

Columbia Public Library
Board of Trustees Meeting
March 12, 2024

The March meeting of the Columbia Public Library was called to order by Vice President Diane Stechmesser at 7:10 p.m. Those in attendance included Rodney Schreckenberg, Shane Watson, David Jackson and Chris Trowbridge.

1. Approval of Minutes: The February minutes were reviewed. Rodney Schreckenberg made a motion to approve the minutes. David Jackson seconded. Motion passed.
2. Public Comment: No requests were made to address the Board.
3. Treasurer's Report: No report was available to review.
4. Approval of Current Bills: The March bills were reviewed. Shane Watson made a motion to approve the bills. Chris Trowbridge seconded. Motion passed.
5. New Business:

Solar Eclipse Glasses: We are currently distributing these to current library card holders. The week of the 18th we will promote this to the community. Hopeful that this will help increase library card numbers. Anyone who has a library card will receive two pairs of glasses.

Bills: Correction made and the grand total is now \$14,576.58.

Door Counter: Reviewing information from two companies – Sen Source and Utilitra. Each would make a good fit but I'm leaning towards Utilitra because there are no annual platform fees and the overall cost is less expensive. The Wood River library uses it and they are very happy with the service.

Marketing: It was decided to move forward with the mass mailing. I have provided the Board with a copy of the mass mailing brochure that Crystal created. Crystal Snyder spoke with Fource Group on March 1. I'm still waiting to hear back on their ideas with the budget we have to work with. I also contacted 181 Creative Agency but haven't heard back from them. We have budgeted a decent amount for next year to advertise as well.

Building Maintenance: No building issues to report.

Board Member Terms: Terms ending on April 30, 2024 include Kathleen Endraske, Shane Watson and Rodney Schreckenberg. Rodney has notified the Board of his intention to not renew his term. Awaiting a decision from Kathleen and Shane.

Registration/Calendar Platform: Current platform is phasing out and we will be replacing it with Library Market. We will soon be in the process of implementing it and training staff. A reminder that the fee of \$3,500 was not in the original budget but we have enough funds to cover this and still have a bottom line under budget.

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Donation of Library Materials Policy: David Jackson made a motion to approve the new policy. Rodney Schreckenbergs seconded. Motion passed.

Budget: The proposed budget was reviewed and discussed.

New Library Director: A motion to suspend the Regular Meeting was made by Shane Watson and seconded by David Jackson. Motion passed. Motion to open Executive Session was made by Shane Watson and seconded by David Jackson. Motion passed. Motion to close Executive Session was made by Shane Watson and seconded by David Jackson. Motion passed. Motion to unsuspend Regular Meeting was made by Diane Stechmesser and seconded by Rodney Schreckenbergs. Motion passed.

Shane Watson made a motion to offer the Library Director position to Crystal Snyder and post a job opening for the Assistant Director position. David Jackson seconded. Motion passed. Diane Stechmesser made a motion to have Annette Bland create a Transition Plan. Rodney Schreckenbergs seconded. Motion passed.

6. Adjournment: Shane Watson made the motion to adjourn the meeting. Chris Trowbridge seconded. Motion passed. The meeting was adjourned at 8:00 p.m. Next meeting is Tuesday, April 9, 2024.