

## Deer Creek District Library – Regular Board Meeting, Monday, February 5th, 2024

**Call to Order** – President Annette Brehmer, called the meeting to order at 6:03 p.m.

**Roll Call, record present and absent members** – In attendance were board members Annette Brehmer, Betty Rock, Bev Potts, Linda Brown, Linda Staley, Shea Kamp and Brenna McGahan. Library Director, Jeremy Hunter was also in attendance.

**President’s Report** – None

**Secretary’s Report** – The minutes for the regular January 8th, 2024 board meeting were reviewed and approved on a motion made by Shea Kamp, seconded by Bev Potts, all in favor.

**Correspondence** – None

**Financial Report** – The CPA’s financial reports for January 2024 were reviewed. The Financial Report was accepted on a motion made by Bev Potts, seconded by Linda Staley, all in favor.

**Library Director’s Report** – Jeremy presented the monthly **Director’s Report** showing statistical data. **Director’s**

**Action Items** – Board members should expect to receive the **Statement of Financial Interest Forms** in the mail.

**Summer reading**– The board and Jeremy brainstormed programming ideas and will bring more ideas to the next regular board meeting. Jeremy will send letters for sponsorship by the end of March.

**Unfinished Business – Building & Maintenance**– Robot vacuum is being run everyday prior to the library opening. Options for a cleaning company to come in once a month were discussed. Check in on library insurance for contractors still needs to be completed.

### **New Business – Director Onboarding Update:**

- The library Facebook page should be handed over to Jeremy as an administrator. The board will try to make the Facebook administrator switch, and will look into other options if it is unsuccessful.
- Jeremy completed RSA New Director training.
- Patrons will now get an email when their library card is about to expire.
- Interlibrary loans will be handled by Jeremy. Interlibrary loans from libraries outside of RSA were being processed incorrectly.
- Weeding process has been updated per RSA best practices.
- Discussed ideas for Sustainable Shelves replacement.

**Other** - There was a conflict between employees regarding the RAILS audit. The board will meet with the staff member to hear from all parties involved. The director’s and the staff member’s job duties will be explicitly outlined to prevent further incidents. The board will look into HR Source for available resources on employee conflict and harassment training.

The library’s time off policy needs to be revisited. The policy states that PTO is frontloaded; however the CPA is unable to take time off unstill 90 days after starting employment or after March 31st.

A motion to adjourn the meeting was made by Bev Potts , seconded by Shea Kamp , all in favor. The next meeting is Monday, March 4th, 2024, at 6:00 p.m.

Brenna McGahan, Secretary