIAL REPORTS:
Treasurer Deaton moved to authorize expenditures for goods and services totaling $242,359.81 as listed in the July 2023 Expenditure Approval List, accept the July Expenditure Report, and the June Revenue and Balance sheet. Motion Seconded and Carried – Roll Call Vote - Unanimous.

LIBRARIANS’ REPORTS:
Director Bussey briefly went over the statistics for the month of June. Visits to the library are up 5% for the month, noting an increased usage of the space, reference inquiries are up 58% for the month, adult database usage increased 29% for the month, website visitor sessions increased 41% of the month, WiFi usage increased 32% for June, program attendance was up 91% and study room usage increased 36%. The building is being used, but the usage pattern is changing.

Director Bussey spoke to the Board concerning the recent fake checks that have been attempted to be deducted from the library’s bank account. So far, there have been approximately $25,000 in attempts. The library does have a system in place called Positive Pay, which alerts library staff to any transactions that have not been imported into the banking software. This was put in place approximately two years ago, and this is the first time this has happened.

Three things to know are: So far, we have gathered 278 lbs of birthday bag supplies for the food pantry, the meeting presenting the .02 maintenance levy will be at the July 24th village meeting at 7 PM at the Civic Center, and the library is busy and being used!

NEW BUSINESS:
Release of Executive Session Minutes:
Vice President Micklo moved to destroy all executive session recordings from January 2022 back to July 2021 and releasing the executive session minutes dated January 16, 2023, while leaving all others closed. Motion Seconded and Carried – Voice Vote – Unanimous.

Annual BEM Transfer:
Secretary Stott moved to transfer $775,000 from the Operating Fund to the BEM Fund. Motion Seconded and Carried – Roll Call Vote – Unanimous.

OTHER BUSINESS:
Establish Retreat Date - October:
The Board scheduled the annual retreat for October 28th from 1 – 4.

A Meeting of the Kleintown Public Library: A Look Inside How to Run an Efficient and Effective Library Board Meeting presented by Carmen Forte Jr. of Klein, Thorpe & Jenkins:
The board continued to watch watched a portion of the video: A Meeting of the Kleintown Public
Library: A Look Inside How to Run an Efficient and Effective Library Board Meeting which featured a mock board meeting. The board will continue to watch the remainder of the video at subsequent meetings.

**ADJOURNMENT:**
At 8:56, Trustee Brown moved to adjourn the Regular Library Board Meeting. Motion Seconded and Carried - Voice Vote – Unanimous.

Meeting adjourned at 8:57

Maria Tachna
Finance and HR Director