

Eldorado Memorial Public Library District

Minutes of the Board of Trustees' Meeting: August 14, 2025

Present: Trustees – Jeff Campbell, Taylor Barr, Kacy Lapington, Audra Poore, Kara Lloyd and library director, Keith Robinson

Absent: Trustee Hailey Parker

President Jeff Campbell called the meeting to order at 5:33 p.m.

Public Citizenry – none

Approval of Minutes – The minutes of the previous meeting were read and approved as presented.

Treasurer's Report – Keith has been in contact with Alan Monroe. Alan has fully taken on the position of bookkeeper for the library. His office is working to merge everything together for further reports. He has continued to do the library's payroll and has paid the bills.

Payment of Bills – Keith explained that our bills look a little higher than usual. The digital service Hoopla continues to go up and was over \$1,000 for the month. There were also travel expenses that were beyond the control of the employees that attended the library conference in June. Audra Poore motioned to pay the bills, and Kacy Lapington seconded the motion.

Librarian's Report – The library continues to offer programming and build positive relationships within the community. A couple of employees took the Biblio-cycle to the farmer's market and 4 Ways Dairy Barn this month. Many projects and "fix ups" are happening around the library's interior and on the grounds. The library is expecting to receive the Per Capita Grant which will be just shy of \$10,000. Keith Robinson is hopeful that the library will also be receiving the Project Next Generation Grant for which the paperwork has been submitted. Robert DeVillez has taken over as lead library clerk, and Justin Narusis has been hired as library clerk.

During the month of July, a total of 1,983 books and media were checked out. In addition, 448 items were loaned out to other libraries, and our library received 523 items from other libraries. There were 14 new library cards registered. The total receipt for July was \$1,490.80.

Unfinished Business

1. Security camera and system updates – Northbridge IT came to the library to give an estimate of \$2,112 for new security cameras. They can install the cameras for full building coverage. Keith recommends this option. He continued to discuss the other 3 options. Option 4 is not to get new cameras. Kacy Lapington brought up the question if insurance would "pay out" if we have security cameras or if heightened security would matter in the event of an insurance claim. Keith is going to check on the answer to that question.
2. Friends of the Library – The library is going to hold an interest event to see if anyone is interested in being a "friend" to the library. It was also suggested that there be a facebook post including what this program would do for the library.

3. Trustee to fill vacant seat – A couple of community members' names were bandied around to fill the vacant seat. Jeff Campbell was going to check on interest from the mentioned community members. The district can fill that seat within 90 days of it being vacant. If it is not filled by the district, then the state librarian can fill it within 60 days. If it's not filled by the state librarian, the seat remains open until the next election.

New Business

1. Budget and Appropriation Hearing – September 11, 2025 at 5 pm. Marty Watson will write the Budget and Appropriation. The library provides the expenses from last year.
2. Secretary Minutes Audit – Two board members need to review the minutes from the previous year. Audra Poore and Kacy Lapington volunteered to read and review the secretary's minutes.
3. Northbridge IT Quote to run new cable for Assistant Director Desk Phone – Northbridge IT quoted \$600 to run new cable to the Assistant Director's desk. Corina Gilley would appreciate a phone at her desk. Kacy Lapington motioned to approve this action, and Kara Lloyd seconded it.
4. Set State Farm payment for Biblio-cycle to autopay – Instead of paying the insurance each month, the money will be taken out automatically with autopay. The board agreed that this action makes sense, and Keith will get that set up this month.
5. Review of Board By-Laws – Keith has compiled a list of the By-Laws, policy and procedure that he has found in the library files. Some of that paperwork is very old and outdated. He would like for the board to review the policies and see what needs to be rewritten or updated. Keith is asking for help from the Policy Committee to share ideas and make amendments. Kacy Lapington and Hailey Parker are part of the Policy Committee. Kacy Lapington stated that she is willing to work with Keith on these updates.
6. Building Walkthrough – Trustees went on a walkthrough around the library. Keith showed projects that have been completed, opened maintenance areas and highlighted public areas that have been streamlined. It was a fun "trip" with much oohing and ahing over new books, donated materials and comfy spots around the library.
7. Other new business – The Little Free Library box is up and coming. We are very excited about it. Eldorado has never had a Little Free Library before. Kara Lloyd volunteered to help keep it maintained.

Adjournment – Jeff Campbell motioned to adjourn the meeting at 7:28 p.m. and Taylor Barr seconded the motion. The next meeting will be September 11, 2025 at 5:30 p.m.

Submitted by Kara Lloyd, Board Secretary