

Note: meeting was canceled by board members on the morning of July 16, 2024. Meeting date to be rescheduled.

Menlo Public Library

Trustee Board Agenda

Date: July 16, 2024 @ 6:00pm

1. Call to order
 - a. Present:
 - b. Absent:
2. Approval of Agenda
3. Approval of Minutes
4. Reports
 - a. Library Director
 - i. [Circulation Report](#)-attached to agenda for review
 1. Data tracking starting via Who-Fi July 1, 2024
 - ii. [Bridges Overdrive](#)-attached to agenda for review
 - iii. [WhoFi](#)-attached to agenda for review
 - iv. Programs-offered in June (Toddler/PK Time; Story Time, Summer Program, Lego Club, Laser Tag, Pickleball)
 - v. Monthly Calendar-no update
 - vi. Menlo Public Library Website: 176 visits/average visit duration 1:56 seconds
 - vii. Monthly Bills
 1. Expenses:
 - a. [Insignia Library Systems Annual Software Assurance Fee June 2024-July 2025](#)
 - b. [Pop-Up Golf](#)
 - c. [Jonathan May \(Magician\)](#)
 - d. Amazon
 - i. [Lenovo Desktop Tower](#)
 - ii. [Samsung Tablets](#)
 - iii. [Protective Cases and USB C Wall Charger](#)

- iv. [Toner \(yellow and magenta\)](#)
- e. [Farnocis-Paypro-DeepFreeze software](#) 51.36
- f. PO Box (forgot to make copy before giving receipt to Katie)
- g. Program Supplies (VISA)
 - i. [Walmart 28.56](#)
- h. [Coon Valley 94.90](#)

2. Revenue

- b. Treasurer Report
 - i. [FY 24/25 Contributions](#)-late due to receipt in spam folder

5. On-Going Business

- a. Board Development
- b. Director Development- no updates
- c. Policy/Law Reviews-[Internet Use Policy](#)
- d. Community Engagement
 - i. Library Director completed application for water filling station on behalf of the City of Menlo and grant was awarded in amount of 12545.00
- e. County-Wide Board Meetings-September 23, 2024 in Guthrie Center.

6. New Business

- a. Julie Trichel resigned from the library board of trustees effective June 18, 2024.
- b. Library Director position-resignation notice received May 25, 2024; posted for replacement on June 30, 2024
- c. Poet Grant- received notice of non receipt on June 21, 2024
- d. Received 11.00 from book sale during white pole road garage sale. Money provided to Menlo Library Foundation at board meeting on June 20, 2024
- e. Dollar General Grant award will be announced in August. If awarded, recommend declining the grant due to the strict procedures that align with the grant.

7. Old Business

- a. Book Return: Welder could fix with estimated cost of 300-400.
- b. Computers: New tablets and desktop received

- i. Tablet set up with Samsung Kids to protect users and devices-protective installed for both devices
 - ii. Lenovo Desktop received and set up
 - c. IT: cost of 200-300 per year with PRN service; emailed info to board
 - d. Library Director Terms
 - i. Documents received from Molly Griswald
 - 1. [Doc 1](#)
 - 2. [Doc 2](#)
- 8. Public Forum
- 9. Board Forum
- 10. Next Meeting
- 11. Meeting Adjourned