

## MINUTES OF THE March 19, 2024 BOARD MEETING

Present:

Board Members: Suzanne Myers, Mary Robinson, Lexie Tallmon, Kim Walker

Library Director: Christie Clarke

Foundation Representative: Jay Skiles

Absent:

Jeff Kelley

City Council Representative: Rebecca Shields

Kim Walker was welcomed as new board member. Robinson called the meeting to order at 5:03 pm and asked if there were any additions or changes to the agenda. There were none.

Board members reviewed the February 2024 board meeting minutes. Robinson asked for a motion to approve. Tallmon moved to approve the minutes and Robinson seconded it. The vote was called. "Ayes": Myers, Robinson, Tallmon, Walker. "Nays": none. Abstaining: none. Absent: Kelly. The vote passed unanimously.

The statistical and financial reports were reviewed. Robinson called for a motion to approve. Myers moved and Walker seconded the motion. "Ayes": Myers, Robinson, Tallmon, Walker. "Nays": none. Abstaining: none. Absent: Kelly. The vote passed unanimously.

Board members reviewed the bills and Robinson called for a motion to approve them. Tallmon moved and Walker seconded to approve the bills. The vote was called. "Ayes": Myers, Robinson, Tallmon, Walker. "Nays": none. Abstaining: none. Absent: Kelly. The vote passed unanimously.

Director Clarke's Report:

1. The Circulation desk installation did not go as planned. Hopefully by the end of the month the undamaged materials will be delivered. We will close again at least for half a day for installation.
2. Mah Jongg is still incredibly popular. A new class has started.
3. A new digital sign purchased with Keno Funds has been installed in the children's section and Intralinks is almost finished with the set-up.
4. New computers for teens and children plus a new computer for the upstairs card catalog have been installed.
5. The city safety inspection for the library was on February 29, 2024. The library passed inspection and the safety committee was very pleased with everything we have done to comply with the last inspection's requests. Special thanks go to staff member Tammie Gitschel for all of her hard work on those tasks and making sure we were ready for inspection.
6. Public Services Librarian, Sherry Preston, is hard at work raising money via donations and writing grants to bring speaker, Amberley Snyder, here in the fall and to provide an awesome life-sized, live action Oregon Trail Game as the summer reading ending party for the whole family.

7. Youth Services Assistant, Hayley Grams is doing a fantastic job rebuilding the Tinker Tots Program. Twenty-four attended this month's program.
8. Grams is also gearing up for this year's SMILE (See Me in The Library Event for second graders) program which begins in early April.
9. Grams participated in the Gering Preschool Expo where she provided an easy craft along with a youth services brochure, Summer Reading Program Kick-off Event, and Tinker Tots flyers with a display of our new children's space made by Library Assistant Logan Allen. Eighty-three people visited her table.
10. Grams also attended the Gering Junior and High School Career Fair. She brought an example of a craft made in our MakerSpace by Logan Allen, a book display, bookmarks and stickers and handouts with library jobs information. Eighty-three students visited her table.
11. A Stuffie Sleepover event at Lincoln Elementary was attended by Grams where she provided a story time. Teachers got the idea from Hayley Grams and Kira Perez's Stuffie Sleepover presented during last year's summer reading program. There was a large attendance.
12. Tech Services Librarian, Tammie Gitschel and Suzanne Myers, Library Board member were judges for the ESU 13's annual middle-high school area Science Fair.
13. A successful St. Patrick's Day celebration was held Saturday, March 16 which gave an opportunity to have a test run for our new cotton candy machine purchased by the Foundation. Activities throughout the library for patrons of all ages included music from harpist Kate Ellis and her husband John Ellis playing a concertina. Volunteers included Kim Walker, Lexie Tallmon, from the Library Board and Tom Swann, Jay Skiles, and Penny Businga from the Foundation as well as patron Marissa Lucius. Thanks go to Hayley Grams for all of her hard work in helping Christie Clarke with planning and executing this fun event.
14. Jack Martin from the Parks Department is performing temporary cleaning services until permanent service is hired. This is being paid for out of the library budget. A second round of advertisement for the position will be next week and specs will be hand delivered to local cleaning services since there were no complete responses to the request for proposals.

The Gering Library Foundation Board Liaison Jay Skiles reported that

1. A digital sign that will be funded by the foundation is being explored for the front of the building or on the building. The company will give a presentation at the May Foundation meeting and City Engineer, Annie Folk has been invited to the Foundation for the discussion.
2. The foundation board discussed participation in Oregon Trail Days possibly at the parade with the Friends.

Unfinished Business:

1. Suzanne reported that the Library Board council report went well.

New Business:

1. Privacy and confidentiality was discussed as it relates to the library Privacy Policy. Clarke handed out materials to study and there was discussion of why privacy and confidentiality policies need to be updated. Personal and private information as well as records of borrowed items are currently a bigger concern in libraries.
2. Discussion induced policies or practices of privacy for computer checkout, Maker Space use, Friends, fund raising, vendors use of records and program events sign-ups.
3. During renewal patrons are informed that their records are currently being kept and asked if they want that to continue. Library Assistant, Jeff Feit has been researching a new process with the library ILS vendor, Apollo Biblionix that will keep the records private for all new patrons and for current patrons who want to opt into the new procedure during annual renewal. New patrons may be able to opt to have records kept by the library also.
4. The age of privacy for patrons was discussed and consensus was that age 13 might be the best for our community.
5. Director Clarke will have the City Attorney review all policy change proposals before adoption.
6. Hopefully the new policy will be drafted and ready to look at during the next meeting.

Meeting was adjourned by Robinson at 5:52 p.m.

Suzanne Myers  
Secretary