

Ord Township Library
Board Minutes
August 20th, 2024

Call to Order: President Lu Lansman called the meeting to order at 5:35 p.m. Present were trustees: Steve Klimek, Deb Hansen, Jill Lane, Courtney Welniak and Kristi Hagstrom - Library Director.

Lu made notice that the Open Meetings Act is posted in its entirety in a three ring binder in the glass cabinet by the fireplace.

Approval of Agenda: Moved by Deb to accept the agenda. Seconded by Jill. All ayes, motion carried.

Approval of Minutes: Approval of July meeting minutes as presented. Moved by Steve, seconded by Deb. All ayes, motion carried.

Financial Reports: Combined balance of the General Fund and Petty Cash for July month end stands at \$10,406.76. Acceptance of the financial report was moved by Jill and seconded by Steve. All aye votes. Motion carried.

Comments from the Public – None

Old Business

New Copy Machine – Kristi presented two bids for a new copy machine for the library from Capital Business and Eakes Office Supply. The costs were identical for both for a five year contract. Jill moved to accept the bid from our current contract holder, Capital Business. Deb seconded the motion. All ayes. Motion carried.

After School Options - Kristi reviewed other library's unaccompanied minor policies from across the state that were comparable to our size and annual spending. A list of possible changes that could be made after school, that would reduce the amount of children in the building, was created. Lu, Tresia and Kristi then went through the pros and cons of each scenario and decided that our best after school option would be that kindergarten - 2nd grade can use the library on Mondays and Tuesdays and 3rd - 6th grade would get to use the library on Wednesdays, Thursdays and Fridays. Kristi drafted a letter to parents, sent it to Lu to edit and then sent it to the trustees for review. Because time was critical to get the word out, the letter was made public on Facebook on August 6th. When asked if there had been any negative responses to the change, Kristi responded that nothing had been said directly to her. With only one week into the school year, the new after school protocol is working.

New Business

New Layout – Internet in the Corner – All the book shelves and books are in their proper place in the adult fiction area. Staff is looking to move the director desk to where the new fiction bookcase was located before the move. This will allow a sight line to both sides of the library. The internet wire in that corner is dead, so a new cable will need to be run.

Township Funding – At the county budget hearing, there was little said regarding our budget. The township requested the same amount as last year. The county supervisors will meet again on August 27th to finalize the budget for the year.

Fire Inspector – Kristi met with the State Fire Marshal on August 20th. The library is approved for 48 in the basement of the library and 87 on the main floor. The library failed three sections. 1. A panic bar needs to be installed on the back door if our capacity is over 100. 2. The basement fire extinguisher must be moved so it is not behind the door. 3. There is no evidence of an electrical inspection from the basement renovation. Kristi has contacted Hackel Construction regarding these issues and is waiting for a reply. Courtney moved and Jill seconded the motion to approve necessary expenses that will occur to correct the inspection failures.

Weeding and Book Sale – Weeding is complete and the library is now promoting that book donations are being accepted for the annual book sale. The back storage room is getting crowded with donations.

2024 Policy Review – The entire staff did a complete overhaul of the policy manual and appendix items. All proposed changes were highlighted and the board reviewed each change. The proposed changes will be voted upon at our next board meeting.

Other New Business Presented by Board Members – Kristi addressed the need to have the carpets cleaned since all the shelving had been moved and the opportunity is coming up during Labor Day Weekend. Jill moved to get the carpets cleaned. Deb seconded the motion. All ayes. Motion carried.

Director's Report – Kristi presented the monthly director's report and it will remain on file with the minutes of the meeting.

Statistical Report – The monthly statistical report was presented.

Approval of Bills – Courtney moved and Jill seconded the motion to approve bills for July. All ayes. Motion carried.

Next Meeting: The next meeting will be on Tuesday, September 17th @ 5:30.

Adjournment: Jill moved to adjourn at 6:50 pm. Deb seconded the motion. All ayes. Motion carried.

Deb Hansen, Secretary