

Theresa Public Library Board Meeting

Tuesday, September 16th@ 4:00pm

At Theresa Public Library

1. Call to Order (President Diane Steger)
2. Approval of April's Minutes (Action)
3. Guest:
3. Treasurer Report (Angie Anderson/Treasurer, Action)
 - a. Capital Improvement Fund discussion (informational and possible Action)
4. Approve 3rd Quarter Bills. (Action)
5. Director Report (Mary Alice Bodden, Informational)
 - a. Programs: Monthly Calendar of Activities review (Informational)
 - b. Circulation: Review data (Informational)
 - c. System Update: I haven't received the numbers for 2026 for Automation from the System. They told us to expect a 10% increase. So, that is what I have in the Preliminary Budget proposal. (Informational)
6. Old Business:
 - a. Second 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. (Action)

Changes are in red on pages 8-10 of the By-Laws.pg 39 is stating that Changes to the Policy Handbook requires 2 consecutive meeting.
 - b. Second / Final approval of Policy Handbook (Action)
 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 update to read, Theresa Public Library's Board adopted a Fine Free Policy 2/2021. Pg 18
 4. Delete: 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 Delete, this is no longer valid.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.pg 18. Also Change replacement cost from \$3 to \$5. This is a system wide agreed amount.

5. Reserves/Holds: Add through the Theresa Public Library website, Monarch Catalog, Monarch2go app, or any catalog associated with the current system we are a member. Pg 20.
6. Check Out and Returns: 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. Pg21
7. Check Out and Returns: Add Patrons will be allowed to check out items with verification of and ID or a library card in the system. Pg.21.
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 rate of .25 per page. We currently do not charge but accept donations for such services. Pg 29
10. Cell Phone Policy: Modify: Patrons will be asked to take their calls outside if they are deemed disruptive to others. Pg 35

c. Building Signage. They said it would be 5-7 weeks. I paid 75% of the bill which is estimated to be \$2710 with the word Theresa added to it. (informational)

d. Luke Luedtke removed power to the signs lights outside and replaced the front light fixtures with new ones. Most of the lights were not working and I wanted them to match. They are set for a higher brightness. (informational)

e. Mailbox upgrade. Thank You Village.

8. New Business:

a. Preliminary 2026 Budget (Action)

Thank you to the Village for remove the old sign and lights and reseeding the lawn. It is greatly appreciated.

Joint Board meeting is September 24 at 7pm at the Theresa Town hall

9. Adjourn Next meet January 13th @ 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 Mary Alice Bodden if you need accommodations. 920-488-2342