

SURING PUBLIC LIBRARY MINUTES – September 26, 2023

Members Present:

Director: Jill Trochta

Town of Bagley: K. Hornick

Town of Brazeau: J. Grosse, D. Weier

Town of Breed: B. Elbe

Town of How: K. Mikle

Town of Maple Valley: C. Lehto

Town of Mountain: J. Urban, G. Golden

Village of Suring: T. Steffek

Suring School: T. Kruschke (came at 5:34 p.m.)

Members Absent:

Town of Brazeau: L. Elbe

Guest: S. Buchholz

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

Pledge Recited

Agenda approved: 1st: C. Lehto/2nd: B. Elbe – approved with accepted changes. Motion carried. 10-0

Proceedings of August 21, 2023: 1st: K. Hornick/2nd: J. Urban. Motion Carried. 10-0

Public Input: None

Unfinished/Old Business: (change of agenda sequence)

b. PR/Clerical Position

Items shared/discussed

- ✓ Separation of time
- ✓ Job description
- ✓ Public relations vs marketing
- ✓ Flexibility, coordination and expectations
- ✓ New job description to be drafted

Friends of the Library/Director's Report: Friends of the Library/Director's Report recapped by Jill Trochta.

Financial/Treasurer's Report: J. Trochta recapped August 2023 petty cash report, August revenues and expenditures, plus, financial reporting prepared by the Village of Suring staff.

September Credit Card Payment of Expenditures (1st National Bank of Omaha \$1,153.04): 1st: J. Urban/2nd: B. Elbe. Motion carried. 10-0

Unfinished/Old Business: (sequence retained)

Review Policies (15 minutes or more)

- ✓ XI. Internal Use of Internet Use Policy
- ✓ XII. Reference Service Policy
- ✓ XIII. Programming Policy

- ✓ XIV. Public Relations Policy
- ✓ XV. Equipment Use Policy
- ✓ XVI. Meeting/Learning Room Policy
- ✓ XVII. Displays and Exhibits Policies
- ✓ XVIII. Public Notice Bulletin Board Policy
- ✓ XIX: Disasters Policy
- ✓ XX: Procedures/Maps
- ✓ XXI: Social Media Policy
- ✓ XXII: Disc Resurfacing
- ✓ Appendices (4)

Final policies reviewed and adopted next meeting.

New Business: None

Future Meeting: October 24, 2023 at 5:00 p.m.

Adjournment: Chairperson C. Lehto called for adjournment at 5:53 p.m. 1st: T. Steffeck/2nd: G. Golden.
Motion carried. 11-0

Submitted by:
Jean Grosse, Trustee/Secretary

Motion to Approve
1st: G. Golden/2nd: L. Elbe
Voted and Carried: 8-0