

Menlo Public Library  
Trustee Board Agenda  
Date: June, 19 2024  
Time: 6:00 PM

1. Call to order
  - a. Present:
  - b. Absent:
2. Approval of Agenda
3. Approval of Minutes
4. Reports
  - a. Library Director
    - i. [Circulation Report](#)-attached to agenda for review
    - ii. [Bridges Overdrive](#)-attached to agenda for review
    - iii. [WhoFi](#)-attached to agenda for review
    - iv. Programs-offered in May(Toddler/PK Time; Story Time, School Age Book Club, Lego Club, Laser Tag, Guthrie Co. Ext, AARP class, Adult Craft, Cribbage/Cards, last day of school celebration)
    - v. [Monthly Calendar](#)-attached to agenda for review
    - vi. Monthly Bills
      1. Expenses:
        - a. Amazon:
          - i. [Books and office mat/batteries 132.56](#)
          - ii. [Books 36.01](#)
          - iii. [Books and Dry Erase Markers/marker caddy/stickers 155.90](#)
        - b. Summer Program:
          - i. [Summer Kick Off Party \(Sam's Club-45.58\)](#)
        - c. [Dollar General \(Other Supplies=18.98\)](#)

- d. PO Box Payment due 6/30/2024 for 64.00 for 12 months
- e. Bridges invoice of 382 will arrive after July 1, 2024
- f. Insignia bill of 800 due for FY 2025

2. Revenue

- a. [Jefferson Twnship-46.16](#)
- b. [Iowa Interstate Railroad Donation](#)-1,000.00

b. Treasurer Report

- i. [Menlo Library FY 25 Budget](#)

5. On-Going Business

- a. Board Development-Chapter 2:Culture of Learning
- b. Director Development- no updates
- c. Policy/Law Reviews-[Collection Development Policy](#)
- d. Community Engagement-attended city council meeting in June
- e. County-Wide Board or Director Meetings should be in September

6. New Business

- a. Library Director Position
- b. Created a tracking system to support the new librarian to ID dates of what was or not done impacting accreditation when reapplying
- c. Library State Survey will open in August and will need to be completed
- d. Summer Program going well
  - i. McDonalds donated approx 100 free ice cream vouchers (provided some to mini golf attendees and will continue to offer throughout summer programming)
- e. Rearranged library to create separation between children and adult sections; increased ADA space between adult book shelves; added direct route to computer table for ADA compliance
- f. Begin to utilize Who-Fi service for library data tracking to streamline process for state reporting

- g. Use remaining FY 2024 budget funds to purchase a new patron computer

7. Old Business

- a. IT services
- b. Conduct/Unattended Child policy
- c. Poet Grant- no word
- d. Delta Dental Water Fountain-still in the running
- e. Inventory-inventoried 1100 books
- f. Board of Trustee Terms

8. Public Forum

9. Open Board Forum

10. Next Meeting

11. Meeting Adjourned