



Administrative Report  
December 4, 2024

### **Personnel**

The replacements for the open Library Technician position have been hired. Five part-time (up to 19.5 hours per week) employees have been hired and are currently being trained on the service desks and on calling for lost items.

Shauntel Petersen has resigned due to her personal situation. We are looking to hire a new 19.5 hour person in the Children's Library to fill the vacancy.

In discussions with Beth, a 19.5 hour position will be advertised to help set up programs and to also teach classes as well as assist Beth in other program needs.

### **Draft Minutes**

Posted at [www.ifpl.org/board](http://www.ifpl.org/board)

### **Budget**

The summary and detail reports are posted to the board page.

I have not received a City financial report yet. The reports are usually a little late this time of year due to finance trying to complete the audit and all that is involved with completing the audit.

### **Staff Reports**

Posted online

### **Trustee or Councilmember Concerns**

Unaware of any at this time. May be some raised at the meeting

### **Construction Projects**

Addition of a bench advertising GIFT at the north end of the parking lot. We have received a request from a patron for a bench to sit on while waiting for the GIFT van. Samples and costs can be seen at <https://premiersitefurniture.com/product-category/metal-park-and-city-benches/>

The garage project is in process.

Broadway landscape and the fencing is in process.

**Policies need to be reviewed. (Action item)**

A small change in the Patron Code of Conduct is suggested and has been reviewed by legal. Both the current and recommended draft policies are linked off of the board page [www.ifpl.org/board](http://www.ifpl.org/board)

Adjourn meeting