



BOARD OF TRUSTEES MEETING

June 11, 2024 Agenda

Audit of Vouchers – 6:30 PM.

1. Call to order – 6:45 PM.
2. Pledge of Allegiance.
3. Adoption of agenda.
4. Minutes – approval of the May 14, 2024 meeting minutes.
5. Public comments.
6. President's report.
7. Correspondence.
8. Finance Officer's report.
9. Library Director's report.
 - Trustee annual training status.
10. Committee reports.
 - Library courtyard.
11. Old business.
 - 2023-2024 State Aid for Library Construction grant.
 - 2024 SALS Challenge Grant.
 - Library building expansion (Attachment #1).
 - Library sign.
 - Flood insurance help.
12. New business.
 - Library Technician/Clerk Position Job Description (Attachment #2).
 - Other business.
13. Public comments.
14. Next meeting.
 - July 9, 2024
15. Adjournment.

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BANCROFT PUBLIC LIBRARY LIBRARY EXPANSION

Items Architect should consider in drafting plans for expansion:

- One or two small rooms for studying or business.
- Lockable storage room.
- Secure access from outside and inside to room for rubbish containers and yard equipment. Outside access should be from area outside of fenced courtyard, preferable accessible from driveway to facilitate moving trash containers for street pickup.
- Storage room, closet or cabinets, located behind circulation desk.
- Space behind circulation desk for staff to work at table or counter.
- Relocating adult stacks to former fire bays.
 - Provide video monitoring with on-site storage.
- Relocate juvenile stacks and space to within view of circulation desk.
- Provide young adult space within view of circulation desk.
- Provide space for reading nooks/chairs.
- Computers to remain within view of circulation desk.

DELIVERABLES

- Construction plans.
- Estimated cost for;
 - Construction; and
 - John G Waite Associates services.

Rev: 22-May-24

BANCROFT PUBLIC LIBRARY

LIBRARY TECHNICIAN/CLERK POSITION

JOB DESCRIPTION AND QUALIFICATIONS

Overview:

Support the daily/evening operations of Bancroft Public Library by aiding patrons. This position is part-time (typically 3 hours/week in evenings), but there is the possibility to cover for other staff members as needed.

Responsibilities:

- Provide excellent customer service to patrons who have questions and/or who need help finding reference materials.
- Check materials in and out of the library using the library database.
- Assist new patrons with getting a library card and update current patrons in database.
- Re-shelve materials and spend part of every shift ensuring that the library collection is neat, tidy, and in order.
- Make sure the library atmosphere is welcoming and cooperative.
- Perform other duties as assigned and contribute to the overall efficiency of the library.

Qualifications:

Education/ Experience

- Some library experience (or familiarity with libraries) is helpful, but not required.

Knowledge/ Skills/ Abilities

- Demonstrated ability to develop positive and cooperative relationships with people of all ages and backgrounds.
- Strong customer service and organizational skills.
- Ability to multi-task and prioritize work.
- Experience with Windows (PC) and Microsoft Office 365 or Microsoft Office Suite is preferred.

Physical Demands

- Time spent both sitting and/or standing for potentially long periods of time.
- Able to lift up to 10 lbs.
- Ability to use a step stool.

Approved: June 11, 2024