MASON CITY PUBLIC LIBRARY DISTRICT

**BOARD OF TRUSTEES MEETING**

**6/9/2025**

President Edison called the regular meeting to order at 5:05 p.m. Present: Trustees Power, Edison, Zimmerman, Smith, B Brooks and R Brooks, Conover, and Director Yeoman. Absent: None

**Oath of Office:**

Newly re-elected trustees Power, Edison, Smith and B Brooks took their oath of office and seats on the board.

**Election of Officers:**

Election of Officers: A slate of officers was presented for trustee officers for the 2025-26 and 2026-27 fiscal year. The slate of officers presented:

President-Elizabeth Edison

Vice-President-Beth Smith

Secretary-Gisa Power

Treasurer-Kay Zimmerman

A motion was made by B Brooks, seconded by Conover to accept the slate of officers as presented, all ayes (7) of those present, no nays and none absent.

Edison continued the meeting as President.

**Correspondence & Visitors**:

Beth thanked the board for the flowers sent to her for her sister’s passing.

**Minutes:** The minutes of the 5/5/2025 regular meeting were reviewed. Smith made a motion to accept the minutes, seconded by R Brooks, all ayes, motion carried.

**Treasurer's Report:** The treasurer's report for May 2025 was reviewed. Power made a motion to accept the treasurer’s report, seconded by Smith, voice vote of all ayes (7) of those present, no nays, none absent, motion carried.

**Library Report:**

May

897 patrons were served, 864 items were checked out 1,065 and 363 overdue items were checked in, 38 magazines were checked out and 47 were checked in,281 reference questions were resolved, 154 requests were placed, 147 holds were taken care of, 3 patrons were added to the database and 60 were deleted, 125 items were added to the collection and 1,964 were deleted, 31 PAC logins occurred, and 85 holds were placed in the PAC.

* 1. Will decorate in June with summer theme and in July for the 4th of July
  2. Students had their last checkout, and staff are now trying to get overdue books returned before the end of the school year. Students will still come to the library during the month of May but only to return and do activities.
  3. Deleted discarded books and put them out in May for the students to take home when they visited in May
  4. Research creating a new position for Lacey Boyd since she has completed her Master’s degree. Yeoman will investigate what that title should be and how to create the temporary position until she can take over as Director.

**K-2 grades**:

Week 1: In belated celebration of Star Wars Day, read with the magic speaker “Are you Scared, Darth Vader by Adam Rex and then read “If you Laugh, I’m Starting This Book Over” by Chris Harris.

Week 2: Going over what library next year looks like and the summer reading program & prizes. Put a QR code in the library section grade school newsletter for parents to sign their children up for summer reading as well as sending a handout home about summer reading with a QR code on it.

**3rd-5th grade**:

Week 1: Read “Butt of Face” by kari Lavelle. Students studied the picture and decided before they were given the answer. It was a fun way to illustrate that nonfiction books can be fun and educational.

Week 2: Going over what library next year looks like and the summer reading program & prizes. Put a QR code in the library section grade school newsletter for parents to sign their children up for summer reading as well as sending a handout home about summer reading with a QR code on it.

**New Business:**

The 2025-2026 board meeting schedule was reviewed. Smith made a motion to accept the schedule of regular board meetings, seconded by B Brooks, all ayes, motion carried.

A motion was made by Conover to participate in the Non-Resident Card Participation Program for FY 2025-26, seconded by Smith, all ayes (7) of those present, no nays, none absent and motion carried.

Ordinance 25-01 Building Fund was reviewed. Smith made a motion to approve Ordinance 25-01, seconded by Conover voice vote of all ayes (7) of those present, no nays and none absent. Yeoman will place the Ordinance as required by law in the paper.

Budget Display & Notice was discussed. Yeoman is working on a preliminary budget for the board to review. The library attorney will be involved this year because a black border needs to be done. The black border is needed because the library revenue has increased by more than 5% and it is law. It was decided that the budget meeting will be held at the September board meeting right at the start of the meeting. Yeoman will place the notice in the paper mid to late July, so the public is aware of the meeting. R Brooks made a motion to approve, seconded by B Brooks, all, ayes, motion carried.

Working Cash Fund and Special Reserve Fund discussions were held. The working cash fund may be borrowed and repaid, and the special reserve fund may be used without repayment. Conover made a motion to designate both funds for operating, building and/or retirement needs, seconded by Smith, roll call vote of all ayes (7) of those present, no nays, none absent, motion carried.

Salary increases for staff for the upcoming fiscal year were discussed. A motion was made by Power for an 6% increase for those above the minimum wage requirement, wait until the August board meeting on the increase for the children’s librarian until research can be done on how to adjust for the change with a MLS degree vs a non MLS degree, and for those at minimum wage remain the same until next review when at least a full year of minimum wage has been completed, seconded by B Brooks, roll call vote of all ayes (7) of those present, no nays, none absent and motion carried.

**Unfinished Business:**

**Committee Reports:**

**Finance/Personnel** (Edison, B Brooks, Power & Zimmerman)**:** No Report

**Policy** (Edison, Power, Zimmerman & Conover)**:** No Report

**Building & Grounds** (Edison, R Brooks, Smith & Conover)**:** No Report

**Long Range Planning** (Edison, Smith, R Brooks & B Brooks)**:** No Report

**School/Library Committee** (Edison, Smith & Power)**:** No Report

R Brooks made a motion to adjourn, seconded by Smith, all ayes, meeting adjourned at 5:52 p.m.

Respectfully submitted,

Gisa Power - Secretary