Jane B. Holmes
Helena Public Library
Board Meeting

Meeting Date: July 11, 2024
Submitted by: Ginger Klein, Secretary
Attendance: P=Present A=Absent
Minutes Approved:

P	Mr. Brian Peters, Chair	P	Mr. Dan Dearing (Library Director)
A	Mrs. Karen Scott	P	Mrs. Laura Joseph (City Council Representative)
P	Dr. Michelle Wilson	P	Ms. Nancy Farris
P	Mrs. Ginger Klein	P	Ms. Tracy Arnold (Library employee)

The meeting was called to order at 4:33pm by Mr. Brian Peters. Karen Scott was absent from the meeting. The remaining board members were present so there was a quorum.

Mr. Peters asked for any corrections or additions to the minutes from the May 9, 2024 meeting. Mr. Dearing suggested correcting Section 5, paragraph f to indicate that Representative Paschal stated he would "consider funding" the proposed shelving rather than "he would be able to fund it". Mrs. Klein stated she would amend the minutes to reflect that change. A motion was made by Dr. Wilson to approve the May meeting minutes as amended. The motion was seconded by Ms. Farris. All board members unanimously voted to approve the amended minutes from May 9, 2024.

New Business:

1. Mr. Dearing provided the Library Report. Key points from his report included:
    a. The Summer Reading Program is coming to an end. There are only two more days to claim prizes. The final juvenile program is tomorrow when Cowboy Bruce Brannen will perform. The celebration for grown-up readers is next week. The Helena Historical Preservation Committee (HHPC) members were invited to attend and Mr. Dearing has been coordinating with Linda Wurstner, President of the HHPC.

b. Hoopla has continued to grow both in the number of patrons utilizing the service and the amount spent. The number of patrons using Hoopla in January 2024 was 215 and so far in July the total is 265. The total spent for this fiscal year is projected to be around $7,300 which is still well within the budget. Audiobooks continue to be the most popular format by far. Dr. Wilson asked what the charge was per download. Ms. Arnold indicated it was about $2.49 per e-book and $2.99 per audiobook.
c. The last book sale brought in about $737 which is a little lower than usual. This is primarily because there were not as many books for sale due to decreased book donations.
d. Mr. Dearing reported that around July 4th there were a lot of flags deposited in the flag retirement box placed in the library by Ethan Quinn, a local boy scout.
e. State Requirement Update: Mr. Dearing and Ms. Arnold attended the recent regular meeting of the Shelby County Library Directors. They learned that with regard to the new APLS guidelines, Kathy Davis (Directory of the Shelby County Public Library), will be adding the new wording/code the APLS adopted to the County Policy. After the Harrison Regional Library Board approves the changes then we will revise the HPL policy and take the necessary steps to comply. Efforts have already been taken to relocate some material. The Young Adult section (ages 15 years and above) is now shelved on the side of the library with Adult content. The Teen section (ages 14 and younger) is still located on the side with the Juvenile and Children's books but have "Teen" sticker labels and wayfinding signage.

2. Mr. Dearing provided the Library Account Report.
   a. The fiscal year began with $12,071.58 in the account. The library received $20,038.83 in grants, fines, and donations. Expenses to date total $18,290.19 with $11,698.34 toward Library Materials, $4,096.00 toward Operations, and $2,495.85 on Programming. The current bank balance is $13,820.22. The remaining grant money to be spent totals $6,341.40 (this includes the recent $5,000 contribution from Rep. Russell Bedsole) which leaves $7,478.82 in discretionary funding.
   b. Mr. Dearing provided a wish list of future projects with estimated costs which need to be completed. These projects include: new shelving and furniture for the main library area ($10,000-$15,000), shelving for new items ($1,200), shelving for paperbacks ($2,400), landscaping ($unknown), new door(s) with windows for meeting room ($1,500 each), small bathroom renovation ($1,500), professional cleaning of tiled floors ($500-$750), and book donation cart ($500). Dr. Wilson proposed contacting Madison

Milldrum with Interior Elements for an estimate and design plan for the library furniture and shelving. (Contact information: madison.milldrum@in-elements.com and 205.837.5006). Mrs. Joseph indicated that three quotes will need to be obtained for the proposed work. Dr. Wilson also recommended John Havicus at Virco (johnhavicus@virco.com). Mr. Dearing said they could contact Demco for a third quote.

3. Mr. Dearing provided the Library Budget Report.
    a. The Library budget was provided to each board member and reviewed. The table listed the budgeted line item totals for the 2023-24 and 2024-25 fiscal years and also the actual amount spent to date for the 2023-24 fiscal year. All of the line items were within the budgeted amount with the exception of costs associated with employee insurance, payroll, social security, and retirement. As such, the projected costs of these items were increased for the upcoming fiscal year budget. Other proposed budget increases include an additional $300 for Internet service, $100 for Medicare, $200 for Electricity, $100 for Gas, and $1,700 for Library Materials. Mrs. Joseph suggested increasing the R&M (Repair & Maintenance) Building budget from $7,000 to $10,000 to help fund some of the proposed projects, particularly purchasing at least one meeting room door with windows and bathroom renovations mentioned above. All board members supported this change. Mr. Dearing will submit the proposed budget to Mayor Puckett next week.
    b. There was discussion about the future library location. Someone had asked Mrs. Joseph if perhaps there was space for a new library at the City Center that is under construction. She indicated that there is not sufficient room there. In addition, years ago land was set aside along Coalmont on which to build a new library. The construction for it will have to wait until the new city hall is complete and sufficient progress is made on the new sports complex as well.

Old Business:

1. Required Document Review.
    a. There were no documents to review.

2. Upcoming Board Meeting Dates.
    a. Future meeting dates are set for September 26th and December 5th, 2024 at 4:30pm.

3. No one from the public was present, so there were no public comments.

Mr. Peters asked for a motion to adjourn. A motion was made by Dr. Wilson to adjourn and was seconded by Mrs. Klein. The HPL voted unanimously to adjourn the meeting at 5:30pm.