

Oglesby Public Library Board of Trustees

Special Meeting

September 6, 2019

The Special Meeting of the Oglesby Public Library District Board of Trustees was called to order by President Rich Vollmer at the Oglesby Public Library at 5:00pm.

Present - Rich Vollmer, Rick Rigazio, Mary Hansen, Wanda Lent, Dorothy Debosik, Barbara Ficek, Director Rebekah Clark, Jill Shevokas, Janice Hoffman, Holly Ode

Absent- Sam Tillmann

The Staff and Trustees met to discuss communications.

At the August meeting, the Trustees voted to have the work station in the Work Room brought to the main body/circulation desk area of the library. The decision to move the work station was to find a way to have a Staff member at the Circulation Desk area at all times. The Staff asked if we could discuss this decision. They explained that the work completed in the Work Room takes space and can be messy. For example, all the materials/supplies needed to prepare for the Teen and Lapsit programs are done in the Work Room. Prep work for these are started and then if patrons need assistance they are left unfinished to be completed later. According to staff, moving the work station to the main body of the library may not be the best option.

A Staff member explained to the Board how each work day in the library begins. Preparing for opening begins before 10am.

- **Turning on** back lights, camera monitor, circulation desk computer, login catalog computer, patron computer/monitors, black and white printer, and copy machine.
- **Checking on** phone messages, record necessary responses to be made after library opens.
- **Go outdoors** retrieve the mail and open the drop box to empty the books (may take two trips). Then sort the mail, display the newspaper and magazines.
- At 10, all lights in the building are turned on to begin the day for patrons. The automatic doors must be turned to "Auto".
- Begin attending to patrons. Checking in books from drop box, sorting our books from those that must be returned to the system, processing new book requests to be sent through the system, and re-shelving our books.

This is a partial list of the daily operations. The Director can give more details.

Oglesby Public Library Board of Trustees, Special Meeting (cont.)

Suggestions and ideas were presented by Staff in person and in writing. Board members also offered suggestions. They included:

- Hiring an individual to primarily manage the desk and serve patrons,
- Increase present staff hours so there would be an overlap of hours, or use volunteers to fill in. Volunteers would need to be trained.
- Take into consideration that nineteen hours per part time staff is the maximum before you must pay IMRF for them (1,000 hours per year).
- Investigate financially: could we afford to hire one more staff member or could we afford to give more hours to present staff?

TIF Districts remain for a few more years. Tax revenues increase as each TIF ends.

The City of Oglesby helped the library with the \$10,000 donation towards the new computers. The Council worked with us on this project.

The Board and Staff will work on more interaction to address the issues. The Staff work well together and enjoy working here. They sometimes feel that they are not appreciated for their efforts over and above their normal work duties.

A staff member is working to complete the catalog certification requirements. At least 2-3 staff members should be certified.

It was brought up that in the recent survey, patrons expressed interest in having a Café in the library. Of course that would require someone to manage it.

There is a need to research busiest hours and a need for a possible volunteer to help with the local history items. There is also a desire for a separate study room.

Some libraries are working to become *Community Based Centers* for their area. What direction is our library heading?

A question arose as to whether we should shut down our WIFI connection on the weekends. There is a possibility that individuals could be on our property and use our WIFI for uses not within Library policy. We are looking into this matter.

Meeting was adjourned at 6:43pm

Barbara Ficek, Secretary