

Tuesday, April 5, 2022
Library Board Meeting

Library Meeting Room
7:00 pm

1. Meeting Opening

Subject : 1.01 Call to Order
Meeting : Apr 5, 2022 - Library Board Meeting
Type :

Public Content

Item

Background

Recommendation

1. Meeting Opening

Subject : 1.02 Roll Call
Meeting : Apr 5, 2022 - Library Board Meeting
Type :

1. Meeting Opening

Subject : 1.03 Changes/Additions to the
Agenda
Meeting : Apr 5, 2022 - Library Board Meeting
Type :

1. Meeting Opening

Subject : 1.04 Communications/Presentations
Meeting : Apr 5, 2022 - Library Board Meeting
Type :

2. Consent Agenda

Subject : 2.01 Approval of Minutes
Meeting : Apr 5, 2022 - Library Board Meeting
Type :

File Attachments

[March minutes.pdf \(74 KB\)](#)

2. Consent Agenda

Subject : 2.02 Approval of bills payable

Meeting :

Apr 5, 2022 - Library Board Meeting

Type :

File Attachments

[Accounts Payable.pdf \(406 KB\)](#)

2. Consent Agenda

Subject :

2.03 Approval of receipts

Meeting :

Apr 5, 2022 - Library Board Meeting

Type :

File Attachments

[March revenue.pdf \(1,237 KB\)](#)

2. Consent Agenda

Subject :

2.04 Cash & Investment Report

Meeting :

Apr 5, 2022 - Library Board Meeting

Type :

File Attachments

[February Report.pdf \(45 KB\)](#)

2. Consent Agenda

Subject :

2.05 Approval of Dates, Times and location of Board Meeting for FY23

Meeting :

Apr 5, 2022 - Library Board Meeting

Type :

Public Content

Request approval of Fiscal year 2023 Library Board meetings held the first Tuesday of Each Month at 7 p.m. in the Library Community Room

June 7, 2022

July 5, 2022. Cancelled

August 2, 2022

September 6, 2022

October 4, 2022

November 1, 2022

December 6, 2022

January 3, 2023

February 7, 2023

March 7, 2023

April 4, 2023

May 2, 2023

2. Consent Agenda

Subject :

2.06 Approval of FY23 Library closures

Meeting :

Apr 5, 2022 - Library Board Meeting

Type :

Public Content

Requesting approval to close the library on the following holidays for Fiscal Year 2023

Monday, May 30, 2022 Memorial Day

Monday, July 4, 2022 Independence Day

Monday, September 5, 2022 Labor Day

Friday, November 11, 2022 Veteran's Day

Thursday, November 24, 2022 Thanksgiving Day

Friday, November 25, 2022 Thanksgiving Friday

Saturday, December 24, 2022 Christmas Eve

Monday, December 26, 2022 Legal Christmas Day

Saturday, December 31, 2022 Close at 5 p.m. New Year's Eve

Monday, January 2, 2023 Legal New Year's Day

Monday, February 20, 2023 President's Day

2. Consent Agenda

Subject :

2.07 Approval of Edward Jones
purchase

Meeting :

Apr 5, 2022 - Library Board Meeting

Type :

Public Content

Requesting Board approval of the Finance committee's purchase of a \$20,000 Certificate of Deposit from Goldman Sachs. Interest rate of 2.15% and maturity date of April 7, 2025. The library does not have anything coming due at this time so it fits well into our timeline.

3. Reports

Subject :

3.01 Librarian's Report

Meeting :

Apr 5, 2022 - Library Board Meeting

Type :

File Attachments

[March report.pdf \(122 KB\)](#)

3. Reports

Subject :

3.02 Circulation Statistics/Story Hour
Report

Meeting :

Apr 5, 2022 - Library Board Meeting

Type :

File Attachments

[March circulation.pdf \(714 KB\)](#)

[Storytime report.pdf \(11 KB\)](#)

4. Discussion/Action Items

Subject : 4.01 Approval of Fine Free Library Policy

Meeting : Apr 5, 2022 - Library Board Meeting

Type :

Public Content

Requesting Board approval to waive all late fees on all materials, except for the GoGo Gadget library, for all Sterling Public Library patrons effective May 1, 2022. When material is not returned, other patrons are unable to access that material. The return of materials can be made by patrons at any time during the library's opening hours to either the adult or youth circulation desks. In addition, patrons may use the library's two book drops for the return of materials. GoGo Gadget materials must be returned to the circulation desks, due to risk of damage and will still have an overdue charge of \$5.00 per day. The book drops are located outside the main front door of the library and at the north-east corner of the library building.

Notifications of Overdue Status

After the material is 7 days overdue, the library staff will attempt to make a courtesy call or e-mail to the patron. The staff member will remind the patron that the material is overdue. When appropriate, the staff member will offer to renew the material for the patron. If the patron cannot be contacted by phone, an overdue notice will be mailed.

After the material is 21 days overdue, a letter will be sent asking the patron to return the material or pay the replacement cost. (That amount will be included in the letter.)

Charges for lost and damaged items and suspension of privileges

After the material is 28 days overdue, it will be considered lost. The patrons borrowing and computer use privileges will be suspended until all materials are returned or paid for. A letter will be sent to patrons with lost materials.

Patrons will be required to pay the current retail price for replacement of lost or damaged materials which are still available from the library's usual material vendors, or a price not to exceed \$50.00, based on the original purchase price, for items unavailable from those vendors. An appraised price will be used for items held in the library's special collections. The amount charged for the replacement of lost or damaged interlibrary loan materials will be determined by the lending library.

The library will not accept items purchased by patrons as adequate replacements for lost or damaged materials.

Once a lost or damaged item is paid for it becomes the property of the patron and may not be returned to the library. If the item is found by library staff, the patron will be reimbursed for any lost or damaged item fines but may still be liable for overdue fees.

The Director will have the discretion to reinstate privileges before payment in full, if the Director determines that special circumstances exist and appropriate arrangements have been made with the patron, or if the Director suspects an error has been made by library staff or agencies.