

Menlo Public Library

Trustee Board Meeting Agenda

February 20, 2024 at 6:00 PM Menlo City Library

1. Call to order
  - a. Roll call Present:
    - i. Absent:
2. Approval of Agenda
3. Approval of Minutes for January 2024 Meeting
4. Reports: (sent for review via email on 2/15/24)
  - a. Circulation: limited circulation report for Jan 2024 (Bridges data and Insignia Circulation #s only)
  - b. Bridges: Jan 2024 report shared
  - c. WhoFi: Jan 2024 report shared
  - d. March and February Calendar
  - e. Petty cash balance:
  - f. Treasurer Report
5. New Business:
  - a. Library Accreditation Due February 29, 2024 (sent prior for review via email on...)
    - i. Review current library by-laws
    - ii. Required Tier items
    - iii. Review current library ordinance
    - iv. Review 4 required written policies (circulation, collection, development, internet use, personnel)
      1. No current library job description
    - v. Sign off on ADA checklist
  - b. Bridges: renew at cost of 382.80 for FY25 and FY26. Due by March 31, 2024.
  - c. Iowa Legislation:
    - i. SB3131
  - d. WhoFi: new tablet will be sent due to found defects.
  - e. Amazon Business Account
  - f. Acrylic keyboard cover for children's computer.
  - g. Fines?
  - h. Hotspots
  - i. Liability Waiver for play in large room
6. Old Business:
  - a. Work has begun on chalkboard wall-skim coat complete
7. Public Forum:
8. Next Meeting

9. Adjourn