

Theresa Public Library Board Meeting

Tuesday, July 8th @ 4:00pm

At Theresa Public Library

1. Call to Order
2. Approve April's Minutes
3. Guest: Becky Tellier, Village Clerk: Discuss and ask questions about switching and managing the bills and payroll to the Village.
4. Treasurer Report
5. Approve 2nd Quarter Bills.
6. Director Report

a. Programs: Monthly Calendar of Activities review

b. Circulation: Review data

c. System Update:

1. Network equipment Purchase and Replacement Agreement

2. Monarch Library System Membership Agreement. Appendix F

3. AT&T. On 6/17/2025, will stop supporting email-to-text messages.

The system will be switching to Message Bee a software that will allow us to continue

To notify patron their holds are in and renewal notices via text messages.

This service is essential to our patron. The System will pay for this service.

However, we are charged per text message, and phone call notification. This charge is not new but the cost may increase per message sent out.

"The subscriptions for MessageBee for voice and text messages is \$675.00 for each. Buckets of 500,000 text messages are \$12,000. And a bucket of 100,000 voice notifications are \$8850.00. The system will pay this all up front. The only costs that will be passed to libraries will be the as used text and voice message charges for each library's messages."

7. Old Business:

a. First Review and Approval of Finance Policy & By-Law amendments. How the Budget Funds are disbursed and taking step to move payment of Budget Bills and Wages to Village Clerk.

Changes are in red on pages 8-10 of the By-Laws. Page 39 is stating that Changes to the Policy Handbook requires 2 consecutive meeting.

8. New Business

a. Policy Handbook Review and changes to match the daily workflow at the library and throughout the System.

1. Article IV Meetings, pg 9: Currently Reads The budget will be prepared in October, for presentation to the Village and Town Boards in November. Change (Prior to the Village and Town's Yearly Joint Budget Meeting)
2. Article VI: General, Pg 9: Currently Reads: By-Laws will be revised or Reviewed every three years. Change: Will be revised as needed or reviewed every five years.
3. Circulation Periods and Restrictions: Eliminate Fine charge Pg 18: Update to read, Theresa Public Library's Board adopted a Fine Free Policy 2/2021.
4. Delete from Pg 18: As general reference books do not circulate from the Library. Generally, there is no limit a patron may borrow, except videos and on other exception... Two items on a subject for a known school assignment. Delete, this is no longer valid. All items that are reference circulate. 6/25. Change replacement cost from \$3 to \$5. This is a system wide agreed amount. Pg18
5. Reserves/Holds Pg 20: Add through the Theresa Public Library website, Monarch Catalog, Monarch2go app, or any catalog associated with the current system we are a member.
6. Check Out and Returns, pg 21: Eliminate If the item you are returning is overdue and you want to pay the fine, bring it directly to the circulation desk during the library's open hours.
7. Check Out and Returns, pg.21: Add Patrons will be allowed to check out items with verification of an ID or a library card in the system.
8. Added Challenged material Policy to Handbook. Pg 28
9. Computer, Fax, and Copy Machine Use Policy. As of July 2021, the Theresa Public Library is Fine Free along with no charges for copies, photocopies, and we currently do not fax. Eliminate phrase, A photocopy machine is available to customers who wish to copy materials at the rat of .25 per page. We currently do not charge but accept donations for such services. Pg 29
10. Cell Phone Policy, pg 35: Modify: Patrons will be asked to take their calls outside if they are deemed disruptive to others.

b. Building Signage Quote: Creative Sign Company.

c. Luke Luedtke Quote to remove electric lines from sign.

d. Mailbox upgrade. Thank You Village.

9. Other

10. Adjourn Next meeting Sept 16th ?@ 4pm

If given seventy-two hours' notice, the library will attempt to accommodate the needs of disabled individuals through sign language interpretation or other auxiliary aids. Contact us if you need accommodations. 920-488-2342