

Chariton Free Public Library
July 1, 2010

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, July 1, 2010 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m.

Members Comer, Mefferd, Pillsbury, Steinbach, Stone and Wooley were present. Librarian Kris Murphy was also present.

The **Agenda** was adopted on a motion from Mefferd, seconded by Steinbach.

The **Minutes** of the last regular meeting were reviewed. Wooley moved the minutes be approved as read. Mefferd seconded and the motion was approved unanimously.

Correspondence:

- a. Hy-Vee Food Store Donation Request (Summer Reading Program Event Supplies)
- b. Casey's General Store Donation Request (Summer Reading Program Event Supplies)

The Financial Statement:

The Financial Statement was reviewed. Mefferd moved to accept the financial statement, Steinbach seconded and the motion passed unanimously.

Claims:

The claims were reviewed. Stone moved to approve payment of the claims. Pillsbury seconded and the motion was passed unanimously.

Grants:

- a. Vredenburg Foundation Grant of \$6,000 to replace the damaged portion of parking lot.

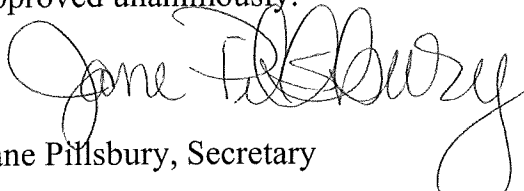
Old Business: none

New Business:

Mefferd moved to increase the wages of all part-time Library employees by 2.85% to match the increase given to full-time City employees by the City Council. Wooley seconded and the motion passed unanimously.

Director's Report: attached.

The meeting was adjourned at 5:18 p.m. on a motion from Pillsbury, seconded by Wooley and approved unanimously.


Jane Pillsbury, Secretary

Chariton Free Public Library
August 5, 2010

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, August 5, 2010 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:07 p.m.

Members Comer, Davis, McGee, Pillsbury and Steinbach were present. Librarian Kris Murphy was also present.

The **Agenda** was adopted on a motion from Davis, seconded by Comer.

The **Minutes** of the last regular meeting were reviewed. McGee moved the minutes be approved as read. Comer seconded and the motion was approved unanimously.

Correspondence: None

The Financial Statement:

The Financial Statement was reviewed

Claims:

The claims were reviewed. Davis moved to approve payment of the claims. Steinbach seconded and the motion was passed unanimously.

Grants:

- a. Application to Johnson Foundation – Request \$5,000 for Newspaper Digitization
- b. Application to Chariton Arts & Rec Board – Request \$5,000 for Newspaper Digitization
- c. Casey's General Store Response to Request 6/21/10 – 5 Buy One Get One Pizza Coupons
- d. Hy-Vee Food Store Response to Request 6/21/10 – \$20.00 Gift Certificate

Old Business: none

New Business:

Building Issues:

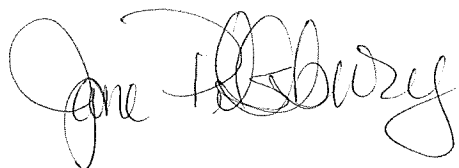
Murphy will contact Frank Rodgers about the drainage tiling around the building.

Murphy reported that contractor Jason Peters has been to view the front entrance surround, the hinges of the interior swinging doors, and the bookdrop. He will provide a quote for work on these issues for the September meeting.

Budget Issues:

The FY2010 income shortfall was discussed and will be revisited in the months to come as next year's budget request is drawn up.

The meeting was adjourned at 5:43 p.m. on a motion from Pillsbury, seconded by Davis and approved unanimously.



Jane Pillsbury, secretary

Chariton Free Public Library
September 2, 2010

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, September 2, 2010 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m.

Members Davis, McGee, Scott, Steinbach, and Wooley were present. Librarian Kris Murphy was also present.

The Agenda was adopted on a motion from Davis, seconded by Wooley.

The Minutes of the last regular meeting were reviewed. Davis moved the minutes be approved as read. Scott seconded and the motion passed unanimously.

Correspondence: none

The Financial Statement was reviewed.

The Claims were reviewed. Davis moved to approve payment of the claims. Steinbach seconded and the motion passed unanimously.

Grants: none

Old Business:

Building Repair: Steinbach will contact Jason Peters of Double J Construction concerning the repairs necessary on the front door & book drop.

Leak Solutions: The two estimates for leak control systems to be installed in the basement were tabled indefinitely. McGee will request that the City add dirt to the areas immediately adjacent to the building where leakage is worst.

New Business:

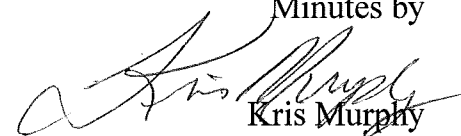
Library Finances: McGee will speak with Mayor, City Manager & City Clerk to arrange a time for the Library Trustees and Director to meet with City staff to discuss the Library's finances. Murphy has begun work on the FY 11-12 budget request to assess what areas of Library services might be cut.

Internet Policy: Davis moved to approve the revision of the Internet Policy as presented. McGee seconded & the motion passed unanimously.

Patron Behavior Issues: Davis will secure a Middle School Annual to assist in the identification of the offenders & letters will be issued to their parents.

The meeting was adjourned at 6:05 p.m. on a motion from Davis, seconded by Scott and approved unanimously.

Minutes by


Kris Murphy

Chariton Free Public Library
October 7, 2010

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, October 7, 2010 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5: 00 p.m.

Members Comer, McGee, Mefferd, Stone and Wooley were present. Librarian Kris Murphy and City Council Member Ray Meyer were also present.

The **Agenda** was adopted on a motion from Stone, seconded by Wooley & approved unanimously.

The **Minutes** of the last regular meeting were reviewed. Comer moved the minutes be approved as read. Mefferd seconded and the motion was approved unanimously.

Correspondence: Thank You from US Dept. of Commerce for Census participation

The Financial Statement:

The Financial Statement and Treasurer's Report were discussed with councilman Meyer. Meyer suggested that the Library compile it's own Financial Statement each month, utilizing the information from the City printout, but making the necessary alterations to the income and expenditure amounts listed as "budgeted" to match the actual income we are receiving.

During September, Murphy asked the City Clerk to show the Ambelang & Swanson bequest funds on a line separate from the Library's operating fund on her Treasurer's Report. This revealed the significant deficit in Library funds, which had been previously unknown to the Library trustees, and allowed trustees to see exactly what funds have been transferred from those bequests so far.

The trustees discussed the unplanned expenditures which had contributed to the deficit in recent years, including the extensive roof repair performed in fiscal years 06 and 07, the heating and cooling issues in 1999 – 2000, and again in 2003, and the vacation and sick time payout received by Director Reynolds when she retired in 2005 (\$12,693.24).

The Library Board discussed the possibility of transferring funds from the Ambelang & Swanson bequests to cover the above-mentioned expenses, seeing the failure to direct a transfer at an earlier date as an oversight on the Library's part. But the Board would also like to see the deficit remainder, which has existed and slowly grown since the new addition was put on the building in 1992, forgiven.

No motion was made and the Board will continue to discuss the Library deficit with City staff and at future meetings.

Claims:
The claims were reviewed. Mefferd moved to approve payment of the claims. Wooley seconded and the motion was passed unanimously.

Grants: none

Old Business:

- a. Building Repair: Wooley moved to award the bid for fixing the interior leak damage in the book drop (\$300) and repair of the front door façade (\$400) to Perry Gingerich.
- b. Library Finances – see discussion above.

New Business:

Cuts to the Library budget were discussed but no motion was made on the speculative cuts submitted by Murphy. It was decided that the necessary cuts would be discussed at a later date in the fiscal year.

A greater effort to secure grant funding for operating expenses, such as the book and audio-visual budgets and children's programming will be implemented. Donation requests, which might be posted in the Library building,

continued →

inviting contributions from regular Library users, or otherwise issued to the public in general, were suggested. Memorial donations have been declining over the past two years.

The possibility of charging annual cardholder fees to Rural Lucas County residents and residents of both Lucas and Williamson townships was discussed, as well as increased funding from the Lucas County Board of Supervisors.

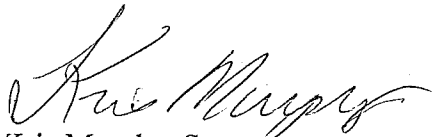
Reminder: residents from each area paid the following amounts for Library services in FY10:

City of Chariton	\$20.36 per capita
Rural Lucas County	\$3.18 per capita
Russell Township	89¢ per capita
Williamson Township	Paid Nothing
Lucas Township	Paid Nothing
Derby Township	Contracts with Humeston at \$3.05 per capita

The FY11-12 proposed budget was discussed and will be presented for approval of the board at the November meeting.

Director's Report: attached.

The meeting was adjourned at 6:50 p.m. on a motion from McGee, seconded by Comer and approved unanimously.


Kris Murphy, Secretary pro tem

Chariton Free Public Library
November 4, 2010

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, , 2010 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:10 p.m.

Members Comer, Davis, McGee, Pillsbury, and Scott were present. Librarian Kris Murphy was also present.

The **Agenda** was adopted on a motion from Davis, seconded by Scott.

The **Minutes** of the last regular meeting were reviewed. Davis moved the minutes be approved as read. Comer seconded and the motion was approved unanimously.

Correspondence:

- a. Thank You to Vredenburg Foundation (Parking Lot Repair Grant \$6,000 expended)

The **Financial Statement** was reviewed. McGee moved to approve the financial statement, Davis seconded and the motion was passed unanimously.

The **Claims** were reviewed. McGee moved to approve payment of the claims with the exception of the Verle Norris Claim. Davis seconded the motion, as moved by McGee, and the motion passed unanimously.

Grants: none

Old Business: none

New Business:

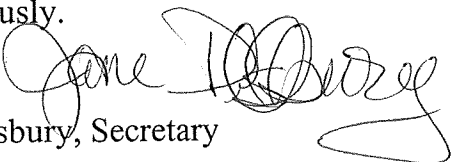
McGee moved to approve the Library Budget Request for FY 2012 with the change of reinstating the \$375 to the Travel/Training/Dues line (006-410-1-6230) necessary for the Librarian's membership in the Iowa Library Association and the American Library Association. Comer seconded and the motion passed unanimously.

The Library's Annual Report was submitted for review in its new pamphlet format and will be passed on to the City Council, County Board of Supervisors and made available to the public via both service desks in the Library.

Director's Report: attached.

The meeting was adjourned at 6:10 p.m. on a motion from Pillsbury, seconded by Scott and approved unanimously.

Jane Pillsbury, Secretary



Chariton Free Public Library
December 2, 2010

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, December 2, 2010 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m.

Members Comer, Davis, McGee, Mefferd, Steinbach, Stone and Wooley were present. Librarian Kris Murphy was also present.

The **Agenda** was adopted on a motion from Stone, seconded by Comer.

The **Minutes** of the last regular meeting were reviewed. Davis moved the minutes be approved as read. McGee seconded and the motion was approved unanimously.

Correspondence: Thank You to South Central Iowa Community Foundation (Grant \$1,000 expended)

The Financial Statement: Comer moved that the Financial Statement be approved. Davis seconded and the motion passed unanimously.

Claims:

The claims were reviewed. McGee moved to approve payment of the claims with the exception of the Verle Norris claim. Mefferd seconded and the motion was passed unanimously. The Board requests a copy of any documentation associated with the claim before approving payment.

Grants: none

Old Business: none

New Business:

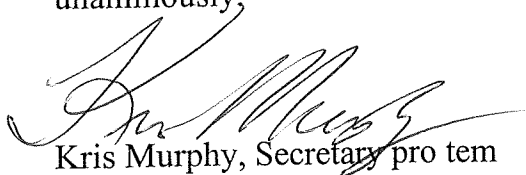
a. Board Officers

Davis moved on a vote by acclamation. Steinbach seconded and the motion was approved. Officers for 2011:

President:	Tim McGee
Vice President:	Ruth Comer
Secretary:	Jane Pillsbury

Director's Report: attached.

The meeting was adjourned at 5:55 p.m. on a motion from Mefferd, seconded by McGee and approved unanimously,


Kris Murphy, Secretary pro tem

Chariton Free Public Library
January 6, 2011

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, January 6, 2011 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m.

Members Comer, Davis, McGee, Mefferd, Pillsbury, Scott, and Steinbach were present. Librarian Kris Murphy was also present.

The **Agenda** was adopted on a motion from Mefferd, seconded by Comer.

The **Minutes** of the last regular meeting were reviewed. Davis moved the minutes be approved as read. Steinbach seconded and the motion was approved unanimously.

Correspondence:

- a. email to Verle Norris concerning bill for legal services (followed by 2nd email & phone call)
- b. Letter to Susan Hartley concerning Wilma Strait memorial donation
- c. email response from Susan Hartley

The Financial Statement: The Financial Statement was reviewed.

Claims: The claims were reviewed. Comer moved to approve payment of the claims **with the exception of the Verle Norris claim**. Steinbach seconded the motion as made by Comer. The motion passed unanimously.

Mefferd made a motion that no payment will be made on the Verle Norris claim of \$46.25 because the Library Board did not initiate the legal action, was not consulted on the sale of the stock, and does not believe the sale was necessary. Davis seconded the motion, which passed unanimously.

Grants: none

Old Business: none

New Business:

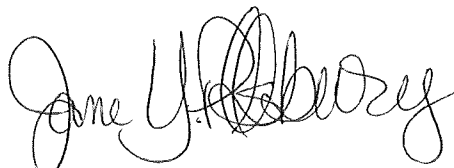
Pillsbury made a motion expend up to \$5,500 to purchase a new server from PC Repair Services at the price quoted in the estimate (\$3,105 including software and installation) and to purchase Destiny Library Manager from Follett Software Company, at the initial purchase price of \$2,000 and with the optional Alliance A/V Subscription at \$149 as quoted in the estimate. Steinbach seconded the motion, which passed unanimously.

Funds for this purchase will come in part from the two donations made during December totaling \$6,500, and in part from the \$1,000 budgeted annually for the Library's automation software subscriptions. The annual automation subscription expense will drop from \$1,100 to \$650.

Director's Report: attached.

The meeting was adjourned at 6:00 p.m. on a motion from Pillsbury, seconded by Mefferd, and approved unanimously.

Jane Pillsbury, Secretary



Chariton Free Public Library
February 3, 2011

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, February 3, 2011 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:06 p.m.

Members Davis, McGee, Mefferd, Steinbach, Stone and Wooley were present. Librarian Kris Murphy was also present.

The **Agenda** was adopted on a motion from Mefferd, seconded by Steinbach.

The **Minutes** of the last regular meeting were reviewed. Davis moved the minutes be approved as read. Stone seconded and the motion was approved unanimously.

Correspondence: none

The Financial Statement:

The Financial Statement was reviewed. Wooley moved to approve the financial statement. Mefferd seconded and the motion passed unanimously.

Claims:

Mefferd moved to approve payment of the claims with the exception of the Verle Norris claim for \$55.⁰⁰ because the Library Board did not initiate the legal action, was not consulted on the sale of the stock, and does not believe the sale was necessary. Davis seconded, and the motion passed unanimously.

Grants: none

Old Business:

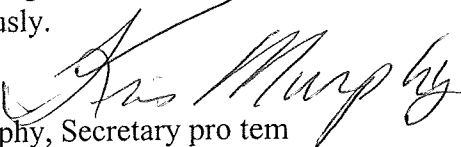
After a lengthy discussion, concerning the possible transfer of funds from the Library's bequests to cover past expenses for roof repair, heating & cooling issues, and the payout for unused vacation and sick leave received by Librarian Reynolds when she retired, the issue was tabled for future discussion.

Librarian Murphy was directed to request information on what investment options are legal for the Library.

New Business: none

Director's Report: attached.

The meeting was adjourned at 5:55 p.m. on a motion from Davis, seconded by Steinbach and approved unanimously.


Kris Murphy, Secretary pro tem

Chariton Free Public Library
March 3, 2011

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, , 2011 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m.

Members Comer, Davis, Mefferd, Pillsbury, Steinbach, and Stone were present. Librarian Kris Murphy was also present.

The **Agenda** was adopted on a motion from Steinbach, seconded by Davis.

The **Minutes** of the last regular meeting were reviewed. Davis moved the minutes be approved as read. Stone seconded and the motion was approved unanimously.

Correspondence: none

The Financial Statement: The Financial Statement was reviewed.

Claims:

The claims were reviewed. Mefferd moved to approve payment of the claims. Davis seconded and the motion was passed unanimously.

Grants: SCICF Grant Application due 4/1/2011 – Murphy will speak with SCICF about possible projects and the report for the current grant and will submit a request for \$5,000 for books for FY2012.

Old Business:

- a. The discussion concerning the Library bequests was tabled for discussion at a future meeting.

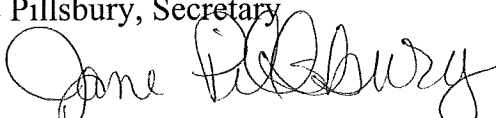
New Business:

- a. Mefferd made a motion for the Library to close on March 24th and 25th for installation of the new Destiny circulation software and staff training. Pillsbury seconded and the motion was passed unanimously.
- b. The City Investment Policy will be added to the appendix of the Library's policy manual.

Director's Report: attached.

The meeting was adjourned at 5:58 p.m. on a motion from Pillsbury, seconded by Davis and approved unanimously.

Jane Pillsbury, Secretary



Chariton Free Public Library
April 7, 2011

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, April 7, 2011 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:03 p.m.

Members Davis, McGee, Mefferd, Pillsbury, Stone and Wooley were present. Librarian Kris Murphy was also present.

The **Agenda** was adopted on a motion from McGee, seconded by Stone.

The **Minutes** of the last regular meeting were reviewed. Mefferd moved the minutes be approved as revised. Davis seconded and the motion was approved unanimously.

Correspondence:

- a. Copy of Letter to the Editor from Sara Palmer
- b. Thank You to Coons Foundation with report of collection items purchased with their FY2010 Donation of \$2,000
- c. SCICF Grant Application Submitted – request \$7,250 for books for FY2012.
- d. Letter to Lorraine Hass for Donations

The **Financial Statement** was reviewed. Pillsbury moved to approve the financial statement. Mefferd seconded and the motion passed unanimously.

The **Claims** were reviewed. Mefferd moved to approve payment of the claims. Wooley seconded and the motion passed unanimously.

Grants: none

Old Business: none

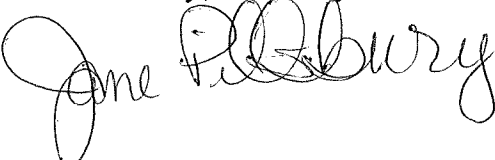
New Business:

- a. Pillsbury moved to close the Library on Saturday, April 23rd for the Easter Holiday. Davis seconded and the motion was passed unanimously.

Director's Report: attached.

The meeting was adjourned at 5:45 p.m. on a motion from Pillsbury, seconded by Wooley and approved unanimously.

Jane Pillsbury, Secretary



Chariton Free Public Library
May 5, 2011

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, May 5, 2011 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m.

Members Comer, Davis, Mefferd, Pillsbury, Scott, and Steinbach were present. Councilman Ray Meyer and Librarian Kris Murphy were also present.

The Agenda was adopted on a motion from Comer, seconded by Davis.

The Minutes of the last regular meeting were reviewed. Davis moved the minutes be approved as read. Scott seconded and the motion was approved unanimously.

Correspondence:

- a. Letter of Support for Chariton Chamber & Development Charitable Foundation grant application to Iowa Department of Cultural Affairs for funds to hire a Tourism Activities Coordinator
- b. Donation Letter from Coons Foundation, \$2,500

The Financial Statement was discussed. Murphy was directed to add a column to show the original city-budgeted numbers and to let the percentages reflect the budgeted funds rather than the actual funds.

The Claims were reviewed. Mefferd moved to approve payment of the claims. Steinbach seconded and the motion was passed unanimously.

Grants: Murphy will submit a Grant Report Extension Request to the South Central Iowa Community Foundation for the \$5,000 grant received to digitize the Library's newspaper reels, and will continue trying to contact Heritage Microfilm for the status of the project. Earlier contact attempts have gotten no response. Murphy will also look into retrieving the microfilm stock duplicates that Heritage has retained at their facility. Future microfilm will be purchased from an alternate vendor.

Old Business: none

New Business:

- a. City Councilman Meyer introduced the Board to the idea that the City might borrow funds from the Library's bequest money to use as matching funds for grant dollars the City is seeking for a sewer project later this summer. If this did occur, the Library might expect better interest on the "loan" than what it currently receives from the investment of the funds. The Library Board would like more information, but was receptive to the idea.
- b. Mefferd moved to close the Library on May 28th for Memorial Weekend. Scott seconded and the motion was approved unanimously.
- c. Mefferd moved to cut Library hours to reduce staff expense and cover the budget shortfall for the year. Steinbach seconded. All were opposed and the motion failed.

Director's Report: attached.

The meeting was adjourned at 6:40 p.m. on a motion from Pillsbury, seconded by Scott and approved unanimously.



Jane Pillsbury, Secretary

Chariton Free Public Library
June 2, 2011

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, June 2, 2011 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:13 p.m.

Members Comer, Davis, McGee, Mefferd, Steinbach, Stone and Wooley were present. City Councilman Raymond Meyer and Librarian Kris Murphy were also present.

The Agenda was adopted on a motion from Mefferd, seconded by Wooley.

The Minutes of the last regular meeting were reviewed. Davis moved the minutes be approved as read. Steinbach seconded and the motion was approved unanimously.

Correspondence:

- a. Grant Report Extension Request: SCICF sent 5/9/11 (new report due date 8/17/11)
- b. SCICF Grant Award Notification: \$7,250 for collection purchases. 6/7/11 Award ceremony.
- c. e-mail from patron concerning hours
- d. Enrich Iowa Letter of Agreement (Open Access & Interlibrary Loan Agreement) sent 6/1/11

The Financial Statement was reviewed and accepted on a motion from Comer, seconded by Stone.

The Claims were reviewed. McGee moved to approve payment of the claims. Mefferd seconded and the motion was passed unanimously.

Grants: none

Old Business:

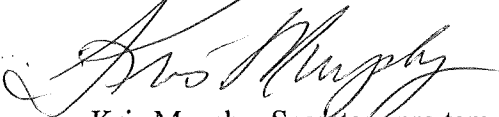
- a. City Loan Agreement: Mefferd made a motion to enter into the loan agreement with the City of Chariton. Steinbach seconded and the motion passed unanimously.

New Business:

- a. Funding & Use: circulation numbers were compared with funding dollars contributed, including City, Rural County, Derby, Lucas, Russell, and Williamson residents. Budget shortfalls and funding options were discussed. McGee directed Murphy to provide information to Trustees concerning the 27¢ Levy, which is eligible for vote later this fall, and content on funding inequity issues and solutions.
- b. Davis moved to close the Library on Saturday, July 2, 2011. Mefferd seconded and the motion was unanimous.

Director's Report: attached.

The meeting was adjourned at 6:05 p.m. on a motion from Steinbach, seconded by Wooley and approved unanimously.


Kris Murphy, Secretary pro tem

Chariton Free Public Library
July 7, 2011

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, July 7, 2011 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:03p.m.

Members Comer, Davis, McGee, Mefferd, Pillsbury, and Steinbach were present. Librarian Kris Murphy was also present.

The Agenda was adopted on a motion from Steinbach, seconded by Davis.

The Minutes of the last regular meeting were reviewed. Mefferd moved the minutes be approved as read. Comer seconded and the motion was approved unanimously.

Correspondence: First Search Letter of Agreement to State Library 6/30/11 FAX

The Financial Statement was reviewed and approved on a motion from Davis, seconded by Steinbach.

Claims were reviewed. Mefferd moved to approve payment of the claims. Steinbach seconded and the motion was passed unanimously.

Grants: none

Old Business:

- a. Mefferd moved to sign the City Loan Agreement. Steinbach seconded and the motion passed unanimously.

New Business:

- a. The open janitorial position was discussed. The board revised the hours and pay. Murphy will interview candidates and call a special meeting to sign the contract.
- b. The board discussed purchasing a piece of art with the Jack Young memorial funds. Family have expressed a wish that undesignated funds be used for something permanent rather than collection items. Murphy will contact local artists & present options to the family for consideration.

Director's Report: attached.

The meeting was adjourned at 5:55 p.m. on a motion from Pillsbury, seconded by McGee and approved unanimously.

Jane Pillsbury, Secretary

LOAN AGREEMENT

THIS LOAN AGREEMENT made and entered into this 6th day of June, 2011, by and between the City of Chariton, Iowa, hereinafter referred as "City", and the Chariton Free Public Library, hereinafter referred to as "Library".

WHEREAS, Library has funds from bequests in its general fund held for investment, and is willing to loan a portion of said funds to the City; and

WHEREAS, City desires to borrow a portion of said funds to use for the purposes of making improvements to the City's sanitary sewer system.

NOW, THEREFORE, the City and Library do hereby agree as follows:

1. **LOAN AND PROMISE TO PAY.** Library does hereby loan unto City and City does hereby promise to pay to Library the principal sum up to One Hundred Ten Thousand Dollars (\$110,000.00), or so much as may be advanced, together with interest on the unpaid outstanding principal balance of each advance.
2. **PAYMENTS AND INTEREST RATE.** The City shall pay the loan in semi-annual installments of Eleven Thousand Eight Hundred Forty-eight Dollars and Ninety-one Cents (\$11,848.91), including principal and interest at Two and Three-fourths percent (2.75%) per annum commencing December 1, 2011. The City shall make payments of Eleven Thousand Eight Hundred Forty-eight Dollars and Ninety-one Cents (\$11,848.91), including principal and interest at Two and Three-fourths percent (2.75%) per annum on the first day of each and every June and December thereafter until the principal balance and accrued interest is paid in full. Unless otherwise agreed or required by applicable law, payments will be applied first to accrued unpaid interest, then to principal.

3. **PREPAYMENT.** City may pay without penalty all or a portion of the amount owed earlier than its due date.

4. **GOVERNING LAW.** This Loan Agreement will governed by, construed and enforced in accordance with the laws of the State of Iowa. Venue for any action regarding this Loan Agreement shall be in the Iowa District Court in and for Lucas County, Iowa.

5. **ENTIRE AGREEMENT.** This Loan Agreement constitutes the entire agreement between the parties hereto relating to the subject matter hereof, and supersedes any previous agreements or understandings.

6. **COMMUNICATION BETWEEN THE PARTIES.** All communications or notices related to this agreement shall be to the persons listed below or to such other persons as the parties may specify in writing:

City: City Clerk
City of Chariton
115 South Main Street
Chariton, Iowa 50049

Library: Library Director
803 Braden Ave
Chariton IA 50015

7. **ASSIGNMENT.** Neither City or Library shall assign or transfer this Loan Agreement, in whole or in part, without the prior written consent of the other party, and any attempt at assignment or transfer shall be null and void.

8. **SAVING CLAUSE.** The parties hereto agree that in the event any provision or provisions of this agreement are finally held or determined to be illegal, voidable or void ab initio as being in contravention of any applicable law, by any court of competent jurisdiction, in such event the remainder of this agreement shall remain in full force and effect unless part or parts so found to be illegal, voidable or void ab initio or wholly inseparable from the remaining portion or portions of this agreement.

IN WITNESS WHEREOF, the City and Library have executed this Loan Agreement effective as of the day and year first hereinabove set forth.

CITY OF CHARITON, IOWA

CHARITON FREE PUBLIC LIBRARY

By Roger Manser
Roger Manser, Mayor

By [Signature]
President

ATTEST:

Ruth A. Ryun
Ruth A. Ryun, City Clerk

ATTEST:

Jane Y. Ellbury

Chariton Free Public Library

August 18, 2011

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, August 18, 2011 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:03 p.m.

Members Comer, Davis, McGee, Mefferd, Steinbach, Stone and Wooley were present. Librarian Kris Murphy and City Councilman Raymond Meyer were also present.

The **Agenda** was adopted on a motion from Mefferd, seconded by Steinbach.

The **Minutes** of the last regular meeting were reviewed. Davis moved the minutes be approved as read. Stone seconded and the motion was approved unanimously.

Correspondence:

- a. SCICF Grant Report Extension Request
- b. Thank you from Frances Young
- c. Request for Permission to use Library Facility
- d. Mary Scott's Resignation from Library Board

The **Financial Statement** was approved on a motion from Steinbach, seconded by Wooley.

Claims were reviewed. Mefferd moved to approve payment of the claims. McGee seconded and the motion was passed unanimously.

Grants: none

Old Business:

- a. A Contract for janitorial services was approved, to run September 1, 2011 to August 31, 2012, on a motion from Mefferd, seconded by Wooley. An offer will be made to the selected candidate.
- b. Decision on the Jack Young Memorial was tabled until September's meeting.

New Business:

- a. Davis moved and Mefferd seconded to close the Library Saturday, September 3rd for the Labor Day Weekend.
- b. There was lengthy discussion of the 27¢ Levy. McGee moved that the Library ask the Friends of the Library to petition to have the 27¢ Levy placed on the ballot for the upcoming election. The motion died for lack of a second.
- c. Murphy will present a possible plan at the September meeting for relocation of the music room collection and redistribution of existing staff.
- d. Library Board Bylaws were discussed in terms of number of trustees. No action was taken.

Director's Report: attached.

The meeting was adjourned at 6:10 p.m. on a motion from Steinbach, seconded by Wooley, and approved unanimously.



Kris Murphy, Secretary pro tem

Chariton Free Public Library
September 1, 2011

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, September 1, 2011 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:05 p.m.

Members Davis, McGee, Mefferd, Steinbach, Stone and Wooley were present. Librarian Kris Murphy was present. Local artist Steve Scott was also present.

The **Agenda** was adopted on a motion from McGee, seconded by Steinbach.

The **Minutes** of the last regular meeting were approved on a motion from Davis, seconded by Stone.

Correspondence: Response to Request for Permission to use Library Facility

The **Financial Statement** was accepted on a motion from McGee, seconded by Davis.

The **Claims** were approved on a motion from Steinbach, seconded by Mefferd

Grants: none

Old Business:

- a. Steinbach moved to commission Steve Scott for a framed oil painting of Jack Young's barn for \$700. Mefferd seconded and the motion was approved unanimously. The funds for the painting were received in FY11 in memory of Jack Young, and the payment will be made on the "memorial books" budget line.
- b. The board instructed Murphy to get an estimate for the installation of doors on the south side of the music room, gates for the south stairs, and locks for any doors in the basement currently lacking them.

New Business:

- a. Steinbach made a motion to hold, in conjunction with Crop Walk, a "Food for Fines" drive during the month of October, in which patrons may donate canned food in lieu of paying fines for overdue items. Wooley seconded and the motion was approved unanimously.

Director's Report: attached.

The meeting was adjourned at 5:55 p.m. on a motion from McGee, seconded by Steinbach.

Kris Murphy, Secretary pro tem



Chariton Free Public Library
October 6, 2011

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, October 6, 2011 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:03 p.m.

Members Comer, Davis, McGee, Mefferd, Steinbach, Stone and Wooley were present. Librarian Kris Murphy and City Councilman Raymond Meyer were also present.

The **Agenda** was adopted on a motion from Mefferd, seconded by Stone.

The **Minutes** of the last regular meeting approved on a motion from Davis, seconded by Steinbach.

Correspondence:

- a. Letter to Frances Young: plans for Jack Young memorial painting & display case
- b. Thank You to Artists

The **Financial Statement** was approved on a motion from Davis, seconded by Steinbach.

Claims were approved on a motion from McGee, seconded by Mefferd

Grants: none

Old Business:

- a. Building, Collection & Staff: Steinbach moved to accept the bid of \$1,997 from Top Construction to:
 - install doors in the south entrance of the music room, with deadbolt lock
 - install deadbolt locks in the doors to the custodial closet, stackroom & genealogy rooms
 - install half doors at top of stairway with deadbolts

Comer seconded and the motion passed unanimously.

- a. Murphy will contact City Attorney, Verle Norris, to discuss the unfulfilled contract with Heritage Microfilm for digitizing the Library's newspaper reels.

New Business:

- a. Mefferd moved that the Library close on the following Saturdays for the Winter Holidays:
Saturday 11/26/11 Saturday 12/24/11 Saturday 12/31/11

Wooley seconded and the motion passed unanimously.

Director's Report: attached.

The meeting was adjourned at 5:38 p.m. on a motion from Mefferd, seconded by Wooley.

Kris Murphy, Secretary pro tem



Chariton Free Public Library
November 3, 2011

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, November 3, 2011 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:05 p.m.

Members Comer, Davis, McGee, Mefferd, Steinbach, and Wooley were present. Librarian Kris Murphy was also present. New Board Member Leigh Heaverlo was present and took her trustee oath.

The **Agenda** was adopted on a motion from Steinbach, seconded by Wooley.

The **Minutes** of the last regular meeting were approved on a motion from Davis, seconded by Comer.

Public Forum: Alyse Hunter discussed the Main Street Project and asked for a letter of support for the Main Street Application which will be submitted in December. The decision of whether or not to provide a letter of support was tabled until the December 1st meeting, to be voted on under new business.

Correspondence:

- a. Thank you to Karla Longley for donating the memorial plaque affixed to Jack's painting
- b. Invitation to Twin Reservoir Trail "Rediscovery" from Tylar Goddard (Scout Troup #149) (Murphy attended, walked the trail & accepted a giant check.)

The **Financial Statement** was approved on a motion from McGee, seconded by Davis.

Claims were approved on a motion from Mefferd, seconded by Steinbach.

Grants: none

Old Business:

- a. A letter, drafted by City Attorney Verle Norris, concerning the Library's unfinished newspaper digitization project, was approved and will be sent to Heritage Microfilm.

New Business:

- a. The 2013 Budget Request was discussed. Changes will be made and the Board will consider a revised request for approval at the December meeting.

Director's Report: attached.

The meeting was adjourned at 6:00 p.m. on a motion from Mefferd, seconded by Steinbach and approved unanimously.

Kris Murphy, Secretary pro tem

Heritage Archives
4049 27th Avenue SW
Cedar Rapids, Iowa 52404

RE: Chariton Free Public Library v. Heritage Archives

Ladies and Gentlemen:

Please be advised that I have been retained by the Chariton Free Public Library regarding your agreement for digitization of Chariton newspapers. Pursuant to a signed agreement with your firm, the Chariton Free Public Library paid one-half of the contract price as requested.

It is my understanding that the work set forth in the agreement between the parties dated August 23, 2010, remains substantially incomplete. It is further my understanding that this matter remains unresolved despite repeated efforts on the part of my client to make contact with your firm .

Demand is hereby made that you refund the balance paid by the Chariton Free Public Library in the amount of \$2,547.50 within ten (10) days from the date of this letter. Should you fail to do so, please be advised that my client has authorized me to pursue all appropriate legal action as the result of your default in services to be provided.

Please govern yourselves accordingly as no further notice will be given to you prior to the commencement of an action against you.

Sincerely ,
Verle W. Norris
VWN / an]n
VIA CERTIFIED MAIL
(Return Receipt Requested)

Chariton Free Public Library
December 1, 2011

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, December 1, 2011 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:04 p.m.

Members Comer, Davis, Heaverlo, McGee, Mefferd, Steinbach, Stone and Wooley were present. Librarian Kris Murphy and Councilman Ray Meyer were also present.

The **Agenda** was adopted on a motion from Wooley, seconded by Steinbach.

The **Minutes** of the last regular meeting were approved on a motion from Davis, seconded by Heaverlo.

Correspondence: Copy of City Attorney Verle Norris' letter to Heritage Microfilm on behalf of the Library

The **Treasurer's Report** was approved on a motion from Stone, seconded by Mefferd.

The **Claims** were approved on a motion from Mefferd, seconded by Comer.

Grants: none

Old Business: Mefferd moved to submit to the County Board of Supervisors the 2013 Budget Request, accompanied by data for FY2011 circulation and funding and a letter from the Library Board. Davis seconded and the motion passed unanimously. Murphy will ask to be placed on the agenda for the upcoming Supervisors meeting on December 7th.

New Business:

a. Steinbach made a motion to provide a letter of support for the Main Street Project application. Wooley seconded and role was called.

Comer <u>Aye</u>	Davis <u>Aye</u>	Heaverlo <u>Aye</u>	McGee <u>Aye</u>
Mefferd <u>Nay</u>	Steinbach <u>Aye</u>	Stone <u>Aye</u>	Wooley <u>Aye</u>

Motion passed. President McGee will draft the letter.

b. Election of Officers

Steinbach made a motion of Ruth Comer for president, Davis seconded, motion approved.

McGee made a motion of Jane Pillsbury for vice-president, Davis seconded, motion approved.

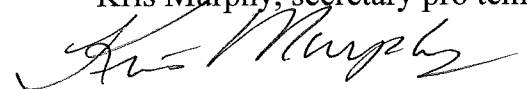
Wooley made a motion of Lori Stone for secretary, McGee seconded, motion approved.

c. The content of the FY2011 Audit concerning the Library was reviewed.

Director's Report: attached.

The meeting was adjourned at 6:10 p.m. on a motion from McGee, seconded by Davis and approved unanimously.

Kris Murphy, secretary pro tem



Law Office Of Verle W. Norris

ATTORNEYS AND COUNSELORS AT LAW

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Daniel R. Rockhold†
Associate
†Also Licensed in Missouri

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Fax: (641) 872-2468
Main Office

125 Broad Street, P.O. Box 117
Humeston, Iowa 50123
Phone: (641) 877-9700
Fax: (641) 877-2204
Branch Office

November 11, 2011

Heritage Archives
4049 21st Avenue SW
Cedar Rapids, Iowa 52404

RE: Chariton Free Public Library v. Heritage Archives

Ladies and Gentlemen:

Please be advised that I have been retained by the Chariton Free Public Library regarding your agreement for digitization of Chariton newspapers. Pursuant to a signed agreement with your firm, the Chariton Free Public Library paid one-half of the contract price as requested.

It is my understanding that the work set forth in the agreement between the parties dated August 23, 2010, remains substantially incomplete. It is further my understanding that this matter remains unresolved despite repeated efforts on the part of my client to make contact with your firm.

Demand is hereby made that you refund the balance paid by the Chariton Free Public Library in the amount of \$2,547.50 within ten (10) days from the date of this letter. Should you fail to do so, please be advised that my client has authorized me to pursue all appropriate legal action as the result of your default in services to be provided.

Heritage Archives
November 11, 2011
Page 2

Please govern yourselves accordingly as no further notice will be given to you prior to the commencement of an action against you.

Sincerely,

A handwritten signature in cursive script that reads "Verle W. Norris".

Verle W. Norris

VWN/anh

VIA CERTIFIED MAIL
(Return Receipt Requested)

cc: Chariton Free Public Library

Chariton Free Public Library
January 5, 2012

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, January 5, 2011 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:03 p.m.

Members Comer, Davis, McGee, Mefferd, Pillsbury, and Steinbach were present. Librarian Kris Murphy was also present.

The Agenda was adopted on a motion from McGee, seconded by Davis.

The Minutes of the last regular meeting were approved on a motion from Davis, seconded by McGee.

Correspondence: Wilma Strait memorial donation from Susan Hartley

The Financial Statement was approved on a motion from Steinbach, seconded by Mefferd.

Claims were approved on a motion from McGee, seconded by Steinbach.

Grants: none

Old Business: none

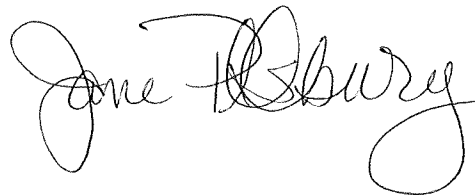
New Business:

- a. A handout of information on the WILBOR e-reader/e-book lending program was distributed for consideration. Murphy will invite Karen Burns to the next board meeting to talk about the program.
- b. A Library Director Evaluation was sent out via email. The evaluations are due by February 1st and may be turned in (in a sealed envelope) at the Library, dropped off at Ray Meyer's office, or mailed directly to President Comer's home address.

Director's Report: attached.

The meeting was adjourned at 6:35 p.m. on a motion from Steinbach, seconded by Pillsbury and approved unanimously.

Jane Pillsbury, Vice President & Secretary pro tem



Chariton Free Public Library
February 2, 2012

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, February 2, 2011 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:06 p.m.

Members Comer, Davis, Heaverlo, McGee, Mefferd, Pillsbury, Steinbach, Stone and Wooley were present. Librarian Kris Murphy, City Manager Corey Goodenow, and Councilman Ray Meyer were also present. Vern Vogel, Linda Baynes, Sandra Knebel and Library Consultant Karen Burns were also present.

The **Agenda** was adopted on a motion from McGee, seconded by Davis.

The **Minutes** of the last regular meeting were approved on a motion from Davis, seconded by Pillsbury.

Correspondence:

- a. Copy of City Attorney Verle Norris' letter to Heritage Microfilm submitted to SCICF office
- b. Letter from City Manager discussing Library fund deficit

The **Financial Statement** was approved on a motion from McGee, seconded by Steinbach.

Claims were approved on a motion from Mefferd seconded by Pillsbury.

Grants: none

Old Business:

- a. Consultant Karen Burns did a presentation on the WILBOR downloadable e-book/audiobook lending program & some of the technology associated with its use. The Board will consider membership in the consortium at the March meeting.
- b. Director Evaluations are being accepted by President Comer until February 17th. The cumulative evaluation will be presented for review at the March meeting.

New Business:

- a. City Manager Goodenow & Councilman Meyer asked the Library Board to consider transferring funds from the Library General Fund to the City General Fund in order to eliminate the longstanding deficit. (see attached letter) The Library Board will consider a resolution to transfer the funds (\$49,460.20) at the March meeting.
- b. On behalf of Lucas County Tourism, Linda Baynes asked that two tour groups be allowed access to the Genealogy room in July. Librarian Murphy will be on hand to answer questions about the Library and show tour members around.

Director's Report: attached.

The meeting was adjourned at 6:34 p.m. on a motion from Steinbach, seconded by Pillsbury and approved unanimously.

Lori Stone, Secretary

Chariton Free Public Library

March 1, 2012

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, March 1, 2011 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:05 p.m.

Members Comer, Davis, McGee, Mefferd, Pillsbury, Steinbach, and Stone were present. Librarian Kris Murphy was also present. City Manager Corey Goodenow and Friends of the Library treasurer Sandra Knebel were also present.

The Agenda was adopted on a motion from McGee, seconded by Steinbach.

The Minutes of the last regular meeting were approved on a motion from Davis, seconded by Pillsbury.

Correspondence:

- a. Eagle Scout Court of Awards Ceremony Invitation from Tylar Goddard
- b. Letter of apology from student who kicked the north door

The Financial Statement was approved on a motion from Steinbach, seconded by Mefferd.

Claims were approved on a motion from Mefferd, seconded by McGee.

Grants: none

Old Business:

- a. WILBOR e-reader, e-book lending program
- Friends of the Library has offered to pay the \$500 installation and \$800 for the first year's subscription fee – subject to the Library Board agreeing to budget the estimated \$800 annual fee in future years.

Steinbach moved that the Library join the WILBOR consortium for the required \$1,304, using the Friends of the Library funds. Davis seconded and the motion passed unanimously. Pillsbury suggested we look at fundraising options to help support the program.

- b. Director Evaluation – Comer will schedule a time to with Murphy to complete the evaluation.
- c. Library Fund Balance Deficit – Mefferd moved to transfer the sum of \$49,460.²⁰ from the Library Ambelang & Swanson Investments to the Library Operating Fund in order to eliminate the deficit. Pillsbury seconded and the motion passed unanimously.

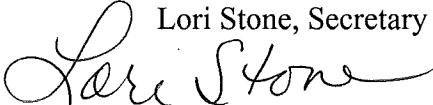
New Business:

- a. Library Foundation – Steinbach reported on a visit with Library Foundation President Sherrill Garton. The goals of the Foundation & the existing relationship between the Library & Foundation was discussed. Fred reported that the Foundation was interested in improving the relationship, funding some Library projects, and would schedule a meeting to discuss funding once the Library submitted a funding request. Steinbach & Murphy will work on a request.

Director's Report: attached.

The meeting was adjourned at 5:55 p.m. on a motion from Pillsbury, seconded by Stone.

Lori Stone, Secretary



Chariton Free Public Library
April 5, 2012

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, April 5, 2012 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m.

Members Comer, Davis, Heaverlo, McGee, Mefferd, Pillsbury, and Stone were present. Librarian Kris Murphy and City Manager Corey Goodenow were also present.

The **Agenda** was adopted on a motion from Mefferd, seconded by Pillsbury.

The **Minutes** of the last regular meeting were approved on a motion from Davis, seconded by Pillsbury.

Correspondence:

- a. Refund from Heritage Microfilm
- b. WILBOR Consortium Letter of Agreement mailed 3/13/2012
- c. Bonnie Stone Resignation

The **Financial Statement** was approved on a motion from McGee, seconded by Mefferd.

Claims were approved on a motion from Mefferd, seconded by Pillsbury.

Grants:

- a. SCICF Grant Application (\$7,250 for FY 2012 Collection Purchases) submitted 4/29/12.
- b. McGee made a motion to authorize board president Comer to sign an application requesting funds from the Library Foundation for this year's summer program. Mefferd seconded and the motion passed unanimously.

Old Business:

- a. Director Evaluation – Comer reported on the Board's evaluation of the Director.

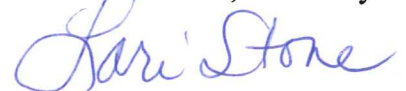
New Business:

- a. Mefferd moved to close the Library on Saturday May 26th for Memorial Day Weekend. Davis seconded and the motion passed unanimously.

Director's Report: attached.

The meeting was adjourned at 5:55 p.m. on a motion from Pillsbury, seconded by Davis and approved unanimously.

Lori Stone, Secretary



Chariton Free Public Library

May 3, 2012

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, May 3, 2012 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:15 p.m.

Members Comer, Davis, Heaverlo, McGee, Mefferd, Pillsbury, Steinbach, and Stone were present. Librarian Kris Murphy was also present.

The **Agenda** was adopted on a motion from Davis, seconded by Steinbach.

The **Minutes** of the last regular meeting were approved as amended on a motion from Mefferd, seconded by Davis.

Correspondence:

- a. Coons Foundation Donation
- b. Advantage Newspaper Digitization Bid
- c. Library Foundation Funding Request Response

The **Financial Statement** was approved on a motion from McGee, seconded by Pillsbury.

Claims were approved on a motion from Mefferd, seconded by Steinbach.

Grants: none

Old Business: none

New Business: none

Director's Report: attached.

The meeting was adjourned at 5:50 p.m. on a motion from Pillsbury, seconded by Davis.

Lori Stone, Secretary



Chariton Free Public Library
Special Meeting
May 31, 2012

The Chariton Free Public Library Board held a special meeting in the boardroom Thursday, May 31, 2012 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:35 p.m.

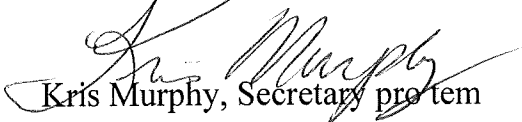
Members Comer, McGee, Mefferd, Pillsbury, Steinbach, and Wooley were present. Librarian Kris Murphy, City Manager Corey Goodenow and Councilman Ray Meyer were also present.

The Agenda was adopted on a motion from Steinbach, seconded by Pillsbury.

New Business:

- a. Mefferd made a motion to enter into the loan agreement with the City, (attached) with the terms as set forth. Steinbach seconded and the motion passed unanimously.

The meeting was adjourned at 5:55 p.m. on a motion from Pillsbury, seconded by Wooley.


Kris Murphy, Secretary pro tem

LOAN AGREEMENT

THIS LOAN AGREEMENT made and entered into this ____ day of _____, 2012, by and between the City of Chariton, Iowa, hereinafter referred as "City", and the Chariton Free Public Library, hereinafter referred to as "Library".

WHEREAS, Library has funds from bequests in its general fund held for investment, and is willing to loan a portion of said funds to the City; and

WHEREAS, City desires to borrow a portion of said funds to use for the purposes of making improvements to the City's sanitary sewer system.

NOW, THEREFORE, the City and Library do hereby agree as follows:

1. **LOAN AND PROMISE TO PAY.** Library does hereby loan unto City and City does hereby promise to pay to Library the principal sum of Seventy Three Thousand Dollars (\$73,000), or so much as may be advanced, together with interest on the unpaid outstanding principal balance of each advance.
2. **PAYMENTS AND INTEREST RATE.** The City shall pay the loan in semi-annual installments of Seven Thousand Six Hundred and Four Dollars and Fifty Cents (\$7604.50), including principal and interest at One and One Half percent (1.5%) per annum commencing December 1, 2012. The City shall make payments of Seven Thousand Six Hundred and Four Dollars and Fifty Cents (\$7604.50), including principal and interest at One and One Half percent (1.5%) per annum on the first day of each and every June and December thereafter until the principal balance and accrued interest is paid in full. Unless otherwise agreed or required by applicable law, payments will be applied first to accrued unpaid interest, then to principal.
3. **PREPAYMENT.** City may pay without penalty all or a portion of the amount owed earlier than its due date.
4. **GOVERNING LAW.** This Loan Agreement will be governed by, construed and enforced in accordance with the laws of the State of Iowa. Venue for any action regarding this Loan Agreement shall be in the Iowa District Court in and for Lucas County, Iowa.
5. **ENTIRE AGREEMENT.** This Loan Agreement constitutes the entire agreement between the parties hereto relating to the subject matter hereof, and supersedes any previous agreements or understandings.
6. **COMMUNICATION BETWEEN THE PARTIES.** All communications or notices related to this agreement shall be to the persons listed below or to such other persons as the parties may specify in writing:

	Payment date	Total Payment	Interest	Principal	Principal Balance
1	12/1/12	7,604.50	456.25	7,057.00	65,943.00
2	6/1/13	7,604.50	494.57	7,109.93	58,833.07
3	12/1/13	7,604.50	441.25	7,163.25	51,669.82
4	6/1/14	7,604.50	387.52	7,216.98	44,452.84
5	12/1/14	7,604.50	333.40	7,271.10	37,181.74
6	6/1/15	7,604.50	278.86	7,325.64	29,856.10
7	12/1/15	7,604.50	223.92	7,380.58	22,475.52
8	6/1/16	7,604.50	168.57	7,435.93	15,039.59
9	12/1/16	7,604.50	112.80	7,491.70	7,547.89
10	6/1/17	7,604.50	56.61	7,547.89	0.00

Kris Murphy

From: "Corey Goodenow" <citymanager@iowatelecom.net>
To: "Kris Murphy" <charitonlibrary@iowatelecom.net>; "Ruth Ryun" <cityclerk1@iowatelecom.net>; "Jim Wooley" <JWooley@pheasantsforever.org>; "Lori Stone" <lstone@mhbank.com>; "Fred Steinbach" <fredsteinbach@hotmail.com>; "Sarah Davis" <goldfinch35@gmail.com>; "Tim McGee" <mcgeet@lucasco.org>; "James Mefferd" <jmefferd@iowatelecom.net>; "Jane Pillsbury" <calamityjp@hotmail.com>; "Ruth Comer" <rcomer@hy-vee.com>; "Leigh Heaverlo" <leighh29@hotmail.com>
Sent: Wednesday, May 23, 2012 5:22 PM
Subject: Library Loan Agreement

Good Afternoon,

As you may recall the City of Chariton borrowed \$110,000 on June 6, 2011 for the purpose of funding the City's required share of a FEMA sewer rehabilitation project. At that time the project was delayed and the City ended the agreement by paying the required interest in the amount of \$1,033.54. At that time the City requested that the Library consider lending to the City in the future. The time has come again for the City to request the Library Board's consideration in the amount of approximately \$75,000 for the original purpose.

The City is currently in the process of going to market for several different purposes and has gauged the market rate at which the City would be charged as 1.44%. The original agreement between the Library and the City included an interest rate of 2.75% to be paid to the Library on semi-annual payments. The purpose of this email is to notify the Library Board and ask that they consider an agreement with similar terms but at the rate of 1.5%. This rate is much more reflective of the current market conditions for the City and would still allow the Library to earn significantly more in interest than it is currently receiving on their investments today (~0.4%).

In speaking with the bond underwriter the City will need to have an indication as to whether the Library has any interest in an additional agreement by May 31, 2012. This time frame will allow the City's bond underwriter to notify potential bond purchasers of the expected principal amount and also allow the City to put together an additional agreement for the Library/City, if it so desires. I apologize for the time frame of this issue as the City attempts to include this issuance in the current fiscal year.

I appreciate your consideration and understanding.

Best,

Corey Goodenow
 City Manager
 City of Chariton
 115 South Main Street
 Chariton, Iowa 50049
citymanager@iowatelecom.net
 Phone 641-774-5991
 Fax 641-774-4111

*Found
 Thanks*

Chariton Free Public Library

June 7, 2012

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday June 7, 2012 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:05 p.m.

Members Comer, Davis, McGee, Mefferd, Stone and Wooley were present. Librarian Kris Murphy and City Manager Corey Goodenow were also present.

The **Agenda** was adopted on a motion from McGee, seconded by Wooley.

The **Minutes** of the last regular meeting were approved on a motion from Mefferd, seconded by McGee.

The **Minutes** of the special meeting held May 31st to address the City's new loan agreement were approved on a motion from McGee, seconded by Wooley.

Correspondence:

- a. SRP Bills to Library Foundation, their Response & our Thank You
- b. Letter to Bob Blass re: Donna Nickelson Overdue Books (& \$39.75 check in response)
- c. SCICF Grant award notification & agreement
- d. Kone Recommended Maintenance Module Proposal

The **Financial Statement** was approved on a motion from McGee, seconded by Mefferd.

Claims were approved on a motion from Wooley, seconded by McGee.

Grants: none

Old Business: none

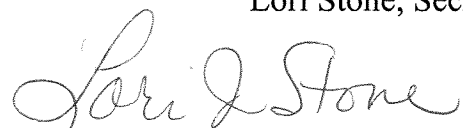
New Business:

- a. Operations Policy – tabled to the July meeting.
- b. Grace Day – will be added in the Destiny software, but does not need to be addressed in the Operations Policy.

Director's Report: attached.

The meeting was adjourned at 6:00 p.m. on a motion from Wooley, seconded by Mefferd.

Lori Stone, Secretary



Chariton Free Public Library
July 5, 2012

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday July 5, 2012 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:04 p.m.

Members Comer, Davis, McGee, Mefferd, Pillsbury, Steinbach, and Wooley were present. Librarian Kris Murphy was also present.

The **Agenda** was adopted on a motion from McGee, seconded by Steinbach.

The **Minutes** of the last regular meeting were approved on a motion from Wooley, seconded by Davis.

Correspondence:

- a. Enrich Iowa Letter of Agreement (Open Access, Interlibrary Loan, Direct State Aid)
- b. Crisis Intervention Services support letter for grant application to create a County Prevention Team which the Library would take part in.
- c. Estimate for Chimney Cap Replacement – Top Notch Chimney Sweeps & Service L.C. – submitted to insurance
- d. Invoice for Roof Repair – Wood Roofing – submitted to Insurance

The **Financial Statement** was approved on a motion from McGee, seconded by Pillsbury.

The **Claims** were approved on a motion from Mefferd, seconded by Davis.

Grants:

- a. Casey's General Store – 5 Free Pizza Gift Certificates for SRP Pizza/Pool Party

Old Business:

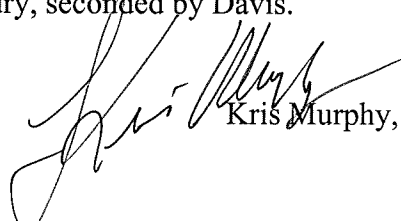
- a. The City of Chariton Loan Agreement was signed by Board President Comer, and witnessed by Director Murphy.
- b. The Operating Policy was approved as amended on a motion from Davis, seconded by McGee. (see attached)

New Business:

- a. McGee moved to follow the City's policy on wage increases for fiscal year 2013. Mefferd seconded and the motion passed unanimously.

Director's Report: attached.

The meeting was adjourned at 6:05 p.m. on a motion from Pillsbury, seconded by Davis.


Kris Murphy, Secretary pro tem

LOAN AGREEMENT

THIS LOAN AGREEMENT made and entered into this 4th day of June, 2012, by and between the City of Chariton, Iowa, hereinafter referred as "City", and the Chariton Free Public Library, hereinafter referred to as "Library".

WHEREAS, Library has funds from bequests in its general fund held for investment, and is willing to loan a portion of said funds to the City; and

WHEREAS, City desires to borrow a portion of said funds to use for the purposes of making improvements to the City's sanitary sewer system.

NOW, THEREFORE, the City and Library do hereby agree as follows:

1. **LOAN AND PROMISE TO PAY.** Library does hereby loan unto City and City does hereby promise to pay to Library the principal sum of Seventy Three Thousand Dollars (\$73,000), or so much as may be advanced, together with interest on the unpaid outstanding principal balance of each advance.
2. **PAYMENTS AND INTEREST RATE.** The City shall pay the loan in semi-annual installments of Seven Thousand Six Hundred and Four Dollars and Fifty Cents (\$7604.50), including principal and interest at One and One Half percent (1.5%) per annum commencing December 1, 2012. The City shall make payments of Seven Thousand Six Hundred and Four Dollars and Fifty Cents (\$7604.50), including principal and interest at One and One Half percent (1.5%) per annum on the first day of each and every June and December thereafter until the principal balance and accrued interest is paid in full. Unless otherwise agreed or required by applicable law, payments will be applied first to accrued unpaid interest, then to principal.
3. **PREPAYMENT.** City may pay without penalty all or a portion of the amount owed earlier than its due date.
4. **GOVERNING LAW.** This Loan Agreement will be governed by, construed and enforced in accordance with the laws of the State of Iowa. Venue for any action regarding this Loan Agreement shall be in the Iowa District Court in and for Lucas County, Iowa.
5. **ENTIRE AGREEMENT.** This Loan Agreement constitutes the entire agreement between the parties hereto relating to the subject matter hereof, and supersedes any previous agreements or understandings.
6. **COMMUNICATION BETWEEN THE PARTIES.** All communications or notices related to this agreement shall be to the persons listed below or to such other persons as the parties may specify in writing:

City: City Clerk
City of Chariton
115 South Main Street
Chariton, Iowa 50049

Library:

7. **ASSIGNMENT.** Neither City or Library shall assign or transfer this Loan Agreement, in whole or in part, without the prior written consent of the other party, and any attempt at assignment or transfer shall be null and void.

8. **SAVING CLAUSE.** The parties hereto agree that in the event any provision or provisions of this agreement are finally held or determined to be illegal, voidable or void ab initio as being in contravention of any applicable law, by any court of competent jurisdiction, in such event the remainder of this agreement shall remain in full force and effect unless part or parts so found to be illegal, voidable or void ab initio or wholly inseparable from the remaining portion or portions of this agreement.

IN WITNESS WHEREOF, the City and Library have executed this Loan Agreement effective as of the day and year first hereinabove set forth.

CITY OF CHARITON, IOWA

CHARITON FREE PUBLIC LIBRARY

By Roger Manser
Roger Manser, Mayor

By Robert Comer

ATTEST:

Ruth A. Ryun
Ruth A. Ryun, City Clerk

ATTEST:

Kris Murphy
Kris Murphy

	Payment date	Total Payment	Interest	Principal	Principal Balance
1	12/1/12	7,604.50	456.25	7,057.00	65,943.00
2	6/1/13	7,604.50	494.57	7,109.93	58,833.07
3	12/1/13	7,604.50	441.25	7,163.25	51,669.82
4	6/1/14	7,604.50	387.52	7,216.98	44,452.84
5	12/1/14	7,604.50	333.40	7,271.10	37,181.74
6	6/1/15	7,604.50	278.86	7,325.64	29,856.10
7	12/1/15	7,604.50	223.92	7,380.58	22,475.52
8	6/1/16	7,604.50	168.57	7,435.93	15,039.59
9	12/1/16	7,604.50	112.80	7,491.70	7,547.89
10	6/1/17	7,604.50	56.61	7,547.89	0.00

Chariton Free Public Library
August 6, 2012

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Monday August 6, 2012 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m.

Members Comer (by phone), Davis, Heaverlo, McGee, Steinbach, Stone and Wooley were present. Librarian Kris Murphy was also present. City Manager Corey Goodenow was also present.

The **Agenda** was adopted on a motion from McGee, seconded by Wooley.

The **Minutes** of the last regular meeting were approved on a motion from Davis, seconded by Wooley.

Correspondence: none

The **Financial Statement** was approved on a motion from McGee, seconded by Steinbach.

Claims were approved on a motion from Davis seconded by Steinbach.

Grants:

- a. An application was made to the Vredenburg Foundation for \$6,800 to complete the Newspaper Digitization Project. 80 microfilm reels remain to be digitized.

Old Business: none

New Business: none

Director's Report: attached.

The meeting was adjourned at 5:12 p.m. on a motion from Steinbach, seconded by McGee.

Lori Stone, Secretary



Chariton Free Public Library
September 6, 2012

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday September 6, 2012 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:10 p.m.

Members Comer, Davis, McGee, Mefferd, Pillsbury, and Steinbach were present. Librarian Kris Murphy was also present. City Manager Corey Goodenow was also present.

The **Agenda** was adopted on a motion from Steinbach, seconded by Pillsbury.

The **Minutes** of the last regular meeting were approved on a motion from Davis, seconded by Steinbach.

Correspondence: none

The **Financial Statement** was approved on a motion from McGee, seconded by Mefferd.

Claims were approved on a motion from Mefferd, seconded by McGee.

Grants: Vredenburg Foundation – Newspaper Digitization Project – \$6,800

Old Business:

- a. Insurance Payment for roof repair & chimney cap received 8/15/12 – \$1,579.²¹ (\$1735.⁰¹ actual cost)

New Business:

- a. Steinbach motioned to place a Food for Fines Drop Box in Library during the months of October & November, Pillsbury seconded and the motion passed unanimously.

Director's Report: attached.

The meeting was adjourned at 5:35p.m. on a motion from Pillsbury, seconded by Davis.



Kris Murphy,
Secretary pro tem

Chariton Free Public Library
October 4, 2012

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday October 4, 2012 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:10 p.m.

Members Comer, Davis, McGee, Mefferd, and Steinbach (by phone) were present. Librarian Kris Murphy was present. City Manager Corey Goodenow was also present.

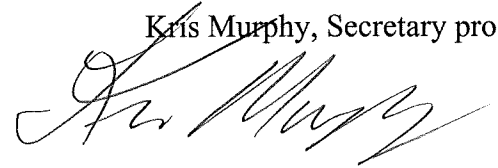
The **Agenda** was amended, to remove all New Business action items, on a motion from Mefferd, seconded by McGee. Those items will be addressed at the November meeting.

The **Claims** were approved on a motion from McGee, seconded by Davis.

Director's Report: attached.

The meeting was adjourned at 5:15 p.m. on a motion from McGee, seconded by Steinbach.

Kris Murphy, Secretary pro tem

A handwritten signature in black ink, appearing to read "Kris Murphy", written in a cursive style.

Chariton Free Public Library
November 1, 2012

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday November 1, 2012 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:04 p.m.

Members Comer, Davis, Heaverlo, McGee, Mefferd, Pillsbury, Steinbach, and Wooley were present. Librarian Kris Murphy was also present.

The **Agenda** was adopted on a motion from Davis, seconded by Steinbach.

The **Minutes** of the last regular meeting were approved on a motion from Wooley, seconded by Steinbach.

Correspondence: None

The **Financial Statement** was approved on a motion from McGee, seconded by Heaverlo.

Claims were approved as amended on a motion from Steinbach, seconded by Pillsbury.

Grants:

- a. SPLASH Grant: Murphy will apply this month for funding for the 2013 Summer Reading Program. A copy of the application will be included in the December boardmeeting packet.

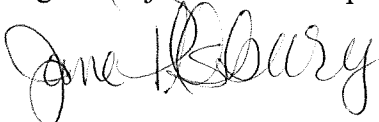
Old Business: None

New Business:

- a. McGee moved that the FY14 Budget be submitted with a \$1,000 increase to both the misc. income line & the new equipment expenditure line. Mefferd seconded & the motion passed unanimously.
- b. Davis made a motion that the slate of Board Officers remain the same for another year. Steinbach seconded and the motion passed unanimously.
- c. Heaverlo moved to increase the wage of new part-time hire Wilkins to \$7.⁸⁷, commensurate with her experience & abilities. Steinbach seconded and the motion passed unanimously.
- d. Davis moved to close the Library on Saturday, November 24th. Steinbach seconded and the motion passed unanimously.
- e. McGee moved to approve the plans to purchase new computers, additional hardware, and software, and to pay PC Repair Services \$4,168.92 for computers and hardware at this time. (see claims) Steinbach seconded and the motion passed unanimously.
- f. Policies for Accreditation:
 - a. Mefferd moved to approve the existing Internet Use Policy with no changes. McGee seconded and the motion passed unanimously.
 - b. Revisions were suggested for the Personnel Policy. Murphy will submit a revised copy for the December meeting.

Director's Report: attached.

The meeting was adjourned at 6:15 p.m. on a motion from Pillsbury, seconded by Steinbach.



Jane Pillsbury, Vice-President (Secretary pro tem)

Chariton Free Public Library
December 11, 2012

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday December 11, 2012 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m.

Members Comer, Davis, Heaverlo, McGee, Mefferd, Pillsbury and Stone were present. Librarian Kris Murphy and City Manager Corey Goodenow were also present.

The **Agenda** was adopted on a motion from Davis, seconded by Pillsbury.

The **Minutes** of the last regular meeting were approved on a motion from McGee, seconded by Pillsbury.

Correspondence: none

The **Financial Statement** was approved on a motion from McGee, seconded by Pillsbury.

Claims were approved on a motion from Mefferd, seconded by Stone.

Grants: none

Old Business: none

New Business:

- a. After some discussion, no action was taken concerning Article V. Section 2. of the Board Bylaws.
- b. The Personnel Policy was approved on a motion from Davis, seconded by Mefferd.
- c. After a rewriting of the Mission Statement embedded in the Collection Management Policy, the policy was approved on a motion from Davis, seconded by Pillsbury. See amended text below.

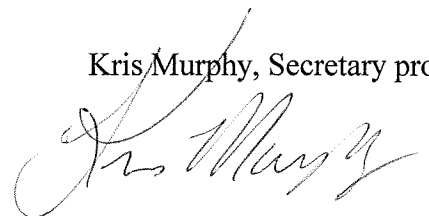
Original Mission Statement: "The Chariton Free Public Library exists to provide materials and services to help residents of the City of Chariton and Lucas County meet personal, educational, and professional needs. The Library strives to provide residents with up-to-date information which improves and broadens their lives and fulfills their cultural, intellectual, educational and recreational needs."

Revised Mission Statement : "The Chariton Free Public Library provides materials and services to meet patrons' personal, educational, and professional needs."

Director's Report: attached.

The meeting was adjourned at 6:00 p.m. on a motion from Pillsbury, seconded by Mefferd.

Kris Murphy, Secretary pro tem



Chariton Free Public Library
January 3, 2013

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday January 3, 2013 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:03 p.m.

Members Comer, Davis, McGee, Mefferd, Pillsbury, Steinbach, and Wooley were present. Librarian Kris Murphy was present. City Manager Corey Goodenow was also present.

The **Agenda** was adopted on a motion from McGee, seconded by Steinbach.

The **Minutes** of the last regular meeting were approved on a motion from McGee, seconded by Davis.

Correspondence: none

The **Financial Statement** was approved on a motion from Mefferd, seconded by Wooley

Claims were approved on a motion from Steinbach, seconded by Mefferd.

Grants: none

Old Business: none

New Business:

- a. A working copy of the Library's Long Range Plan was discussed. Board members will read it and submit comments and suggestions to Murphy throughout the month.

Director's Report: attached.

The meeting was adjourned at 5:32 p.m. on a motion from Pillsbury, seconded by Steinbach.

Kris Murphy, Secretary pro tem



Chariton Free Public Library

February 7, 2013

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday February 7, 2013 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:08 p.m.

Members Comer, Heaverlo, McGee, Mefferd, Pillsbury, and Steinbach were present. Librarian Kris Murphy was present. City Manager Corey Goodenow was also present.

The **Agenda** was adopted on a motion from Steinbach, seconded by McGee.

The **Minutes** of the last regular meeting were approved on a motion from Mefferd, seconded by Steinbach.

Correspondence: none

The **Financial Statement** was approved on a motion from Mefferd, seconded by Steinbach.

Claims were approved on a motion from Pillsbury seconded by McGee.

Grants:

- a. SCICF Grant Report will be sent out this month. \$4000 spent on collection 2012-13
- b. SCICF Grant Application(s) will be submitted for FY2014 Collection and Furniture
- c. President Comer & Librarian Murphy signed the SPLASH Grant agreement accepting funds that will be used for this summer's Reading Program supplies & programs. The programs & supplies have already been scheduled/ordered. Murphy will ask for reimbursement when all invoices are in.

Old Business:

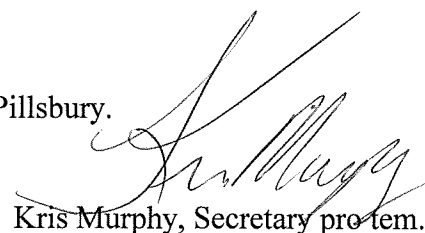
- a. The Long Range Plan was discussed and approved on a motion from McGee, seconded by Mefferd. Murphy & Goodenow will take steps now to address some of the facility maintenance issues in the plan. (see attached plan)

New Business:

- a. Plans for a guest performer Dasher Wolf to perform a week's worth of programs for children this summer were discussed. Murphy will meet with Susie James and the performer.
- b. The Library Donor Tree was discussed. A policy regarding donation amounts for the tree will be presented at the March meeting. Murphy will provide a list of donors and several leaves will be added to the tree to reflect donations and memorials made within recent years.

Director's Report: attached.

The meeting was adjourned at 5:50 p.m. on a motion from Mefferd, seconded by Pillsbury.



Kris Murphy, Secretary pro-tem.

Chariton Free Public Library

March 7, 2013

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday March 7, 2013 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:10 p.m.

Members Comer, Davis, Heaverlo, McGee, Mefferd, Pillsbury, and Steinbach were present. Librarian Kris Murphy was present. City Manager Corey Goodenow was also present.

The **Agenda** was adopted on a motion from Mefferd, seconded by Davis.

The **Minutes** of the last regular meeting were approved on a motion from McGee, seconded by Pillsbury.

Correspondence:

- a. Mefferd moved to submit a participation response to the IowaWORKS Summer Youth Employment Training Program letter, Pillsbury seconded and the motion passed.

The **Financial Statement** was approved on a motion from McGee, seconded by Mefferd.

Claims: were approved on a motion from Mefferd, seconded by Pillsbury.

Grants:

- a. **SCICF Grant Application Collection Funds**
- b. **SCICF Grant Application Computer Furniture**
- c. **Murphy will submit the claims for reimbursement from the SPLASH grant awarded in January.**

Old Business:

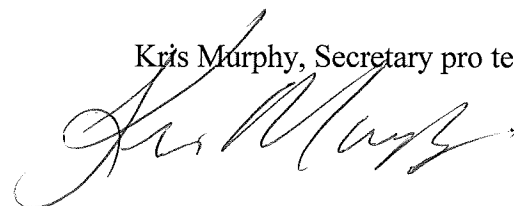
New Business:

- a. Accreditation (attached) – We fell from Tier 3 to Tier 2 this time. We'll take steps to improve our performance. Murphy will check that all Board Members are receiving State Library emails, and will send out an email concerning the State Library's Continuing Education Catalog. We will increase publicity for WILBOR and offer an introductory session. Several publicity sites were suggested for posting information about the new Learning Express software soon to be available on the Library's website.

Director's Report: attached.

The meeting was adjourned at 5:55 p.m. on a motion from Pillsbury, seconded by Davis.

Kris Murphy, Secretary pro tem



Chariton Free Public Library
April 4, 2013

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday April 4, 2013 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:06 p.m.

Members Davis, McGee, Mefferd, Pillsbury, Steinbach, Stone and Wooley were present. Librarian Kris Murphy was present. City Manager Corey Goodenow was also present.

The **Agenda** was adopted on a motion from Mefferd, seconded by McGee.

The **Minutes** of the last regular meeting were approved on a motion from Davis, seconded by McGee.

Correspondence: A thank you letter was sent to the Coons Foundation for their last donation.

The **Financial Statement** was approved on a motion from Steinbach, seconded by Mefferd.

The **Claims** were approved on a motion from Davis, seconded by Stone.

Grants:

- a. Library Foundation Grant Request: \$689 for WILBOR subscription FY13
- b. Reimbursement Request to SPLASH Grant (signed by Pillsbury)
- c. Award letters were received from the South Central Iowa Community Foundation: \$4,000 for Collection FY14 & \$1,360 for Tables & Chairs for the new computers. Murphy will attend the awards ceremony on Monday April 29th. McGee made a motion to allow Murphy to spend up to \$1,360 for the table/counter and chairs. Wooley seconded and the motion passed.

Old Business:

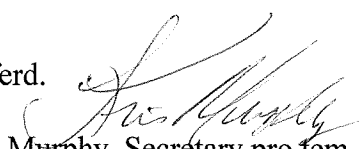
- a. McGee moved to transfer the entirety (\$9,041.08) of the of Powers Bequest Fund to the Library Fund to cover the tech support, software and new computer equipment bought this year. Steinbach seconded and the motion passed.

New Business:

- a. The Library's budget will be amended to cover the newspaper digitization costs on the subscriptions line. (Line 6210 will increase from \$875 to \$13,500).
- b. Mefferd moved to change the Operations Policy DVD limit from 3/card to 5/card & to limit patrons to the use of only the cards of those people present at the time of checkout. Steinbach seconded and the motion passed.
- c. Mefferd moved to close the Library on Saturday May 25th for the Memorial Day Weekend. Davis seconded and the motion passed. McGee moved to close the Library on Friday and Saturday, July 5th & 6th. Wooley seconded and the motion passed.

Director's Report: attached.

The meeting was adjourned at 5:38 p.m. on a motion from Steinbach, seconded by Mefferd.


Kris Murphy, Secretary pro tem

Chariton Free Public Library

May 2, 2013

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday May 2, 2013 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:10 p.m.

Members Comer, Davis, Mefferd, Pillsbury, and Steinbach were present. Librarian Kris Murphy was present. City Manager Corey Goodenow and Councilman Ray Meyer were also present.

The **Agenda** was adopted on a motion from Mefferd, seconded by Davis.

The **Minutes** of the last regular meeting were approved on a motion from Steinbach, seconded by Pillsbury.

Correspondence:

- a. Coons Foundation Donation Letter (\$2,000)
- b. WILBOR Letter of Agreement (we'll get the invoice next month)

The **Financial Statement** was approved on a motion from Steinbach, seconded by Pillsbury.

Claims were approved on a motion from Mefferd, seconded by Pillsbury.

Grants:

- a. Library Foundation Grant Response: The Foundation gave us \$450 towards WILBOR subscription

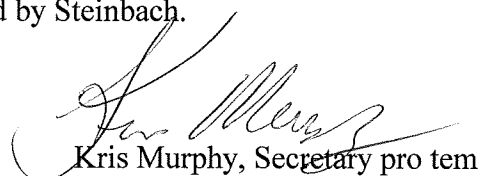
Old Business:

- a. Powers Bequest transfer completed: \$9,041.⁰⁸

New Business: none

Director's Report: attached.

The meeting was adjourned at 5:37 p.m. on a motion from Pillsbury, seconded by Steinbach.


Kris Murphy, Secretary pro tem

Chariton Free Public Library
June 13, 2013

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday June 13, 2013 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:07 p.m.

Members Comer, Davis, McGee, Mefferd (by phone), Pillsbury, Steinbach, Stone and Wooley were present. Librarian Kris Murphy was present. City Manager Corey Goodenow and Councilman Ray Meyer were also present.

The **Agenda** was adopted on a motion from McGee, seconded by Davis.

The **Minutes** of the last regular meeting were approved on a motion from Davis, seconded by Steinbach.

Correspondence:

- a. Enrich Iowa Agreement (Interlibrary Loan & Open Access Programs Participation)
- b. Resignation of Library Clerk

The **Financial Statement** was approved on a motion from McGee, seconded by Pillsbury.

Claims were approved on a motion from Steinbach, seconded by Wooley.

Grants: None

Old Business: None

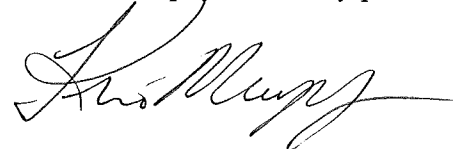
New Business:

- a. McGee moved to give a 40¢ per hour raise to all part-time library employees and to give Murphy a \$1,120 per year salary increase. Steinbach seconded and the motion passed unanimously.
- b. McGee moved to authorize the expenditure of up to \$1,000 to purchase a pair of comfortable chairs, said amount to include the \$525 received in memory of Rosemary Evans, with the balance coming from Library funds. Steinbach seconded and the motion passed unanimously.

Director's Report: attached.

The meeting was adjourned at 5:42 p.m. on a motion from Pillsbury, seconded by Steinbach.

Kris Murphy, Secretary pro tem



Chariton Free Public Library
Tuesday July 16, 2013

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Tuesday July 16, 2013 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Members Comer, Davis, Mefferd, Steinbach, and Wooley were present. Librarian Kris Murphy was present. City Manager Corey Goodenow was also present.

The **Agenda** was adopted on a motion from Steinbach, seconded by Mefferd.

The **Minutes** of the last regular meeting were approved on a motion from Wooley, seconded by Steinbach.

Correspondence: none

The **Financial Statement** was approved on a motion from Mefferd, seconded by Davis.

Claims were approved on a motion from Mefferd, seconded by Steinbach.

Grants:

- a. Vredenburg Foundation Grant for Staff Computers & Copier/FAX/Printer/Scanner.

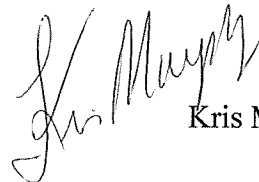
Old Business: none

New Business:

- a. Affordable Care Act: Staff will attend the State Library's webinar training session and utilize materials provided by the State Library and American Library Association.
- b. Sex Offender Procedure & Policy: Will address again at the August meeting, with examples of other libraries' policies and procedures as well as input from local law enforcement and other law personnel.

Director's Report: attached.

The meeting was adjourned at 6:25p.m.



Kris Murphy, Secretary pro tem

Chariton Free Public Library
August 8, 2013

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday August 8, 2013 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m.

Members Davis, Heaverlo, McGee, Mefferd, Pillsbury, and Wooley were present. Librarian Kris Murphy was present. City Manager Corey Goodenow was also present.

The **Agenda** was adopted on a motion from McGee, seconded by Davis.

The **Minutes** of the last regular meeting were approved on a motion from Mefferd, seconded by McGee.

Correspondence: none

The **Financial Statement** was approved on a motion from McGee, seconded by Mefferd.

Claims: were approved on a motion from Mefferd, seconded by Wooley.

Grants: none

Old Business:

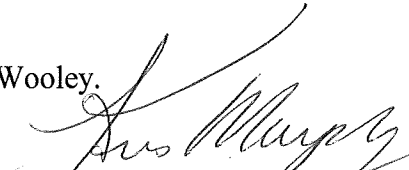
- a. Sex Offender Procedure & Policy: Murphy will present a draft policy at the September meeting.

New Business:

- a. Wooley moved to close the Library Saturday, August 31st for Labor Day Weekend. McGee seconded and the motion passed unanimously.

Director's Report: attached.

The meeting was adjourned at 5:45 p.m. on a motion from Pillsbury, seconded by Wooley.


Kris Murphy, Secretary pro tem

Chariton Free Public Library
September 5, 2013

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday September 5, 2013 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00p.m.

Members Davis, Heaverlo, McGee, Mefferd, Pillsbury, Steinbach, and Wooley were present. Librarian Kris Murphy was also present.

The **Agenda** was adopted on a motion from Mefferd, seconded by Pillsbury.

The **Minutes** of the last regular meeting were approved on a motion from McGee, seconded by Mefferd.

Correspondence: Sex Offender Letter

The **Financial Statement** was approved on a motion from McGee, seconded by Pillsbury.

Claims were approved on a motion from Mefferd, seconded by Wooley

Grants:

- a. \$9,000 from Vredenburg Foundation for purchase of 2 FAX/Scan/Copy Machines & 4 Staff Workstations, currently on order.

Old Business:

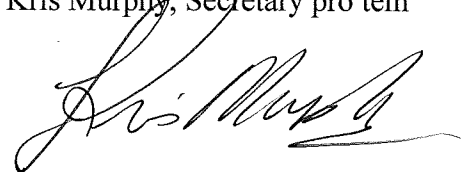
- a. Board members suggested revisions to the draft of the Sex Offender Policy provided by Murphy. Murphy will submit a revised policy at the October meeting.

New Business: none

Director's Report: attached.

The meeting was adjourned at 5:34 p.m. on a motion from Steinbach, seconded by Pillsbury.

Kris Murphy, Secretary pro tem



Chariton Free Public Library

October 3, 2013

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday October 3, 2013 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:04 p.m.

Members Comer, McGee, Pillsbury, Steinbach, and Stone were present. Librarian Kris Murphy was also present.

The **Agenda** was adopted on a motion from Steinbach, seconded by Pillsbury.

The **Minutes** of the last regular meeting were approved as corrected (Comer was not listed in the board members present although she was in attendance) on a motion from McGee, seconded by Stone.

Correspondence: none

The **Financial Statement** was approved on a motion from McGee, seconded by Pillsbury.

Claims were approved on a motion from Steinbach, seconded by Pillsbury.

Grants: none

Old Business:

Sex Offender Policy – tabled to the November meeting.

New Business:

Steinbach moved to close the Library on Saturday November 9th Veteran's Day Weekend, and Saturday November 30th Thanksgiving Weekend. Stone seconded and the motion passed unanimously.

Director's Report: attached.

The meeting was adjourned at 5:20 p.m. on a motion from Pillsbury, seconded by Stone.



Kris Murphy, Secretary pro tem

Chariton Free Public Library
November 7, 2013

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday November 7, 2013 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:10 p.m.

Members Brown, Comer, Davis, McGee, Mefferd, Pillsbury, and Steinbach were present. Librarian Kris Murphy was present. City Manager Corey Goodenow and City Councilman Ray Meyer were also present.

The **Agenda** was approved on a motion from McGee, seconded by Mefferd. The agenda was then amended on a motion from Steinbach, seconded by Brown to allow discussion of the City's Historic Preservation Meeting to be held in the Library Meeting Room on Monday, November 11th.

The **Minutes** of the last regular meeting were approved on a motion from McGee, seconded by Pillsbury.

Correspondence:

- a. A letter was received from the Library Foundation Board stating that their fund balance had reached an amount that would allow them to make an annual contribution to the Library, given that their fund balance remained steady. Included with the letter was a check for \$810.¹⁰.

The **Financial Statement** was approved on a motion from Steinbach, seconded by Davis.

Claims were approved on a motion from McGee, seconded by Mefferd.

Grants: none

Old Business:

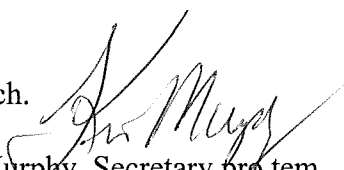
- a. Changes to the Sex Offender Policy were discussed. Further changes were recommended. Murphy will present a new draft at the December meeting.

New Business:

- a. Pillsbury moved to approve the FY15 Budget Proposal. Steinbach seconded and the motion passed unanimously. Murphy will prepare a request for the Lucas County Board of Supervisors and ask to be placed on a December meeting agenda.
- b. The Library will again offer its "Food for Fines" alternative during the months of November and December.
- c. Steinbach moved to allow the City exemption from the restriction in the Library Meeting Room Policy, which states the room may not be used outside of regular Library hours. Pillsbury seconded and the motion passed unanimously. As a City facility, the building will be made available for the Historic Preservation Meeting sponsored by the City on Monday, November 11, 2013 at 7:00 pm. Director Murphy will be present for the event. Murphy will place the Meeting Room Policy on the December agenda to address specifically the use of the building by the City. Current wording of the Policy only pertains to public use.

Director's Report: attached.

The meeting was adjourned at 6:15 p.m. on a motion from Pillsbury, seconded by Steinbach.


Kris Murphy, Secretary pro tem

Chariton Free Public Library
December 5, 2013

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday December 5, 2013 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m.

Members Brown, Comer, Davis, McGee, Mefferd, Pillsbury, Steinbach, and Wooley were present. Librarian Kris Murphy was also present.

The **Agenda** was adopted on a motion from Mefferd, seconded by Davis.

The **Minutes** of the last regular meeting were approved on a motion from Davis, seconded by Brown.

Correspondence: none

The **Financial Statement** was approved on a motion from Steinbach, seconded by Wooley.

Claims were approved on a motion from Mefferd, seconded by Pillsbury.

Grants: none

Old Business:

- a. The Sex Offender Policy was approved on a motion from Steinbach, seconded by Pillsbury. (see attached)

New Business:

- a. McGee nominated the following slate of officers:

President: Jane Pillsbury

Vice-President: Fred Steinbach

Secretary: Tim McGee

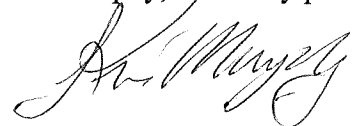
Steinbach moved to close the nominations. Comer seconded and the slate of officers was approved.

- b. Davis moved to approve the Meeting Room Policy as amended. Steinbach seconded and the motion was approved unanimously. (see attached)
- c. McGee moved to increase payment for custodial services from \$400 to \$475 per month to match insurance cost increase. Wooley seconded & the motion passed unanimously.

Director's Report: attached.

The meeting was adjourned at 5:25 p.m. on a motion from Steinbach, seconded by Pillsbury.

Kris Murphy, Secretary pro tem



Chariton Free Public Library
January 2, 2014

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday January 2, 2013 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m.

Members Brown, Comer, Davis, McGee, Mefferd, Pillsbury, Steinbach, and Wooley were present. Librarian Kris Murphy was also present.

The **Agenda** was adopted on a motion from Wooley, seconded by Steinbach.

The **Minutes** of the last regular meeting were approved on a motion from Davis, seconded by McGee.

Correspondence: Thank You letters/cards:
Susan Hartley for the \$5,000 she sent us last December (list of purchases included)
Merylinn Frame for her continued donations of Guideposts titles

The **Financial Statement** was approved on a motion from Steinbach, seconded by Wooley.

Claims were approved on a motion from Mefferd, seconded by Brown.

Grants: none

Old Business: none

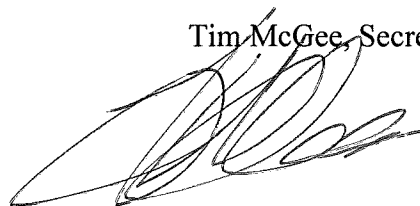
New Business:

- a. Davis moved to increase clerk Deb McClure's wages to \$8.27 per hour to match other clerks. McClure has been on staff 6 months. Mefferd seconded and the motion passed unanimously.
- b. Board Bylaws – Rural County Trustees – Review of the City Ordinance and discussion about increasing the number of county residents allowed on the board. No action taken.
- c. Color Printer Prices: Steinbach moved to charge \$^s1 per color copy. Comer seconded and the motion passed unanimously.

Director's Report: attached.

The meeting was adjourned at 5:31p.m. on a motion from Mefferd, seconded by Wooley.

Tim McGee, Secretary



Chariton Free Public Library
February 6, 2014

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday February 6, 2014 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:05 p.m.

Members Brown, Comer, Davis, McGee, Mefferd, Pillsbury, Steinbach, and Wooley were present. Librarian Kris Murphy was also present.

The **Agenda** was adopted on a motion from Steinbach, seconded by Brown.

The **Minutes** of the last regular meeting were approved on a motion from Davis, seconded by Comer.

Correspondence: none

The **Financial Statement** was approved on a motion from McGee, seconded by Steinbach.

Claims were approved on a motion from Comer, seconded by Mefferd.

Grants:

- a. Grant Reports sent to SCICF for Collection Grant & Computer Work-surface/Chairs

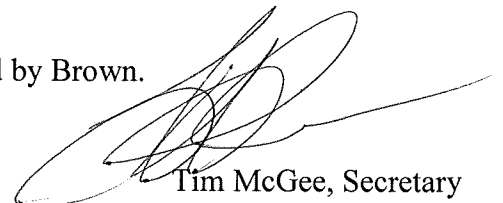
Old Business:

New Business:

- a. Mefferd moved to close the Library Monday February 17th (Presidents Day) for a staff in-service. Steinbach seconded and the motion was approved unanimously.

Director's Report: attached.

The meeting was adjourned at 5:32 p.m. on a motion from Steinbach, seconded by Brown.



Tim McGee, Secretary

Chariton Free Public Library

March 13, 2014

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, March 13, 2014 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:03 p.m.

Members Brown, Davis, Mefferd, Pillsbury, Steinbach, and Wooley were present. Librarian Kris Murphy was also present. City Manager Joe Gaa also attended.

The **Agenda** was adopted on a motion from Steinbach, seconded by Brown.

The **Minutes** of the last regular meeting were approved on a motion from Davis, seconded by Wooley.

Correspondence: None

The **Financial Statement** was approved on a motion from Steinbach, seconded by Mefferd.

Claims were approved on a motion from Steinbach, seconded by Wooley.

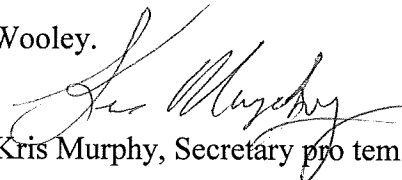
Grants: Grant Request to SCICF for FY15 Collection Purchases: \$4,000

Old Business: none

New Business: none

Director's Report: attached.

The meeting was adjourned at 5:22 p.m. on a motion from Steinbach, seconded by Wooley.


Kris Murphy, Secretary pro tem

Chariton Free Public Library
April 3, 2014

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, April 3, 2014 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:04 p.m.

Members Brown, Comer, Davis, McGee, Mefferd, Steinbach, and Wooley were present. Librarian Kris Murphy was present. City Manager Joe Gaa was also present.

The **Agenda** was adopted on a motion from McGee, seconded by Davis.

The **Minutes** of the last regular meeting were approved on a motion from Wooley, seconded by Davis.

Correspondence:

- a. WILBOR Annual Letter of Agreement
- b. Barnes & Noble Institutional Purchasing Program Renewal

The **Financial Statement** was approved on a motion from Mefferd, seconded by Comer.

Claims were approved on a motion from Mefferd, seconded by Comer.

Grants:

- a. Vredenburg Grant – Due in July

We will likely apply for a grant to replace 2 staff computers which still use Windows XP and the non-functional digital projector for the meeting room.

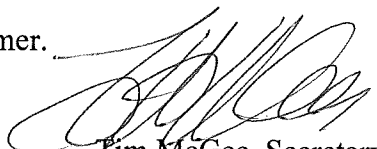
Old Business: none.

New Business:

- a. Heating/Cooling Issues: See Director's Report. Discussed replacement of the 2 furnace units in the new addition, as well as repairing the soffits around the original structure, and how the projects might be funded.

Director's Report: attached.

The meeting was adjourned at 5:30 p.m. on a motion from Mefferd, seconded by Comer.


Tim McGee, Secretary

Chariton Free Public Library
May 1, 2014

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday May 1, 2014 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:08 p.m.

Members Brown, Comer, Davis, McGee, Mefferd, Pillsbury, and Steinbach were present. Librarian Kris Murphy was present.

The **Agenda** was adopted on a motion from Mefferd, seconded by Brown.

The **Minutes** of the last regular meeting were approved on a motion from Comer, seconded by Davis.

Correspondence:

- a. Vredenburg 2013-2014 Grant Report
- b. Lori Stone's Resignation from the Board

The **Financial Statement** was approved on a motion from McGee, seconded by Comer.

Claims were approved on a motion from Mefferd, seconded by Comer. Mefferd asked for the "premium" statement on our insurance.

Grants:

- a. SCICF Grant received: \$2,000 for FY2015 Collection Purchases

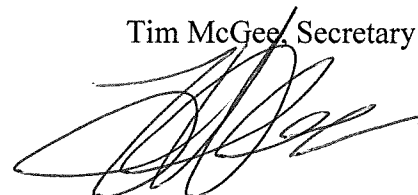
Old Business: McGee asked Murphy to prepare a list of building repairs to consider for action at the June meeting.

New Business: none

Director's Report: attached.

The meeting was adjourned at 5:34 p.m. on a motion from Steinbach, seconded by Comer.

Tim McGee, Secretary



Chariton Free Public Library
June 5, 2014

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday June 5, 2014 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:05 p.m.

Members Comer, Davis, Mefferd, Pillsbury, and Wooley were present. Librarian Kris Murphy was present.

The Agenda was adopted on a motion from Mefferd, seconded by Wooley.

The Minutes of the last regular meeting were approved on a motion from Comer, seconded by Davis.

Correspondence:

- a. Coons Foundation Donation \$2,000 unrestricted
- b. Barb Pruiett Letter of Resignation

The Financial Statement was approved on a motion from Comer, seconded by Wooley.

Claims were approved on a motion from Comer, seconded by Davis.

Grants: none

Old Business: none

New Business:

- a. Chariton Public Library *"Bookin' It"* Walk Fundraiser
Comer moved that we continue planning for the fundraiser walk, but change the date. Mefferd seconded and the motion was approved. We will also look at other fundraiser options.
- b. A break-down of the Insurance Coverage was reviewed.
- c. Murphy supplied a list of Building Issues that need repair. She'll discuss the list with City Manager Joe Gaa, and bring back a list of contractors for the July meeting.

Director's Report: attached.

The meeting was adjourned at 6:00 p.m. on a motion from Mefferd, seconded by Davis.



Kris Murphy,
Secretary pro tem