SURING PUBLIC LIBRARY MINUTES – August 21, 2023

Members Present:
Director: Jill Trochta
Town of Brazeau: J. Grosse, L. Elbe
Town of Breed: B. Elbe
Town of How: K. Mikle
Town of Maple Valley: C. Lehto
Town of Mountain: J. Urban
Village of Suring: T. Steffeck
Suring School: T. Kruschke
Members Absent:
Town of Bagley: K. Hornick
Town of Brazeau: D. Weier
Town of Mountain: G. Golden

Call to order at 5:00 p.m. by Candie Lehto, Chairperson

Pledge Recited

Agenda approved: 1st: L. Elbe/2nd: J. Urban. Motion carried. 9-0

Proceedings of July 25, 2023: 1st: L. Elbe/2nd: T. Steffeck. Motion Carried. 9-0

Public Input: None

Friends of the Library/Director's Report: Director's Report recapped by Jill Trochta. Trochta also presented to the trustees the Friends of the Library annual book sale; Thursday, August 31st, Friday, September 1 and Saturday, September 2, 2023. J. Urban inquired upon the Heise Cleaning Service.

Financial/Treasurer's Report: J. Trochta recapped July petty cash report, July revenues and expenditures, plus, financial reporting prepared by the Village of Suring staff.

August Credit Card Payment of Expenditures (1st National Bank of Omaha $1,154.17): 1st: Lehto/2nd: Grosse. Motion carried. 9-0

Unfinished/Old Business:

- Trustees reviewed policies for 15 minutes. Covered: VIII: Materials Selection/Collection Policy, IX: Circulation Policy and X: Patron Privacy of Library Records and Library Use. Reviewed August 21, 2023 was inserted plus clerical enhancements.

New Business:

- Suring Area Public Library job description for position; Clerical/Public Relations for $20 per hour was reviewed by trustees. Minor corrections to description were executed. Trustees stated not to exceed 80 hours per year and recipient to complete two separate time cards if already employee of the library. Motion to approve description with corrections: 1st; T. Steffeck/2nd; T. Kruschke. Motion carried. 9-0

- Brief review of Hornick's drafts of Long-Range Program-staffing and access sessions executed by chairperson, Lehto. Lehto informed trustees access group had meeting with entire library staff and will not alter or extend open hours of the library in near future.
- 2024 library budget experienced decrease of expenditure purchase services and increase of expenditure salaries/wages. Library staff will have wage increased from 3% to 8%. To reconcile expenditures to revenues within 2024 budget category friends of the library was increased. Motion to accept amended budget of $168,552.44 was executed by 1st; T. Kruschke/2nd; K. Mikle. Motion carried. 9-0
- Miscellaneous-none.

Future Meeting: September 26, 2023 at 5:00 p.m.

Adjournment: Chairperson C. Lehto called for adjournment at 6:05 p.m. 1st: L. Elbe//2nd: T. Steffeck. Motion carried. 9-0

Submitted by:
Jean Grosse, Trustee/Secretary

Motion to Approve:
1st: K. Hornick/2nd: J. Urban
Motion Carried: 10-0