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LIBRARY BOARD OF TRUSTEES MONDAY, DECEMBER 16, 2024, 5:00 P.M.

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Chairperson Allison Severson presided and convened the regular meeting of Nevada Library Board of Trustees on Monday, December 16, 2024 at 5:00 p.m. at the Nevada Public Library, 631 K Avenue, Nevada, Iowa. The agenda was posted on the official bulletin board in compliance with the open-meeting law.

The roll was called indicating that the following named Trustees were present and absent. Present: Emma Cassabaum, Emily Fulton, Tim McLaughlin, Theresa Presley, and Allison Severson (left at 5:48 p.m.). Absent: Priscilla Gammon and James Woodard.

Others in attendance were Library Director Erin Coughlin, Assistant Library Director Emily Fulton, Henry Corbin, and Donna Mosinski.

Motion by Board Member Tim McLaughlin, seconded by Board Member Theresa Presley, to approve the agenda as posted. The roll being called, the following named members voted. Ayes: McLaughlin, Presley, Severson, Cassabaum, and Fulton. Nays: None. Chairperson Allison Severson declared the motion carried.

There was no one present who wished to address the Board at this time.

Motion by Board Member Theresa Presley, seconded by Board Member Tim McLaughlin, to approve the following consent agenda items as submitted:

- (1) Approve **minutes** of the November 18, 2024 regular meeting
- (2) Approve December 2024 **claims** totaling \$20,706.06 (see attached list)
- (3) Accept and place on file the Director's **memo** dated December 13, 2024
- (4) Accept and place on file November 2024 financial report

The roll being called, the following named board members voted. Ayes: Presley, McLaughlin, Severson, Cassabaum, and Fulton. Nays: None. Chairperson Allison Severson declared the motion carried.

Motion by Board Member Tim McLaughlin, seconded by Board Member Emma Cassabaum, to approve the Gift Policy. The roll being called, the following named members voted. Ayes: McLaughlin, Cassabaum, Fulton, Presley, and Severson. Nays: None. Chairperson Allison Severson declared the motion carried.

Motion by Board Member Tim McLaughlin, seconded by Board Member Emily Fulton, to approve the quote from Draintech for \$1,660 to replace the water fountain with a bottle filler. The roll being called, the following named members voted. Ayes: McLaughlin, Fulton, Presley, Severson, and Cassabaum. Nays: None. Chairperson Allison Severson declared the motion carried.

Motion by Board Member Emma Cassabaum, seconded by Board Member Theresa Presley, to approve the proposed fee changes to B/W Copies, Color Copies, Page Laminating, and Disc Cleaning. The roll being called, the following named members voted. Ayes: Cassabaum, Presley,

Severson, Fulton, and McLaughlin. Nays: None. Chairperson Allison Severson declared the motion carried.

Motion by Board Member Theresa Presley, seconded by Board Member Tim McLaughlin, to increase wages for Crystal Edwards and Aloria Cornelius to \$10.00/hour effective Payroll 26, 2024. The roll being called, the following named members voted. Ayes: Presley, McLaughlin, Severson, Cassabaum, and Fulton. Nays: None. Chairperson Allison Severson declared the motion carried.

Motion by Board Member Tim McLaughlin, seconded by Board Member Emma Cassabaum, to appoint Emily Holm as the Interim Library Director and add \$2.00/hour and to continue the additional pay for two payrolls beyond the new Library Director's start date. The roll being called, the following named members voted. Ayes: McLaughlin, Cassabaum, Fulton, Presley, and Severson. Nays: None. Chairperson Allison Severson declared the motion carried.

Erin reviewed the library budget for FY2026 with Jordan Cook and Kerin Wright. It will go to the Council Budget committee for review next.

Library Director Erin Coughlin reported on:

- The skylights are installed. The automatic faucets will be replaced with manual faucets in the restrooms when they quit working. Williamson Electric is looking into the outdoor lighting and replacing the fixtures.

Allison Severson left the meeting at 5:48 p.m. and Theresa Presley took over the meeting.

- Erin has copies of the Disaster Response Plan and gave copies to Tim and Allison to keep at their homes.
- Erin thanked the board for all their help in her three years as director.

The next meeting will be held at 5:00 p.m. Monday, January 13, 2025 at Nevada City Hall Conference Room.

There being no further business to come before the Board, it was moved by Board Member Tim McLaughlin, seconded by Board Member Emma Cassabaum, to adjourn the meeting. The roll being called, the following board members voted. Ayes: Mclaughlin, Cassabaum, Fulton, and Presley. Nays: None. Vice Chairperson Thersa Presley declared the motion carried. At 5:56 p.m. she adjourned the meeting.

ATTEST:

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Priscilla Gammon, Secretary

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Allison Severson, Chairperson

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Theresa Presley, Vice Chairperson