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LIBRARY BOARD OF TRUSTEES MONDAY, May 19, 2025, 5:00 P.M.

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Vice-Chairperson Theresa Presley presided and convened the regular meeting of Nevada Library Board of Trustees on Monday, May 19, 2025 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, Priscilla Gammon, Tim McLaughlin, and Theresa Presley. Absent: Allison Severson and James Woodard (both arrived at 5:07 p.m.).

Others in attendance were Library Director Amanda Brewer and Balinda Ellsworth.

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

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

Library Director Amanda Brewer reported on:

- Changing the email domain for the library. Each employee would have their own sign-on.
- AC unit has been repaired by Neighbors.
- Chair and Vice Chair elections to take place in June.

Continuing Education: Director Brewer discussed using the State Library Continuing Education links. Board discussed using the State Library links for half of their required credits and group training during meetings for the second half.

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

- (1) Approve **minutes** of the April 21, 2025 regular meeting
- (2) Approve May 2025 **claims** totaling \$14,659.81 (see attached list)
- (3) Accept and place on file the Director's **memo** dated May 15, 2025
- (4) Accept and place on file April 2025 financial report

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

Circulation Lead Clerk Job Description: Questions and concerns about whether this position should be part time or fulltime? What would the schedule look like? What would their specific supervisory responsibilities be? Following discussion, Board Member Cassabaum moved to

approve the job description, seconded by Board Member James Woodard. The roll being called, the following named members voted. Ayes: Fulton, McLaughlin, Presley, Woodard, Cassabaum, and Gammon. Nays: None. Vice-Chairperson Theresa Presley declared the motion carried. The next step would be to have City Council review.

Replacement of Projector Screen: Board decided that the quotes ate too high. Looking for new ideas. Motion by Board Member Tim McLaughlin, seconded by Board Member James Woodard, to deny quotes as posted. The roll being called, the following named members voted. Ayes: McLaughlin, Cassabaum, Fulton, Gammon, and Presley. Nays: None. Vice Chairperson Theresa Presley declared the motion carried.

Conduct Policy: Accepted as presented. Motion by Board Member James Woodard, seconded by Board Member Priscilla Gammon, to approve the policy as presented. The roll being called, the following named members voted. Ayes: McLaughlin, Cassabaum, Fulton, Gammon, and Presley. Nays: None. Vice Chairperson Theresa Presley declared the motion carried.

Motion by Board Member Emily Fulton, seconded by Board Member Tim McLaughlin, to approve the Tablet Use Policy. The roll being called, the following named members voted. Ayes: Fulton, McLaughlin, Presley, Woodard, Cassabaum, and Gammon. Nays: None. Vice-Chairperson Theresa Presley declared the motion carried.

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: Cassabaum, Woodard, Fulton, Gammon, McLaughlin, and Presley. Nays: None. Vice-Chairperson Theresa Presley declared the motion carried. At 5:55 p.m. she adjourned the meeting.

ATTEST:

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Priscilla Gammon, Secretary

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Theresa Presley, Vice-Chairperson