Menlo Public Library

Trustee Board Agenda

Date: May 21st, 2024

1. Call to order
   1. Present:
   2. Absent:
2. Approval of Agenda
3. [Approval of Minutes](https://drive.google.com/file/d/1zhuJ1UKFu-z_jr0ucz2HedfUlCz_o5IU/view?usp=drive_link)
4. Reports
   1. Library Director
      1. [Circulation Report](https://docs.google.com/spreadsheets/d/1DDZrllQgZXtYLPRdUG2oQOMyQ9s9dhvDt-bpAN5QOLs/edit?usp=drive_link)-attached to agenda for review
      2. [Bridges Overdrive](https://drive.google.com/file/d/1Wze6w0sQBRPxhKlknxl6Slo0p23vrDGm/view?usp=drive_link)-attached to agenda for review
      3. [WhoFi](https://drive.google.com/file/d/1PCPGFfSiBEU7-scvR3mJ5AXHZHO9JzCk/view?usp=drive_link)-attached to agenda for review
      4. Programs-offered in April (Toddler/PK Time; Story Time, School Age Book Club, Lego Club, Lazer Tag, 3Cs NewOpp Presentation) -128 attendees
      5. Adventure Pass-0 usage in April 2024; will not renew due to limited use
      6. [Monthly Calendar](https://www.canva.com/design/DAF-G_ancgg/B44aiGcEa2Y066JfEByGlw/view?utm_content=DAF-G_ancgg&utm_campaign=designshare&utm_medium=link&utm_source=editor)-attached to agenda for review
      7. Monthly Bills
         1. [April Copying/Laminator Income](https://drive.google.com/file/d/1jiXKjbjwYrYL23umPjpdFqSrareTliGL/view?usp=drive_link)
         2. [April Coffee Donations](https://drive.google.com/file/d/1DoeXr9pBQ4-KcMePePW_YY6Yk1ITjaIp/view?usp=drive_link)
         3. [Jefferson Twp. Clerk](https://drive.google.com/file/d/163g1AxasD9zHmi2trDVUhtnmIRhepZ_S/view?usp=drive_link)
         4. [March Copying/Laminator (April 3, 2024)](https://drive.google.com/file/d/1sLLhK7yd4d3wy4og8gI5UItZBYb4_mS5/view?usp=drive_link)
         5. [March Coffee Donations (April 3, 2024)](https://drive.google.com/file/d/1BobMNKMzgNmQJUjf4itO-7QuBtIFiy1n/view?usp=drive_link)
         6. [Visa Bill-Paint for whiteboard](https://drive.google.com/file/d/1edf7qrjMnakQpBDrFilQwWjEfey_gpNa/view?usp=drive_link)
   2. Treasurer Report
5. On-Going Business
   1. Board Development
      1. 10 minutes of training provided on
   2. Director Development/Meetings
      1. Attended Director Round table in Atlantic, Iowa for 3 CEUs May 15, 2025
   3. Policy/Law Reviews-Review [Circulation Policy](https://drive.google.com/file/d/1J2bJx1lf7icyE-lEeq8Gv6xpL-5WIIF-/view?usp=drive_link)
   4. Community Engagement-no new reports
   5. County-Wide Board Meetings
6. New Business
   1. Applied for Poet Community Impact Grant requesting 2500.00 for 2 new patron desktops, dual use for personal and computer gaming capabilities, and 1 year subscription to X-box game pass, to increase young adult participation. Notice to be provided by 6/7/2024
   2. Received requested donation of 1,000.00 from Iowa IAIS
   3. Full library inventory will be initiated
   4. Book sale during White Pole Road garage sale-proceeds to go to Menlo Library Foundation
   5. [Library conduct/unattended child policy](https://docs.google.com/document/d/1AZwHUaSDh9zWIIojBmrdiLdbxBQr_31j/edit?usp=drive_link&ouid=116428690353461300026&rtpof=true&sd=true)-proposal attached
   6. Summer Program
      1. calendar finalized.
      2. Summer Program sign up: on-line forms available
      3. Prizes
         1. Stuart Scoop Donating 4 tokens for soft serve cone
         2. Cup on 2nd donation 2, 5$ gift cards
         3. Others have been requested with no responses to date
      4. Proposed Summer Hours: M: 9-1:00; T: 10-2:00; W: 9-1:00; Th: 2:00-6:00; F: 10:00-12:00; S: 8:30-10:30. Modified for days with scheduled programming.
7. Old Business
   1. Review and approve [complaint policy.](https://docs.google.com/document/d/1_qixq7HOX_kTXEEW2Ak9RgzjZupHuD-4/edit?usp=drive_link&ouid=116428690353461300026&rtpof=true&sd=true)
   2. Director computer- computer PC tower provided for free; software uploaded; monitor received for free
   3. Computer servicing
   4. [Website](https://www.menlo.lib.ia.us/)-new Menlo Library website is Live; free provision through PLOW program
8. Public Forum
9. Next Meeting
10. Meeting Adjourned