

Approved

Marc A. Hurzeler, MD Public Library Trustee Meeting Minutes

September 9, 2025

Meeting opened at 6:35.

Those present Liz Milligan, Chair, Joy McCorkhill, Director, Bette Bovio, Brenda Roy, Leslie Seppala and Jeanne Kenison.

Jeanne passed out the August 12 meeting minutes for trustees to review and 2 minor corrections were made. Liz made a motion to accept the August 12, 2025 Trustee Meeting Minutes with 2 minor corrections, seconded by Brenda and passed by all trustees.

Leslie passed out the treasurer's report for trustees to review. The checking account balance as of September 8, 2025 is \$18,077.63. The windfall account balance is \$21,052.37. Liz made a motion to accept the treasurer's report as presented, seconded by Brenda and passed by all trustees.

Director's Report

The number of individual visits for August was 136.

Joy submitted the LTC Grant Interim report 8/26/25 and was approved. Advantage has a \$500 deposit, Trained on Advantage purchasing 8/28 and will add additional funds before the end of the year. She will make the other purchases (memory care, chairs, etc) by the end of the year. Liz made a motion for Joy to purchase 2 more tables from Wayfair for the non-fiction room with money from the windfall savings account. This was seconded by Leslie and passed by all trustees.

Joy wants to be sure that the TOJ SB understands that there is a timetable to use the NE ARSL Grant Award. Liz stated that she had handed that information to the SB and they know that they need to use the money by May 1, 2026.

Joy stated that she had been unable to put the Oppenhowski donation in the newspaper and is asking that we approve depositing the check into the savings account. Liz made a motion that we accept the \$500 Oppenhowski donation and deposit it into the savings account to be used for library expenses, seconded by Leslie and passed by all trustees.

The Community Calendar is Joy's next priority and she passed out photos for trustees to choose for the next calendar. She plans to submit the calendar by 9/15. She stated that she had 1 new advertiser (Marie's Come and Create).

Joy stated that Emma would like to attend the Weeding Class and, since the conference registration was due 9/4, she sent in the \$25 fee. Trustees had budgeted \$260 for mileage and Tracy Memorial is 95 miles (approximately 190 miles roundtrip). Liz made a motion to have Emma attend the Weeding Conference with a registration fee of \$25 and be paid 6 hours (4 hours roundtrip travel and 2 conference hours) and will be paid 123.50 for 190 miles at .65/mile. This was seconded by Leslie and passed by all trustees. Jeanne and Leslie will cover Emma's 9-1 Thursday shift and she will be back to cover her 4.5 hours during the evening.

Emma has completed updating records with costs for Library of Things.

Joy has been looking into PC4P, a program that reaches out to community members as well as Jefferson residents to help them purchase PC's. Joy can help them set up the order site, once they have qualified for the program. Since we are non-profit, she states she could use this program to purchase an additional computer. Liz made a motion for Joy to look into the PC4P for patrons who qualify based on low incomes and to purchase computer items for \$190. This was seconded by Leslie and passed by all trustees. Lastly, Joy stated that she can purchase one or two t-mobile 4G hotspots from them with a 3 year subscription. This would be cheaper than the present plan we have through T Mobile at our currently reduced rate of \$30 per month. Trustees felt this would be fine to cancel the current hotspot but keep the phone and subscribe to the other 3year subscription of \$360.

The new website with CyberOptik (that is ADA compliant) will go live 9/18/25. Both Emma and Joy will have an online training 9/16/25. The second payment was already posted and Joy chose the yearly subscription option that includes our registration mahlibrary.org fees. Piper/Webs will be done 10/1.

Joy states that she continues to have issues with her primary book source Baker and Taylor with MHEC discount. The problem is that most items are backordered as soon as they get published and even though she is preordering more to compensate, there are many on backorder. She is looking into other publishers. Brodart and Amazon are 2 she is reviewing. Amazon now includes library discounts and Marc Records. If pricing is similar between the 2, she will choose Amazon. The only downside would mean more book covering and additional supply costs for Emma.

Friends confirmed they will be doing the Holiday Pie Sale 11/24.

Joy felt that she could skip doing a book sale during the Christmas Festival. She would still like to setup for the older books and advertise that they'll sell for current book sale prices (not a bag sale).

Joy would like to plan for a Valentine Craft and Chocolate Tasting Event but needs to check with SB to see if the event can still be done given that there has been a significant occupancy reduction in the overflow room. She will send an email to Amanda asking if it can be brought to SB's attention. Secondly, since Valentine's Day is on a Saturday this year, we may want to have it on the 7.

Joy passed out the draft of the Personnel Policy for trustees to review. She had included an edit on paid vacation time. Liz made a motion to accept the footnote Joy added to the personnel policy, seconded by Jeanne and accepted by all trustees. We will review the suggested budget for Trustee Allowance Joy finished at our next meeting.

New Business

Liz stated that she hasn't received an updated endowment fund account statement from Jason yet and she will contact him.

Liz discussed the proposal from Portland Glass to move the Merchant Glass Door leading into the non-fiction room. They suggested removing the entire glass system and relocating the door (3 options were given). The cost of this move to the other window would be \$1500 (without any new parts) with an additional cost of some light touch-up painting and carpet tile repair. Trustees decided on moving door from section D to A which allows door to swing in same direction but without blocking the fire extinguisher or exit door. Liz made a motion to have Portland glass move the Merchant glass system from D to A window for \$1500 with additional cost for light touch-up painting and tile repair, seconded by Leslie and passed by all trustees. There had been a second estimate for a power operator for that door for \$3300. Trustees felt this was not necessary at this time. Liz will send out an email to book time for this repair (any day except Thursday). Joy would like to know the time so she can clean out the area ahead of time for the workmen.

Liz would like to set up a time for a non-public meeting with trustees including past trustees to clarify when vacation time benefits for the library director had been decided. Liz will send out an email for next week.

Meeting adjourned at 8:20.

Next meeting will be October 14,2025.