

Gutekunst Public Library Board Minutes July 8, 2021

Buffi Honeck called the meeting to order at 5:01pm. Also present: Don Goodman, Pat Kifer, Michelle Wilkinson, Sandra Nyberg and Mara Edler. The Board meeting was held in the Boardroom.

Minutes from June 3rd (Regular Monthly Meeting) were approved. Michelle moved, Don seconded, ayes carried.

Minutes from June 10th (Special Meeting) were approved. Pat moved, Don seconded, ayes carried.

Bills and operating expenses from June were approved. Don moved, Michelle seconded, ayes carried.

Petty cash from June was approved. Pat moved, Sandra seconded, ayes carried.

Public Comment: None

Correspondence: WMHS Scholarship Recipients: Thank you cards
State Library: Accreditation Certificate

Friends of GPL Report: Friends submitted a copy of their June minutes. Highlights included:

- June book sales brought in approximately 375 visitors and over \$780.00 in sales.
- Friends is brainstorming ideas to continue to advertise and improve the bookstore and sales, including regularly scheduled hours and opening in conjunction with library events and programming. Thank you Friends!

Board Education Report: None

Old Business: None

New Business:

- **Staff Reviews & Wages:** Mara completed annual staff reviews for all employees. Mara expressed her gratitude for the reliability and quality work of all of the staff members.
 - Recognition: Mara and the board would like to recognize and thank the staff for a job well done. Thank you GPL family!
 - Special Recognition: Linda has been recognized as showing impressive flexibility and growth through challenging obstacles throughout the past year, especially in regards to providing programming in accordance with pandemic procedures. Thank you Linda!
 - Recommendation: Mara recommends that all staff members receive an annual raise.
 - The board discussed annual raises. Discussion included: annual budget, previous year's raises, percentages, inflation and cost of living, and city raises.

Don made a motion to increase the hourly wage of all GPL employees (+.50ph for Director; +.30ph for staff). Michelle seconded, ayes carried.
- **Circulation Desk Computer Bid:** The circulation desk computer is in need of being updated/replaced in order to meet the library's needs.
 - BDH Bid: Mara contacted BDH for a quote and expert advice. BDH submitted a bid for a replacement computer, which included optional upgrades and monitor. All options would meet the demands of the library circulation desk, including accommodating the use of the security system.
 - The board discussed the present and long term needs of the circulation desk, including optional upgrades. Several board members recommended upgrading the drive to the 500GB solid state (rather than the 250GB). The recommended computer costs \$973.37 (and includes the 500GB drive).
 - The board discussed purchasing the suggested monitor (\$155.99) to replace the current monitor at the circulation desk. The old circulation desk monitor will be used to replace the damaged monitor on one of the public access computers.

Michelle made a motion to purchase the recommended computer (with the 500GB upgrade) and the recommended monitor from BDH for \$1,129.36 (\$973.37 computer + \$155.99 monitor). Don seconded, ayes carried.

- **Transparent Language:** The Transparent Language subscription has expired (as of June 30th) and will no longer be provided by the state library. Mara shared information about the service and her recommendation to purchase the subscription for our patrons.
 - Annual Quote: Mara reached out to Paul Gillespie, account manager, and received a quote for \$225.00 for a one year subscription. This price reflects a 75% discount and can be locked down for two years.
 - Advertise Service: The board discussed opportunities to advertise the service, including sharing and publishing stories about patrons' experiences using the service.

Michelle made a motion to purchase a one-year subscription for \$225.00. Sandra seconded, ayes carried.

Director's Report: The Director's Report was approved. Pat moved, Don seconded, ayes carried.

Michelle moved to adjourn, Pat seconded, ayes carried.

Next meeting: August 5th, 2021, 7:00pm

Submitted by Sandra Nyberg