

# Chariton Free Public Library

July 3, 2014

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday July 3, 2014 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:15 p.m.

Members Brown, 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 Mefferd, seconded by Wooley.

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

## **Correspondence:**

- a. Donna Sallee Letter of Resignation
- b. Enrich Iowa Agreement Letter

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

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

## **Grants:**

- a. Vredenburg Grant Application
- b. Hy-Vee Sponsorship Request – “Bookin-It” Walk T-shirts

**Old Business:** none

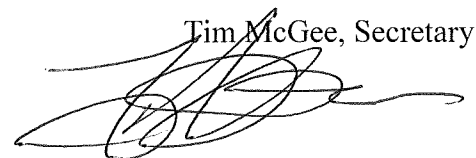
## **New Business:**

- a. Mefferd moved to increase the wage paid to the Library Clerks 40¢ per hour in accordance with the amount negotiated by the City. Brown seconded and the motion passed unanimously.
- b. Mefferd moved to increase Library Director Kris Murphy’s annual salary by \$2,000. Brown seconded and the motion passed unanimously.

**Director’s Report:** attached.

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

Tim McGee, Secretary



Chariton Free Public Library  
August 14, 2014

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, 2014 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m.

Members Davis, McGee, Mefferd, Pillsbury, 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 Steinbach, seconded by Wooley.

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

**Correspondence:** none

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

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

**Grants:**

- a. Vredenburg Grant Submitted (letter of receipt confirmation)

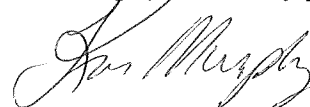
**Old Business:** none

**New Business:** Gaa discussed building issues that need attention.

**Director's Report:** attached.

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

Kris Murphy, Secretary pro tem



Chariton Free Public Library  
September 4, 2014

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday September 4, 2014 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:01 p.m.

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

New Board Member Linda Braida was welcomed and completed her trustee pledge. Murphy will contact Evelyn Pollard, the second new member, to invite her to the October meeting. Linda will take the place of Jim Wooley, who will be leaving Chariton soon. Evelyn will assume Lori Stone's vacant seat.

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

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

**Correspondence:** This afternoon we received a letter from a patron concerning the slow Internet speed on the Library's computers. Since we've received other verbal complaints recently, Murphy will look into the Mediacom option again for the October meeting. She will send a response to the patron.

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

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

**Grants:** Vredenburg Grant: \$3,000 received for staff computers, multimedia projectors & NOAA radio

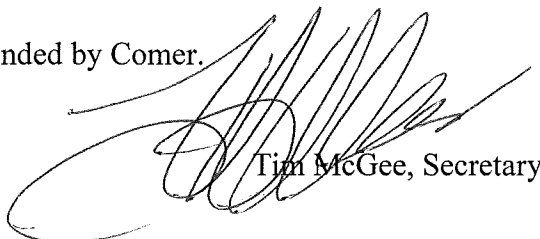
**Old Business:** none

**New Business:**

- a. Clean-out – Murphy will submit a list of items at the October meeting that need to be sold or discarded, mostly furniture and hardware.
- b. Mefferd requested that a discussion of the Lucas County Genealogical Society's use of the rooms they occupy in the library building be placed on the October agenda. Murphy will inquire on the state library mailing list as to how genealogical facilities, collections and research are handled in other libraries.

**Director's Report:** attached.

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

  
Tim McGee, Secretary

# Chariton Free Public Library

October 2, 2014

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday October 2, 2014 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:04 p.m.

Members Braida, Brown, Davis, McGee, Mefferd, and Steinbach were present. Librarian Kris Murphy and City Manager Joe Gaa were present. Lucas County Genealogical Society Members Darlene Arnold and Mary Ruth Pierschbacher were also present.

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

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

## **Correspondence:**

- a. DHS FAX for former employee
- b. Library Foundation Annual Donation Letter: \$1152.<sup>90</sup> use as needed
- c. Evelyn Pollard email – declining membership on the board due to family health issues

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

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

**Grants:** none

## **Old Business:**

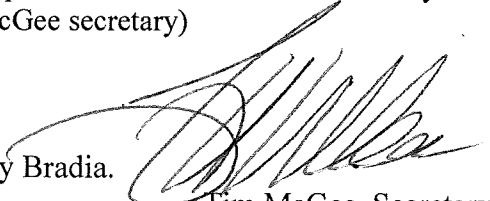
- a. Motion from Mefferd to declare the furniture & other items listed as salvage and dispose of them. Motion was seconded by Davis & passed unanimously.
  - 5 Trapezoid Tables (to Columbus Elementary)
  - 3 VCRs
  - 1 VHS Rewinder
  - 2 Wheeled Computer Desks
  - 1 Coat Rack
  - 3 Table/Desk Tops (without legs)
  - 1 Metal Pamphlet Display Rack
  - 1 RCA Television (unless we find somewhere to put it)

## **New Business:**

- a. Mefferd moved to make Food for Fines an annual event during the months of November & December. Brown seconded and the motion passed unanimously.
- b. McGee moved to switch to Mediacom for Internet Service and to try the 20 Mbps speed for a price of \$129.95 per month to see if it will resolve our Internet speed issues, with the potential of upping the speed at a later date if necessary. Braida seconded and the motion was unanimous.
- c. Discussion was held about creating an agreement with the Lucas County Genealogical Society concerning their relationship with the Library and a fee to be charged for the building space and utilities they presently use. Steinbach appointed a committee, including Director Murphy, City Manager Gaa, and Trustees Mefferd and McGee, to evaluate the situation and meet with LCGS representatives.
- d. Board Officer Nominations: Steinbach moved, and Brown seconded, to keep the same slate of officers as last year. Motion was unanimous. (Pillsbury: president, Steinbach vice-president, McGee secretary)

**Director's Report:** attached.

The meeting was adjourned at 6:09 p.m. on a motion from Mefferd, seconded by Braida.

  
Tim McGee, Secretary



# Chariton Free Public Library

## November 6, 2014

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday November 6, 2014 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:02 p.m.

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

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

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

### **Correspondence:**

Steinbach moved to send letters of request, as amended, to the Lucas County Board of Supervisors and to the Mayors/City Councils of Williamson & Lucas concerning rural library fees. Brown seconded and the motion passed unanimously.

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

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

**Grants:** none

**Old Business:** none

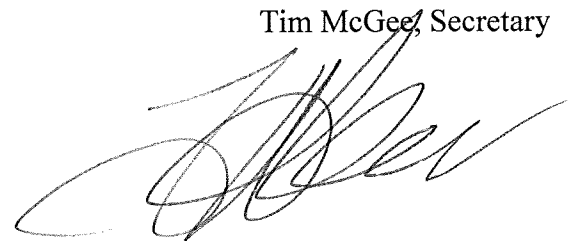
### **New Business:**

Steinbach moved to approve the 2016 Budget Request and submit it to the City. Brown seconded and the motion passed unanimously.

**Director's Report:** attached.

The meeting was adjourned at 5:57 p.m. on a motion from McGee, seconded by Mefferd.

Tim McGee, Secretary



Chariton Free Public Library  
December 4, 2014

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday December 4, 2014 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:01 p.m.

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

Also present were Genealogy Society members Darlene Arnold, Mary Ruth Pierschbacher, Karen Patterson, Dorothy Allen, and Sue Terrell.

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

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

**Correspondence:** none

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

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

**Grants:** none

**Old Business:** Discussion of the possibility of asking Genealogy to sign an agreement and pay the Library an annual contribution for the space they occupy was tabled until the committee assigned by VP Steinbach has another meeting. Mefferd, Murphy & Gaa met on December 3<sup>rd</sup>, but McGee was unable to be present. The entire committee will meet on Monday, December 8<sup>th</sup> at noon.

**New Business:** McGee moved to close the Library on Christmas Eve, Braida seconded & the motion passed unanimously.

**Director's Report:** attached.

The meeting was adjourned at 5:29 p.m. on a motion from Mefferd, seconded by Davis.



Tim McGee, Secretary

Chariton Free Public Library  
January 8, 2015

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, January 8, 2015 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:07 p.m.

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

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

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

**Correspondence:** We received a \$2,000 check from Susan Hartley in memory of her mother Wilma Strait.

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

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

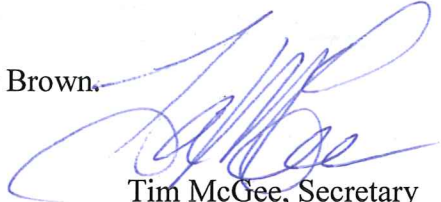
**Grants:** none

**Old Business: Genealogy Agreement Draft:** Mefferd Moved to forward the draft agreement, as amended, to the Genealogical Society for their consideration. McGee seconded and the motion passed unanimously. We will ask Genealogy members to attend the February meeting to discuss the draft agreement. Murphy will submit the draft to the City Attorney.

**New Business:** none

**Director's Report:** attached.

The meeting was adjourned at 6:02 p.m. on a motion from Steinbach, seconded by Brown.



Tim McGee, Secretary

Chariton Public Library Board Committee  
Genealogy Agreement

The committee met Monday, December 8, 2014 to review a draft of an agreement proposed to formalize the relationship between the Library and the Genealogical Society. City Manager Joe Gaa, Library Director Kris Murphy, and Library Trustees Jim Mefferd and Tim McGee were present.

Revisions to the draft were discussed. Murphy will prepare a new draft, based on this discussion, to present to the Board at the January meeting.

The committee recommends the Library Board approve the agreement and submit it to the Genealogy Society for consideration.

Kris Murphy  
12/8/14

AGREEMENT BETWEEN THE CHARITON PUBLIC LIBRARY  
AND THE LUCAS COUNTY GENEALOGICAL SOCIETY  
DRAFT 1/8/2015

This agreement formally outlines the cooperative relationship between the Chariton Public Library (Library) and the Lucas County Genealogical Society (Society). Both parties recognize the value of providing local and family history reference materials and genealogical research services to the public in a public facility.

The general public shall have free access to the Society's collection and related materials housed in the Genealogy Room during the normal operating hours of the Library.

The Society collection, both current and future holdings, shall be maintained and displayed in the Genealogy Room by Society members. The Society shall retain control of the collection and will be responsible for cataloging, inventory, and maintenance of said collection.

Machines housed in the Society's Genealogy Room will remain the property of the Society. The Society will be responsible for maintaining their machines and providing consumable supplies such as paper and cartridges.

The Library Director shall provide a key to the Genealogy Rooms to designated members of the Society. The Society will provide a list to the Library Director. The Society cannot sublet or use for any other purpose the rooms allocated to them within the Library.

Library Responsibilities:

1. Provide Suitable Research Space: shelving for the collection, an office desk for volunteers, and tables for the convenience of researchers.
2. Pay all utilities for the operation of the facility and all cost of maintenance for the building.
3. Provide Phone & Internet Services
4. Maintain property and liability insurance for the machines owned by the Society, including:

Machine:	Model	Value	Purchase Date
Genealogy Workstation Dell Vostro Desktop	Vostro	\$768	2011
Genealogy Workstation Dell Preceision T 5500 Desktop with Oversized Monitor/Screen included	Precision T 5500	\$3,178	2010
Genealogy Workstation Dell Vostro 200	Vostro	\$817	2008
Genealogy Sharp AR-M162 Copier	AR-M162E	\$1,550	2009
<b>Minolta Reader Printer w/Fiche Handler</b>	603Z-B	\$1,000	1997
<b>164 County Newspaper Microfilm Reels</b>	164 reels -- replacement \$50 each as of 2013	\$8,200	ongoing

5. Retain a collection of back issues of the local newspapers within space allocated to the Society.
6. Provide space on the Library website for Society content, which will be created and maintained by Society members. Each Society member who wishes to assist with maintenance of the site must receive permission and a login account from the Library Director.

Genealogical Society Responsibilities:

1. Provide the Library Board with a copy of the Society's Bylaws, a copy of the Society's original Documents of Organization, copy of the Society's 501.3c Application, and an annual list of the Society's Board Officers.
2. Provide the Library Board with the Society's Annual Financial Report and Tax Return by the Library's February board meeting.
3. Staff the Genealogy Room with volunteers at least 50% of the Library's normal operating hours.
4. Place in the Genealogy Room local and county public records relevant to Lucas County.
5. Place in the Genealogy Room private manuscript materials relevant to Lucas County.
6. Provide an annual contribution of \$2,400 to the Library to cover the cost of utilities, building maintenance, and custodial services relative to the space the Society occupies.

The Library and Society agree to designate one contact person from each organization to serve as a contact for communication regarding this agreement. The contact person's name, address, and telephone number will be provided to the Library Director and Library Board President.

This agreement shall begin February 1, 2015 and remain in effect until either of the parties mentioned within gives written notice. Both parties to this agreement reserve the right to terminate this agreement by giving 60 calendar days written notice.

\_\_\_\_\_  
President, Chariton Public Library Board of Trustees

\_\_\_\_\_  
Date

\_\_\_\_\_  
President, Lucas County Genealogical Society

\_\_\_\_\_  
Date

Chariton Free Public Library  
February 5, 2015

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, February 5, 2015 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:05 p.m.

Members Braida, Brown, Comer, McGee, Mefferd, and Steinbach were present. Librarian Kris Murphy was present. City Manager Joe Gaa was also present. Lucas County Genealogical Society Members Darlene Arnold, Betty Pierschbacher, Sue Terrell, Karen Patterson and Dorothy Allen were also present.

The **Agenda** was adopted as amended on a motion from McGee, seconded by Brown.

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

**Correspondence:**

- a. ~~Email from Genealogy member Melody Wilson~~
- b. Email interaction with Jeff Brown @ Advantage Companies re: digitized newspapers missing from archive

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

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

**Grants:** none

**Old Business:**

Library/Genealogy Agreement Draft: Changes were suggested by both Library Trustees and Genealogical Society Members. Once amended, the agreement will be sent to the City Attorney and Lucas County Genealogical Society Board Members. We expect to vote on the agreement at the March meeting.

Director Evaluation: Tabled to next month.

**New Business:**

McGee moved to close the Library on President's Day, Monday February 16<sup>th</sup> for Staff Training. Mefferd seconded and the motion passed unanimously.

Custodian Resignation: Our current custodians have informed Murphy that they will be terminating their contract due to their busy schedules. Murphy will meet with Gaa to prepare a request for proposals to run in the local newspapers.

**Director's Report:** attached.

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



Tim McGee, Secretary

## Kris Murphy

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**From:** Melody Wilson <[wilson-mel@hotmail.com](mailto:wilson-mel@hotmail.com)>  
**Sent:** Wednesday, December 31, 2014 11:11 AM  
**To:** Karen Patterson; [charitonlibrary@windstream.net](mailto:charitonlibrary@windstream.net)  
**Cc:** Lucas County Genealogy  
**Subject:** Fwd: Mail Request

----- Original Message -----

**Subject:** Re: Mail Request  
**From:** Melody Wilson <[wilson-mel@hotmail.com](mailto:wilson-mel@hotmail.com)>  
**Sent:** Wednesday, December 31, 2014, 11:04 AM  
**To:** Chariton City Manager <[citymanager@iowatelecom.net](mailto:citymanager@iowatelecom.net)>  
**CC:**

Thanks for the advice Joe. I will forward the information on. The librarian always dropped the mail off in the genealogy room, but has recently changed to only letting the genealogy treasurer pick it up. It just seems odd that the president nor secretary can receive it.

Happy New Year.

Thanks again,  
Melody

On December 31, 2014, at 9:56 AM, Joe Gaa <[citymanager@iowatelecom.net](mailto:citymanager@iowatelecom.net)> wrote:

Hi Melodie-

I had a message that you called yesterday, but there was no return phone number so I thought I would send you an email.

It sounds like you are wanting to change how mail is handled at the Library. As the Library is set up under an administrative board, you would need to work with the Library staff and board to make that change. I would recommend that the genealogy board vote on the procedural change and then make a written request to the Library Board advising them of the change and asking for their assistance and compliance with the new policy.

Let me know if you have any other questions or concerns about this matter.

Joe Gaa  
City Manager  
City of Chariton  
115 South Main Street  
Chariton, Iowa 50049  
[citymanager@iowatelecom.net](mailto:citymanager@iowatelecom.net)  
Phone 641-774-5991  
Fax 641-774-4111



# Chariton Free Public Library

## March 12, 2015

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday March 12, 2015 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:06 p.m.

Members Braida, Comer, Davis, Pillsbury, and Steinbach were present. Librarian Kris Murphy was present. Also present were Lucas County Genealogical Society Board Members: Betty Cross, Karen Patterson, Darlene Arnold, Sue Terrell, Mary Ruth Pierschbacher and Dorothy Allen.

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

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

**Correspondence:** Enrich Iowa Letter of Agreement FY16

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

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

**Grants:** SCICF Grant Report FY15 Grant Funds

### **Old Business:**

**Library/Genealogy Agreement:** City Attorney Verle Norris had made two additions to the draft (see attached). Karen Patterson presented revisions suggested by the Genealogical Society (see attached).

Genealogy members sited a drop in membership and increases in alternative online resources for researchers as reasons their income has shrunk in recent years. They also alerted the Library Board to Genealogy's intention to put some of their current funds towards the purchase of computers and a microfilm viewer, to replace the out-of-date machinery they now own. These purchases are necessary if they plan to continue the services they provide. Davis asked if they couldn't get grant funds to pay for those replacements. They responded that they were doing so, but matching funds were necessary.

Genealogy members stated that rather than paying for custodial services, they would clean their own rooms.

Betty Cross listed several area genealogical societies that co-exist with other libraries or historical societies without paying any rent. She talked about being present when the original invitation to use one of the rooms in the Library was made to the Society, and when the society requested and got permission to transition the old coal room into a usable workspace. She mentioned that there was some discussion of Genealogy using the current boardroom and its storage closet during the planning of the Library's addition.

Genealogy members objected to Article VIII: Section 2, feeling it unnecessary to provide the Library Board with their bank statements and annual 990N tax return.

Upon looking over the agreement with Norris' changes, a redundancy was eliminated by cutting the last line from the document, the content of which was covered in Norris' suggested section V.

Steinbach made a motion to delete the latter portion of Article VIII: Section 2, maintaining the first line to read: "Provide the Library Board with the Society's Annual Financial Report by the Library's February board meeting," and also to change the dollar amount in Article VIII: Section 6 to \$1,200. Comer seconded. Discussion followed as to the "public" status of the information requested of the Society, as it is a non-profit. Comer thought that only the bank statements might be considered "not public", but thought that the Board would like to view the bank statements when the agreement comes up for renewal.

The motion passed with Steinbach, Pillsbury and Comer voting yea and Braida and Davis opposed. (see draft copies)

Comer made a motion to remove "custodial services" from Article VIII: Section 6 based on the Society members' suggestion that they take this task over themselves. Steinbach seconded and the motion passed unanimously.

Comer made a motion that the agreement begin on July 1, 2015, with semi-annual payments in July and January. Steinbach seconded and the motion passed unanimously.

Steinbach made a motion to include the Society's responsibility for cleaning the room in a new section (7) under Article VIII. Comer seconded and the motion passed.

Murphy will draw up a new draft incorporating the changes.

The Genealogical Society invited the Library Board to attend their open house this Saturday, the 14<sup>th</sup>, and to attend their next meeting on April 13<sup>th</sup>, for a chance to discuss the Library/Genealogy relationship with Society members.

Director Evaluation: Pillsbury is still waiting on two evaluation forms.

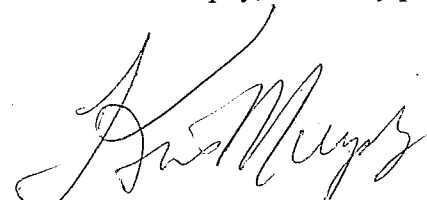
### New Business:

No action was taken on Mefferd's suggestion to amend the by-laws to include an annual meeting with the Genealogical Society.

**Director's Report:** attached.

The meeting was adjourned at 6:25 p.m. on a motion from Steinbach, seconded by Braida.

Kris Murphy, Secretary pro tem



AGREEMENT BETWEEN THE CHARITON PUBLIC LIBRARY  
AND THE LUCAS COUNTY GENEALOGICAL SOCIETY

AMENDED DRAFT 3/12/2015

This agreement formally outlines the cooperative relationship between the Chariton Public Library (Library) and the Lucas County Genealogical Society (Society). Both parties recognize the value of providing local and family history reference materials and genealogical research services to the public in a public facility.

- I. The general public shall have access to the Society's collection and related materials housed in the Genealogy Room during the normal operating hours of the Library under the supervision of Society members. (see Section VIII. Article 4)
- II. The Society collection, both current and future holdings, shall be maintained and displayed in the Genealogy Room by Society members. The Society shall retain ownership of the collection and will be responsible for cataloging, inventory, and maintenance of said collection.
- III. Machines housed in the Society's Genealogy Room will remain the property of the Society. The Society will be responsible for maintaining their machines and providing consumable supplies such as paper and cartridges.
- IV. The Library Director shall provide Genealogy Room keys to members designated by the Society. The Society will provide a list to the Library Director of those members authorized by the Society to be key-holders. The Society cannot sublet or use for any other purpose the rooms allocated to them within the Library.
- V. The initial term of this Agreement shall be for a period of two (2) years. Thereafter it shall renew on an annual basis for additional one (1) year periods unless either party provides written notice of termination ninety (90) days prior to the expiration of the annual term.
- VI. The Society shall indemnify and hold the City of Chariton, the Library and its employees and agents harmless under this Agreement for all claims, damages, costs or expenses and losses of any kind, including attorneys fees and death, or damages to any person or property related in any way to the performance of this Agreement.
- VII. Library Responsibilities:
  1. Provide Suitable Research Space: shelving for the collection, an office desk for volunteers, and tables for the convenience of researchers.
  2. Pay all utilities for the operation of the facility and all cost of maintenance for the building.
  3. Provide Phone & Internet Services
  4. Maintain property and liability insurance for the machines owned by the Society, including:

Machine:	Model	Value	Purchase Date
Genealogy Workstation Dell Vostro Desktop	Vostro	\$768	2011
Genealogy Workstation Dell Preceision T 5500 Desktop with Oversized Monitor/Screen included	Precision T 5500	\$3,178	2010
Genealogy Workstation Dell Vostro 200	Vostro	\$817	2008
Genealogy Sharp AR-M162 Copier	AR-M162E	\$1,550	2009
Minolta Reader Printer w/Fiche Handler	603Z-B	\$1,000	1997
164 County Newspaper Microfilm Reels	164 reels -- replacement \$50 each as of 2013	\$8,200	ongoing

Chariton Free Public Library  
April 2, 2015

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, April 2, 2015 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m.

Members Braida, Brown, Davis, McGee, Mefferd, Pillsbury, and Steinbach were present. Librarian Kris Murphy was present. City Manager Joe Gaa was also present. Also present were Lucas County Genealogical Society Board Members: Karen Patterson and Dorothy Allen.

The **Agenda** was adopted on a motion from Brown, seconded by Braida. McGee moved that we hold the meeting under Article 24 of Iowa law – allowing an emergency meeting without 24 hour prior notice – which was unavoidable given that Murphy's current family issues kept her from work Monday, Tuesday and Wednesday. Brown seconded and the motion passed.

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

**Correspondence:** email to Genealogy – reason agenda was not posted 24 hours in advance.

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

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

**Grants:** none

**Old Business:**

Library/Genealogy Agreement: Steinbach made a motion to approve the new draft of the agreement with further changes to Article VIII, and that the agreement be submitted to the Genealogy Board. Mefferd seconded and the motion passed unanimously. See attached final draft.

Pillsbury and Murphy will meet to finalize the goals and tabulate the results of the Director Evaluation prior to the May meeting.

**New Business:**

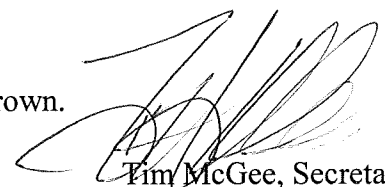
Library By-Laws proposed inclusion – meet with Genealogy Board annually – McGee will work on the wording of the proposed addition and present it at the May meeting for consideration.

County Funding: Gaa was on hand to discuss funding issues with the Board. Library funding shortfalls were discussed as well as possible increases to fees and/or cuts in services to accommodate.

There was also discussion of the necessity to find funds to repair/refurbish the building and its furnishings. Murphy will put together a list of the worst issues that must be addressed, and will contact contractors for bids/quotes.

**Director's Report:** attached.

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

  
Tim McGee, Secretary

Chariton Free Public Library  
May 7, 2015

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, May 7, 2015 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m.

Members Braida, Brown, Comer, Davis, McGee, Mefferd, and Steinbach were present. Librarian Kris Murphy was present. City Manager Joe Gaa was present. Karen Patterson and Dorothy Allen of the Lucas County Genealogical Society were also present.

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

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

**Correspondence:** Murphy signed us up for an Amazon Commercial Customer Account so that we can pay by invoice rather than reimbursing staff for purchases made with their credit cards. We received the documentation confirming the account.

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

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

**Grants:**

DEKKO Foundation has again sent out a special RFP to Libraries. DEKKO is interested in funding “projects that further education” and this RFP is specifically to help us “best fulfill our mission”. Murphy will apply by June 1<sup>st</sup>.

Vredenburg Grant is due soon. Murphy is looking at options and will likely include patron computers in the request.

Since we’ve received no donation from the Coons Foundation yet this year, Murphy will send a request for funding.

**Old Business:**

Patterson and Allen presented a change the Genealogical Society would like to see in the wording of the Library/Genealogy Agreement. Mefferd moved to change the language from “contribution” to “rental payment” in Section 8, Article 7. Comer seconded and the motion passed unanimously.

Murphy presented a compilation of the Director Evaluation and her goals for the next year. Pillsbury and Murphy will meet for a final review and signatures.

There was discussion concerning long range planning and trustee inservice/training options. Murphy will contact the State Library and our Library Service Area for assistance in planning and delivering the training.

## New Business:

Murphy presented potential wording for the amendment to the Library Bylaws as discussed at last month's meeting. Mefferd moved to change the title of proposed Article VII to "Lucas County Genealogical Society", and to include as section 1 the statement that "The Board of Trustees relationship with the Lucas County Genealogical Society, and the Society's use of Library facilities, is set forth in a written agreement to be reviewed annually." Section 2 will read: "The Board of Trustees will meet annually with the Board of the Lucas County Genealogical Society." Brown seconded the motion, which passed unanimously. The amendment will be presented for the final vote at the June meeting.

McGee moved to authorize Murphy to hire a part time employee to fill the vacant custodian position. The new hire will be a city employee rather than contracting with the Library. Comer seconded and the motion passed.

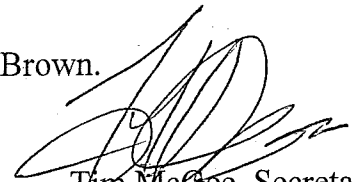
Budget Cut solutions were discussed. Rather than cutting hours, the Board would like to try raising fees to defer the cuts. Davis moved to increase the interlibrary loan postage fee from \$2.00 to \$3.00 as allowed by the State. Mefferd seconded and the motion passed. Murphy will bring a list of current fees to the next meeting.

Building Issues: Murphy brought a list of building issues to review. She will work with Joe Gaa to create an RFP for local contractors to repair most of the issues.

Donations: Murphy will begin encouraging all donors to take a copy of their receipt upon donation of memorial funds, and will send "thank you" notes to the families of the deceased for memorial funds donated.

**Director's Report:** attached.

The meeting was adjourned at 6:30 p.m. on a motion from Mefferd, seconded by Brown.



Tim McGee, Secretary



CHARITON LIBRARY BOARD OF TRUSTEES BYLAWS

**(Suggested Amendment addition of Article VII May 7, 2015)**

Article I. NAME:  
The name of this association shall be the CHARITON LIBRARY BOARD OF TRUSTEES hereafter known as the Board.

Article II. PURPOSE:  
The Board of Trustees formulate policy and direct the Chariton City Library. The Board of Trustees shall have the power to carry out its purpose. It may accept gifts and shall control the expenditures of all gifts, devises and bequests to the Library. The Board shall have charge, control and supervision of the Public Library, its appearances, fixtures and rooms containing the same. It may also foster educational programs.

Article III. MEMBERS:  
Section 1: The Board of Trustees shall consist of nine members selected by the Mayor with the approval of the Chariton City Council, Chariton, Iowa.  
Section 2: The ordinance of the City of Chariton prescribes the qualifications for membership, terms of office and method of filling vacancies.  
Section 3: Board members may succeed themselves for an unlimited number of terms.

Article IV: OFFICERS:  
Section 1: The officers of the Board of Trustees shall be a President, Vice President and Secretary. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Board of Trustees. The City Treasurer shall serve as Board Treasurer, but shall not be a member of the Board;  
Section 2: The officers except the Treasurer shall be elected by majority vote of the Board of Trustees. They shall serve for two years or until their successors are elected. Their term of office shall begin January 1<sup>st</sup>.  
Section 3: The election of officers shall take place at the regular December monthly meeting.

Article V. MEETINGS:  
Section 1: The regular meeting of the Board of Trustees shall be held in the board room at 5:00 pm on the first Thursday of each month. The President may call a special meeting at any time so long as legal notice is given under the Iowa Open Meetings Law. A special meeting shall be called upon the written request of any member.  
Section 2: The majority of the members of the Board of Trustees shall constitute a quorum.

Article VI: COMMITTEES:  
The President, from time to time, may appoint such committees, standing or special, as he deems necessary to carry on the work of the board.

Article VII: ANNUAL OBLIGATIONS: LC GSoc.  
Sec 2. The Board of Trustees will meet annually with the Board of the Lucas County Genealogical Society.

Sec 1. BOT relationship w LCGS use of lib facs is set forth in a written agreement ~~of the BOT~~ to be reviewed annually.  
Article VIII: AMENDMENT OF BYLAWS:  
These bylaws can be amended at any regular meeting of the Board of Trustees by two-thirds vote provided that said amendment has been submitted in writing at the previous regular meeting.

# Chariton Free Public Library

## June 11, 2015

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, June 11, 2015 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:02 p.m.

Members Braida, Brown, Comer, McGee, Mefferd, Pillsbury, and Steinbach were present. Librarian Kris Murphy was present. Rotary Member Ray Meyer was also present.

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

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

**Correspondence:** KONE Recommended Maintenance Modules – Proposal – Murphy will contact Kone to review whether or not we still have a valid contract & what maintenance is covered under the contract.

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

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

### **Grants:**

DEKKO Grant – Makerspace, Activities & Technology

Grant Report to Vredenburg Foundation

Coons Foundation Donation – to regular funds

Rotary Grant – Ray & Ruth discussed the Rotary's efforts to secure a grant for computers for the Library.

### **Old Business:**

Steinbach moved and Braida seconded a motion to approve the rental agreement between the Library and the Lucas County Genealogical Society. Pillsbury and Karen Patterson, LCGS President will sign the document at a later date. The motion passed unanimously.

### **New Business:**

Mefferd moved to approve the amendment to the Library Board Bylaws to include:

Article VII: LUCAS COUNTY GENEALOGICAL SOCIETY:

Section 1: The Board of Trustees relationship with the Lucas County Genealogical Society, and the Society's use of Library facilities, is set forth in a written agreement to be reviewed annually.

Section 2: The Board of Trustees will meet annually with the Board of the Lucas County Genealogical Society.

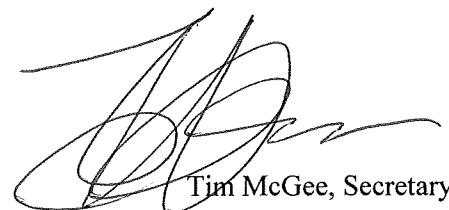
**FY16 Salary Increases:** Steinbach moved & Braida seconded to increase the salaries of two clerks with seniority (Shiple & McClure) to \$9.<sup>00</sup> and the three more recent hires (Ghormley, Draper & Laird) to \$8.<sup>00</sup> beginning Fiscal Year 2016. The motion passed unanimously.

**Building Issues:** Murphy provided a list of repairs and other issues that will require hiring a contractor, and a second list of issues and tasks that require other professional work or might be accomplished as independent projects. She will meet with City Manager Gaa to prepare an RFP for the first list.

**Long Range Plan:** Mefferd mentioned acquiring the lots adjacent to the building and parking lot if ever possible. Murphy will incorporate State Library and LSA training for Library Trustees, and discussed placing on the website applications for Trustee and other volunteer opportunities.

**Director's Report:** attached.

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



Tim McGee, Secretary



Chariton Free Public Library  
July 2, 2015

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, July 2, 2015 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:02 p.m.

Members Braida, 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 Mefferd.

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

**Correspondence:** Notice: WILBOR & NEIBORS to become one consortium "Bridges"— our services will not change. We signed & faxed our Letter of Agreement & will pay the bill this month.

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

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

**Grants:**

- a. Rotary Grant
- b. Vredenburg Foundation Grant – DUE July 17<sup>th</sup>.

**Old Business:**

- a. Building Issues – Pillsbury appointed herself and McGee to the building committee. They will meet with the City Manager to create an RFP for the many issues that need to be addressed in the building. See list & photos.

Long Range Plan – Murphy distributed a Long Range Plan draft.

**New Business:** none

**Director's Report:** attached.

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

  
Tim McGee, Secretary

Chariton Free Public Library  
August 6, 2015

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday August 6, 2015 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:05 p.m.

Members Brown, Davis, McGee, Mefferd, and Pillsbury, 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 McGee, seconded by Mefferd.

**Correspondence:** none

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

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

**Grants:** DEKKO check will soon be here. Still waiting on Vredenburg Foundation to meet.

**Old Business:**

**Building Issues:** Mefferd moved & Brown seconded to approve the RFP for the building work & publish it for bids. Motion passed unanimously.

**Long-Range Plan:** Tabled to next month.

**New Business:**

**AC Units:** Murphy will call Travis for repairs to AC units and to review all units.

**Rugs:** Murphy will order new rugs as discussed, on motion from Mefferd, seconded by Davis.

**Director's Report:** attached.

The meeting was adjourned at 6:05 p.m. on a motion from Mefferd.



Tim McGee, Secretary

AGREEMENT BETWEEN THE CHARITON PUBLIC LIBRARY  
AND THE LUCAS COUNTY GENEALOGICAL SOCIETY

June 4, 2015

This agreement formally outlines the cooperative relationship between the Chariton Public Library (Library) and the Lucas County Genealogical Society (Society). Both parties recognize the value of providing local and family history reference materials and genealogical research services to the public in a public facility.

- I. The general public shall have access to the Society's collection and related materials housed in the Genealogy Room during the normal operating hours of the Library under the supervision of Society members. (see Section VIII. Article 4)
- II. The Society collection, both current and future holdings, shall be maintained and displayed in the Genealogy Room by Society members. The Society shall retain ownership of the collection and will be responsible for cataloging, inventory, and maintenance of said collection.
- III. Machines housed in the Society's Genealogy Room will remain the property of the Society. The Society will be responsible for maintaining their machines and providing consumable supplies such as paper and cartridges.
- IV. The Library Director shall provide Genealogy Room keys to members designated by the Society. The Society will provide a list to the Library Director of those members authorized by the Society to be key-holders. The Society cannot sublet or use for any other purpose the rooms allocated to them within the Library.
- V. The initial term of this Agreement shall be for a period of two (2) years. Thereafter it shall renew on an annual basis for additional one (1) year periods unless either party provides written notice of termination ninety (90) days prior to the expiration of the annual term.
- VI. The Society shall indemnify and hold the City of Chariton, the Library and its employees and agents harmless under this Agreement for all claims, damages, costs or expenses and losses of any kind, including attorneys fees and death, or damages to any person or property related in any way to the performance of this Agreement.
- VII. Library Responsibilities:
  1. Provide Suitable Research Space: shelving for the collection, an office desk for volunteers, and tables for the convenience of researchers.
  2. Pay all utilities for the operation of the facility and all cost of maintenance for the building.
  3. Provide Phone & Internet Services
  4. Maintain property and liability insurance for the machines owned by the Society, including:

Machine:	Model	Value	Purchase Date
Genealogy Workstation Dell Vostro Desktop	Vostro	\$768	2011
Genealogy Workstation Dell Precision T 5500 Desktop with Oversized Monitor/Screen included	Precision T 5500	\$3,178	2010
Genealogy Workstation Dell Vostro 200	Vostro	\$817	2008
Genealogy Sharp AR-M162 Copier	AR-M162E	\$1,550	2009
Minolta Reader Printer w/Fiche Handler	603Z-B	\$1,000	1997
164 County Newspaper Microfilm Reels	164 reels -- replacement \$50 each as of 2013	\$8,200	ongoing

Chariton Free Public Library  
September 3, 2015

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday September 3, 2015 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m.

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

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

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

**Correspondence:** none

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

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

**Grants:** Both Vredenburg & DEKKO grant checks have arrived & orders placed. The four Vredenburg patron computers are already in place. Rotary has received the grant they applied for in the Library's name.

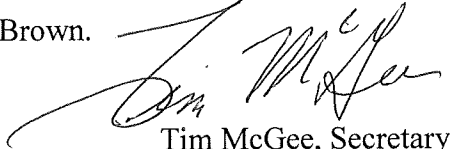
**Old Business:**

- a. Building Issues: Gaa & Davis will be in attendance at the bid meeting on September 14<sup>th</sup> @ 4:00. Bids are due in by the 30<sup>th</sup> and will be evaluated on October 1<sup>st</sup>.
- b. Air Conditioning/Heating Units – Country Propane, Heating & Cooling came to fix the south unit. They will perform annual maintenance on all units.
- c. The Long Range Plan was accepted on a motion from Mefferd, seconded by Braida. Murphy will create a simplified timetable for tracking the goals.

**New Business:** none

**Director's Report:** attached.

The meeting was adjourned at 5:49 p.m. on a motion from Braida, seconded by Brown.

  
Tim McGee, Secretary

Chariton Free Public Library  
October 7, 2015

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday October 8, 2015 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m.

Members Brown, McGee, Mefferd, Pillsbury, and Steinbach were present. Librarian Kris Murphy was present. City Manager Joe Gaa was also present. We were joined later by Mike Worrell of Michael's Electrical Service.

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 McGee, seconded by Brown.

**Correspondence:**

- Resignation from Board – Sarah Davis – accepted on a motion from McGee, seconded by Mefferd.
- Resignation from Board – Linda Braida – accepted on a motion from McGee, seconded by Brown.
- Annual Contribution from Library Foundation

The **Financial Statement** was approved on a motion from McGee, seconded by Mefferd. The **Treasurer's Report** was approved on a motion from Mefferd, seconded by Steinbach.

**Claims** were approved, with the exception of the taxes included on the Country Propane, Heating & Cooling bill, on a motion from McGee, seconded by Steinbach

**Grants:** none

**Old Business:**


- a. Building Issues – McGee moved and Brown seconded to reject the only bid received, from Construction Concepts, LLC. Motion approved unanimously. Pillsbury directed Murphy to solicit quotes from local providers for itemized projects instead.

**New Business:**

- a. We will again hold a Food for Fines drive during the months of November & December, as moved by Steinbach and seconded by McGee.
- b. Mefferd moved, and Steinbach seconded that the Library close for the Winter Holidays on the Saturdays following regular City holiday closures – 11/28/15, 12/26/15 & 1/2/16.

**Director's Report:** attached.

The meeting was adjourned at 5:53 p.m. on a motion from Steinbach, seconded by Brown.

  
Tim McGee, Secretary

Chariton Free Public Library  
November 10, 2015

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Tuesday November 10, 2015 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m.

Members Brown, Comer, McGee, Mefferd, Pillsbury, and Steinbach were present. Librarian Kris Murphy was present. City Manager Joe Gaa and City Council Member Vern Vogel were 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 Mefferd, seconded by Brown.

**Correspondence:** none

The **Financial Statement** was approved on a motion from McGee, seconded by Mefferd. The **Treasurer's Report** was accepted on a motion from Mefferd, seconded by Brown.

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

**Grants:** Still spending the funds we've already secured.

**Old Business:** none

**New Business:**

Discussed requests to extend open hours. Murphy will check to see if we can find a way to cover more hours without increasing expenses and report back next month.

Steinbach moved, and Comer seconded to approve the FY17 Budget Request with changes to increase the "Other" income line by \$1,200 – to account for future payments received from Genealogy – and to use that income to increase the expenditures on both the "Building and Grounds" line and the "Utilities" line. Motion passed unanimously.

**Director's Report:** attached.

The meeting was adjourned at 6:48 p.m. on a motion from Comer, seconded by Steinbach.



Tim McGee, Secretary

# Chariton Free Public Library

## December 3, 2015

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday December 3, 2015 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:05 p.m.

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

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

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

**Correspondence:** email from State Library – Accreditation Renewal Application due 2/28/16

The **Financial Statement** and **Treasurer’s Report** were approved on a motion from Mefferd, seconded by Brown.

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

**Grants:** none

**Old Business:** none

**New Business:**

**Operations Policy** – Mefferd moved, and Brown seconded, to approve the **new winter hours** to begin January. Motion passed unanimously. Staff and Board were both pleased with the consistent 11:00 opening time and same schedule Monday through Thursday. We’re giving the public more hours without increasing costs.

42 open hours per week (3 hours more per week)

Accommodates patrons who wanted earlier & more consistent hours.

Monday - Thursday same 11:00 - 7:00 hours

Friday same 11:00 open time – close at 5:00

Saturday same 11:00 open time – close at 3:00

Kris	40
Brandon	20+
Lauri	18+
Deb	12+
Sharon	12+

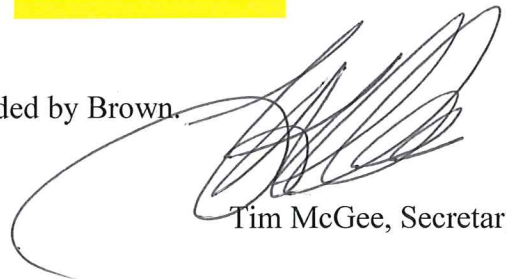
Summer hours still need to be determined.

We discussed memorial options for former Trustee Charlene Meyer. Our thoughts are with her family.

**Director’s Report:** attached.

MONDAY	11:00 - 7:00	8	11:00	12:00	1:00	2:00	3:00	4:00	5:00	6:00-7	
Kris	11:00 - 7:00	8	[Solid Blue Bar]								
Sharon	11:00 - 5:00	6	[Solid Blue Bar]						[White]		
Lauri	1:00 - 7:00	6	[White]		[Solid Blue Bar]				[White]		
Deb	11:00 - 2:00	3	[Light Blue Bar]			[White]					
TUESDAY	11:00 - 7:00	8	11:00	12:00	1:00	2:00	3:00	4:00	5:00	6:00-7	
Kris	11:00 - 7:00	8	[Solid Blue Bar]								
Sharon	11:00 - 5:00	6	[Solid Blue Bar]						[White]		
Lauri	1:00 - 7:00	6	[White]		[Solid Blue Bar]				[White]		
Deb	11:00 - 2:00	3	[Light Blue Bar]			[White]					
WEDNESDAY	11:00 - 7:00	8	11:00	12:00	1:00	2:00	3:00	4:00	5:00	6:00-7	
Kris	11:00 - 7:00	8	[Solid Blue Bar]								
Lauri	11:00 - 5:00	6	[Solid Blue Bar]						[White]		
Brandon	1:00 - 7:00	6	[White]		[Purple Bar]				[White]		
THURSDAY	11:00 - 7:00	8	11:00	12:00	1:00	2:00	3:00	4:00	5:00	6:00-7	
Kris	11:00 - 7:00	8	[Solid Blue Bar]								
Deb	11:00 - 2:00	3	[Light Blue Bar]			[White]					
Brandon	11:00 - 7:00	8	[Purple Bar]								
FRIDAY	11:00 - 5:00	6	11:00	12:00	1:00	2:00	3:00	4:00-5			
Kris	9:00 - 5:00	8	[Solid Blue Bar]								
Deb	11:00 - 2:00	3	[Light Blue Bar]			[White]					
Brandon	11:00 - 5:00	6	[Purple Bar]								
SATURDAY	11:00 - 3:00	4	11:00	12:00	1:00	2:00-3					
	11:00 - 3:00		[Yellow Bar]			[White]					

The meeting was adjourned at 5:21 p.m. on a motion from Mefferd, seconded by Brown.



Tim McGee, Secretary

Chariton Free Public Library  
January 7, 2016

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday January 7, 2016 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 6:08 p.m.

Members Comer, McGee, Mefferd, Pillsbury, and Steinbach were present. Librarian Kris Murphy was present. City Residents interested in serving as trustees, Virginia Cox and Michile & Mike Goben were present. Ray Meyer was also present.

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

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

**Correspondence:** see new business item c. below.

The **Financial Statement** and **Treasurer's Report** were unanimously approved on a motion from Steinbach, seconded by Comer.

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

**Grants:** Still spending the DEKKO money. Steinbach & Meyer reported that the grant funds secured by Rotary, to purchase Library computers, will be turned in to City Hall.

**Old Business:** none

**New Business:**

- a. A new slate of Board Officers was unanimously appointed on a motion from Comer, seconded by Steinbach.  
President: Fred Steinbach      Vice-President: Tim McGee      Secretary: Ruth Comer

Three city residents interested in becoming Library Trustees were welcomed to the meeting. Virginia Cox has served on a library board in Ohio and uses the Library frequently. Michile Goben is also a frequent library user. Both she and her husband Mike wish to be considered for vacant trustee slots.

- b. A 2016 Annual Calendar was unanimously adopted, including all holiday and in-service closings for the upcoming year, on a motion from Mefferd, seconded by Steinbach.
- c. Murphy and Steinbach will attend the City Council Budget Meeting at 3:00 on Monday, January 11<sup>th</sup>
- d. Murphy distributed copies of the policies under review.

Comer moved for approval of both the Personnel Policy and Collection Management Policy. Mefferd seconded and both motions passed unanimously.

The Internet Policy was tabled to the February meeting. And although changes have recently been made to the Operations Policy, it will be addressed as a whole at the February meeting as well.

**Director's Report:** attached.

The meeting was adjourned at 6:53 p.m. on a motion from Steinbach, seconded by Mefferd.

Kris Murphy, Secretary pro tem





Chariton Free Public Library  
February 4, 2016

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday February 4, 2016 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m.

Trustees Comer, Cox, McGee, Mefferd, Pillsbury, and Steinbach were present. Librarian Kris Murphy was present. Prospective Trustee Lois Dixon was present. City Councilman Vern Vogel, City Manager Joe Gaa, and Rotarian Raymond Meyer were also present.

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

New Trustee Virginia Cox and reappointed Trustees McGee and Mefferd were sworn in. Cox signed her oath of service.

The **Minutes** of the last regular meeting were unanimously approved on a motion from McGee, seconded by Pillsbury, as amended to include the word unanimously for each motion so carried. It was also determined that future minutes should list a roll call for each vote.

**Open Forum:** Ray Meyer reported on the Rotary grant to the Library with a total amount of \$5,875.<sup>72</sup> and 50 hours of volunteer service.

**Correspondence:** none

The **Financial Statement & Treasurer's Report** were unanimously approved on a motion from McGee, seconded by Cox.

**Claims** were unanimously approved on a motion from Mefferd, seconded by Pillsbury, with the exclusion of the Iowa Prison Industries claim for the Rotary furniture due to clarification needed on the dollar amount.

**Grants:** none

**Old Business:** none

**New Business:**

Steinbach and Murphy distributed the newly revised Director Evaluation. Trustees will turn the evaluations in to Steinbach so that he and Murphy can meet prior to the March meeting at which a review will be provided.

Board Bylaws – The suggestion to switch the regular meeting time to 5:30 pm was presented in writing to be voted on at the March meeting.

Comer moved to approve the Internet Use Policy as written. Mefferd seconded and the motion passed unanimously.

Mefferd moved to approve the Operations Policy with changes proposed. Cox seconded and the motion passed unanimously.

**Director's Report:** attached.

The meeting was adjourned at 6:02 p.m. on a motion from Pillsbury, seconded by McGee.

 Ruth Comer, Secretary

# Chariton Free Public Library

March 3, 2016

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday March 3, 2016 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:05.m.

Trustees Armstrong, Comer, Cox, Dixon, McGee, Mefferd, Pillsbury, and Steinbach were present. Librarian Kris Murphy was present. Library Clerk Deb McClure was also present.

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

Armstrong  Comer  Cox  Dixon  McGee  Mefferd  Pillsbury  Steinbach

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

Armstrong  Comer  Cox  Dixon  McGee  Mefferd  Pillsbury  Steinbach

## **Public Forum:**

- a. Deb McClure spoke about meeting with Phil Hammermeister, the Hy-Vee Store Director. The two have organized a Library/Hy-Vee Programming Partnership to offer programs at the Library. Phil also discussed some fundraising options with McClure and committed Hy-Vee catering for the upcoming Library Open House.

The **Financial Statement & Treasurer's Reports** were unanimously approved on a motion from Mefferd, seconded by Pillsbury.

Armstrong  Comer  Cox  Dixon  McGee  Mefferd  Pillsbury  Steinbach

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

Armstrong  Comer  Cox  Dixon  McGee  Mefferd  Pillsbury  Steinbach

**Grants:** none

## **Old Business:**

- a. Director Evaluations are still being collected. Steinbach will set up a meeting with Kris once they are all in and report back at next month's meeting.
- b. Pillsbury moved to amend the Board Bylaws making the regular meeting time 5:30 pm. Cox seconded and the motion was approved unanimously. Armstrong  Comer  Cox  Dixon  McGee  Mefferd  Pillsbury  Steinbach

### Article V. MEETINGS:

Section 1: The regular meeting of the Board of Trustees shall be held in the board room at 5:30 pm on the first Thursday of each month. The President may call a special meeting at any time so long as legal notice is given under the Iowa Open Meetings Law. A special meeting shall be called upon the written request of any member.

## **New Business:**

- a. McGee made a motion to authorize Murphy to spend up to \$1,000 to install lights in the Display Case, Dixon seconded and the motion passed unanimously. Armstrong  Comer  Cox  Dixon  McGee  Mefferd  Pillsbury  Steinbach
- b. The Board authorized Murphy to come back with a recommendation regarding installation of surveillance cameras throughout the building, asking that she come back next month with at least 2 bids.

**Director's Report:** attached.

The meeting was adjourned at 5:53 p.m. on a motion from McGee, seconded by Pillsbury.



Ruth Comer, Secretary

Chariton Free Public Library  
April 7, 2016

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday April 7, 2016 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Armstrong, Cox, Dixon, McGee, Mefferd, Pillsbury and Steinbach were present. Librarian Kris Murphy was present. Joe Gaa, Vern Vogel and Raymod Meyer were also present.

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

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

**Correspondence:** Thank You from Janet Granahan for donation of old/unsold Religion Books to Cornerstone Church

The **Financial Statement & Treasurer's Report** were unanimously approved on a motion from Dixon seconded by Pillsbury.

**Claims** Mefferd made a motion to amend the March 3, 2016 Claims rescinding the payment of \$3,594 to Iowa Prison Industries, which was an incorrect amount provided by the vendor, for which the vendor sent a credit memo, and to pay the April 7, 2016 claims, including the reissued bill for the proper amount of \$3,954. McGee seconded, and the Claims were approved unanimously.

**Grants:** A grant check in the amount of \$5,575.72 will be presented to the Library tomorrow at the weekly Rotary meeting, where Murphy will speak to the group about what was done with the funds and the part the project plays in the initiative currently underway to make the Library a more vital part of the community with technology, materials and programming. Murphy, Library Trustees and Rotary members will discuss the volunteer time Rotary will provide to the Library.

**Old Business:** Steinbach presented the completed Director Evaluation for review with Murphy and the Board.

**New Business:** Murphy presented four quotes for Surveillance Camera purchase and installation. She will solicit further quotes and input from other vendors to present at the May meeting.

**Director's Report:** attached.

The meeting was adjourned at 6:16 p.m. on a motion from Pillsbury, seconded by Cox.



Tim McGee, Secretary pro tem

# Chariton Free Public Library

May 5, 2016

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday May 5, 2016 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:38 p.m.

Trustees Armstrong, Comer, Cox, Dixon, McGee, Mefferd and Pillsbury were present. Librarian Kris Murphy was present.

The **Agenda** was unanimously adopted as amended (5:30 not 5:00) on a motion from Mefferd, seconded by Pillsbury.

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

## **Correspondence:**

- a. BRIDGES Letter of Agreement 2016-2017
- b. Enrich Iowa Letter of Agreement 2016-2017
- c. Donations 1/2016 – 4/2016 to Newspaper
- d. Memorial/HONOR Notices sent for Betty Cross, Tom Jones, Marilyn Nelson, Bob Wilhite, Bill Marner, Liela Stout Mitchell, Jerry Narber, Marvin Shore, Bonnie Stone's Birthday, Gloria Sellers, James G. Smith
- e. Memorial Updates sent for Charlene Meyer, Dave Orwig & Audrey Rhodes
- f. Thank You Card to Merilynn Frame for another donation of Guideposts Books

The **Financial Statement & Treasurer's Report** were unanimously approved on a motion from Armstrong, seconded by Pillsbury.

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

**Grants:** Discussion of what to ask of the Vredenburg Foundation this year – the grant application is due July 22<sup>nd</sup>.

Both the surveillance cameras and the possibility of replacing the carpet were discussed as grant options.

Discussion about acquisition of property adjacent to the Library, owned by the newspaper office. Murphy will discuss the matter with Steinbach, City Manager Joe Gaa and possibly City Attorney Verle Norris, and will contact the owner of the property & place the matter on next month's agenda.

## **Old Business:**

Surveillance Cameras: Mefferd moved to arrive at a surveillance policy prior to purchase of surveillance equipment. Pillsbury seconded and the motion passed unanimously. Murphy has begun looking at other libraries' policies and suggestions from the State Law Library. She will contact the State Library and American Library Association for input as she prepares a draft policy to be submitted at the June meeting.

## **New Business:**

**Director's Report:** attached.

The meeting was adjourned at 6:18 p.m. on a motion from Pillsbury, seconded by Armstrong.

  
Ruth Comer, Secretary



Chariton Free Public Library  
June 2, 2016

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday June 2, 2016 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:31p.m.

Trustees Armstrong, Comer, Cox, Dixon, McGee, Pillsbury, and Steinbach were present. Librarian Kris Murphy was present. Vern Vogel was also present.

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

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

**Correspondence:** Memorial Notices sent for Jake Debok and Liela Stout Mitchell.  
Thank You sent to Town &Country Book Club.

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

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

**Grants:** Rotary members are going to compile resources to be used in conjunction with the computers they donated. We will make their guide and templates available via the Library's website and in hardcopy at the Rotary Computer Stations.

**Old Business:**

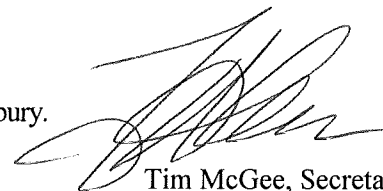
Surveillance Cameras & Policy – tabled to the July meeting. Steinbach directed Murphy to apply for the Vredenburg Grant for this project.

**New Business:**

Due to Murphy's absence, the July meeting will be rescheduled to July 14<sup>th</sup> at 5:30. Cox made the motion, Dixon seconded and the motion passed unanimously.

**Director's Report:** attached.

The meeting was adjourned at 5:57p.m. on a motion from Comer, seconded by Pillsbury.



Tim McGee, Secretary pro tem

# Chariton Free Public Library

July 14, 2016

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday July 14, 2016 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Armstrong, Cox, McGee, Mefferd, Pillsbury, and Steinbach were present. Librarian Kris Murphy was present. City Councilman Vern Vogel and Rotarian Joe Sellers were also present.

The **Agenda** was unanimously adopted on a motion from Cox, seconded by Armstrong.

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

## **Correspondence:**

- a. Second Bid/Quote Request mailed to local contractors – no response
  1. Steinbach & Murphy will call other suggested contractors for specific jobs
- b. Memorial/HONOR Notices (see Director's Report)
- c. Second email attempt to Van Meter Industrial about parking lot lights – working on quote

The Amended Fiscal Year 2016 **Financial Statement** was unanimously approved on a motion from Mefferd, seconded by Pillsbury.

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

## **Grants:**

- a. Grant Report to Vredenburg Foundation
- b. Grant Application to Vredenburg Foundation – Surveillance Cameras

## **Old Business:**

- a. Mefferd moved to approved the Surveillance Policy as amended. Pillsbury Seconded and the motion passed unanimously. Armstrong moved to purchase the Cameras from PC Repair Services, based on the quote provided, to include installation. This quote will be used in the Vredenburg Foundation grant application.
- b. Joe Sellers discussed with the board the Rotary project and the continuation of Rotary's involvement, specifically how to use the volunteer hours committed and what individual programs to offer.

## **New Business:**

- a. Mefferd moved to approve staff raises at 2.5% for all Library staff for the 2017 fiscal year, matching those previously approved by the City Council for other departments. Pillsbury seconded and the motion passed unanimously.

**Director's Report:** attached.

The meeting was adjourned at 6:38 on a motion from Pillsbury, seconded by Armstrong.



Tim McGee, Secretary pro tem

Chariton Free Public Library  
August 4, 2016

The Chariton Free Public Library Board held its regular monthly meeting in the meeting room Thursday August 4, 2016 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:45 p.m.

Trustees Comer, Cox, McGee, Mefferd, and Steinbach were present. Prospective Trustee Mary Jane White was present. Librarian Kris Murphy was present. City Councilman Vern Vogel was also present, and Ray Meyer attended.

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

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

**Correspondence:** Deb McClure's Resignation.

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

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

**Claims** were approved unanimously on a motion from Mefferd, seconded by Cox.

**Grants:** Vredenburg Grant was submitted.

**Old Business:**

**New Business:**

McGee moved to spend up to \$3,000 to purchase and install replacement light fixtures in the back lot, based on the quote from Van Meter. Comer seconded and the motion passed unanimously.

Murphy discussed reorganizing the Library Staff to include an assistant director and possibly a position responsible for library programming. She will come back with possible job descriptions and a salary scale for the September meeting.

Cox provided a list of programs that were offered at the New Carlisle Ohio PL, where she was formerly a trustee. We discussed some programming ideas.

Mefferd asked Murphy to provide copies of the ALA's Library Bill of Rights and Freedom to Read/View statements.

**Director's Report:** attached.

The meeting was adjourned at 6:28 p.m. on a motion from McGee, seconded by Cox.



Ruth Comer, Secretary

Chariton Free Public Library  
September 1, 2016

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday September 1, 2016 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:29 p.m.

Trustees Armstrong, Comer, Dixon, McGee, Mefferd, Pillsbury, and Steinbach were present. Librarian Kris Murphy was present. Ray Meyer was in attendance. Prospective Trustee Maryjane White was also present.

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

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

**Correspondence:** Memorial Notices: Chelsy Arnold (HONOR book), Lorna Cochran memorial, Aletha Feight memorial.

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

**Claims** were approved on a motion from Mefferd, who proposed paying only the portion of the PC Repair claim that covered purchase of the surveillance cameras, and waiting to pay the labor until installation was complete. Dixon seconded.

**Grants:** DEKKO Grant Report submitted. 84% of funds expended.  
Vredenburg Grant: We received a check for \$7,500 to purchase and install surveillance cameras.

**Old Business:** Parking Lot Lights – Order placed, but no product has arrived yet.

**New Business:** Murphy distributed updated Library Staff Descriptions, including proposed Assistant Director and Programming Librarian positions. She also spoke about wanting to implement a salary scale for Library employees and more rigorous competency standards. Trustees will review the descriptions and return comments at next month's meeting.

McGee questioned the existence of the Library's third phone line, which used to be the Dial-A-Story line. Since the equipment is failing and there are now so many other better options online for the type of service provided by the Dial-A-Story, it was suggested that the third phone line might be dropped. Murphy will check with E-rate and State Library staff to see how this might affect our already awarded E-rate discount. She'll put the issue on next month's agenda.

**Director's Report:** attached.

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

  
Ruth Comer, Secretary



# Chariton Free Public Library

October 6, 2016

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday October 6, 2016 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:33 p.m.

Trustees Armstrong, Comer, Cox, Dixon, McGee, Mefferd, Pillsbury and Steinbach were present. Librarian Kris Murphy was present. Rotarian Ray Meyer and City Councilman Vern Vogel were also present.

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

The **Minutes** of the last regular meeting were unanimously approved on a motion from Armstrong, seconded by Dixon.

**Correspondence:** email: Parking Lot Lights – Expected delivery is 10/7/2016.

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

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

**Grants:** Finishing up with spending of DEKKO grant. Cameras being installed with Vredenburg Foundation funds.

## **Old Business:**

Library Staff Descriptions & Reorganization were discussed. Revised job descriptions were reviewed, changes suggested, and will be revisited at the November meeting.

Dixon expressed her excitement about Learning Express and shared the school's interest in utilizing it with their students. Members of the High School staff have begun exploring the available materials. Murphy will meet with High School staff and offer additional introduction and training.

## **New Business:**

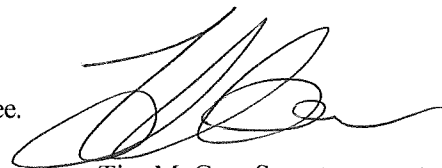
Trustee Job Description – This new job description was also reviewed and will be presented at the November meeting with suggested changes.

Dixon presented a check from the Library Foundation for \$732.43. This annual contribution will continue to be used towards funding the Library's BRIDGES e-content subscription. Murphy will send a thank you note.

Murphy will contact e-rate to see what the repercussions of eliminating our 641-774-5211 phone line might be. At the November meeting we will discuss whether eliminating the line adversely affects our discount or ability to receive future discounts.

**Director's Report:** attached.

The meeting was adjourned at 6:42 p.m. on a motion from Pillsbury, seconded by McGee.



Tim McGee, Secretary pro tem

Chariton Free Public Library  
November 3, 2016

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, November 3, 2016 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:37 p.m.

Trustees Armstrong, Cox, Dixon, McGee (by phone), Steinbach and White were present. Librarian Kris Murphy was present.

The **Agenda** was unanimously adopted on a motion from Cox, seconded by Dixon.

New Trustee Mary Jane White -- Oath

The **Minutes** of the last regular meeting were unanimously approved on a motion from Armstrong seconded by Dixon

**Correspondence:**

- Donation Letter from Chariton Public Library Foundation
- Thank You from Frances Young Family
- Mediacom – Another Copyright Notice
  
- BRIDGES email re: FY18-21 Cost Increases

City	2010 Population	FY 2017 Subscription	Starting FY2018 Raise to .13	Starting FY 2021 Raise to .15
Chariton	4,321	Base = \$300 +.09 PC \$688.89	Base=\$300+.13PC \$861.73	Base=\$300+.15PC \$948.15

The **Financial Statement & Treasurer's Report** were unanimously approved on a motion from Cox, seconded by Armstrong.

**Claims** were approved on a motion from White, seconded by Dixon.

**Grants:** none

**OLD BUSINESS**

A motion was made by Cox, and seconded by Dixon, to approve the following wages and positions:

- |  |                                     |
|--|-------------------------------------|
| Lauri Ghormley -- \$11.00/hour & position of <u>Assistant Director</u>     | Sharon Shipley -- \$9.55/hour       |
| Janell Armstrong -- \$8.50/hour & position of <u>Programming Librarian</u> | Brandon Draper -- \$8.50/hour       |
|  | Mary Katherine Laird -- \$8.50/hour |

Cox  Dixon  McGee  Steinbach  White  (Armstrong abstained) Motion approved unanimously.

Armstrong made a motion, seconded by Cox, to approve the new (Assistant Director & Programming Librarian) and revised (Director & Clerk) Library Staff Job Descriptions, as well as to approve the new Trustee Job Description. The motion passed unanimously. Please see attached.

Murphy will file a form with E-rate that will allow us to eliminate the 641-774-5211 Phone Line

**NEW BUSINESS**

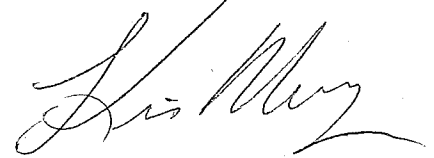
White made a motion, seconded by Dixon, to approve the FY18 Budget Request as amended to reflect increases in wages. The motion passed unanimously.

Murphy revisited the idea of making the Meeting Room available outside of Library hours for a fee. The staff discussed this at their in-service in October due to the increasing number of requests and complaints from the public. Murphy will present a revised Meeting Room Policy draft at the December meeting for consideration. Murphy will also submit a draft of a possible Programming Policy which will work in conjunction with the Meeting Room Policy.

**Director's Report:** attached.

The meeting was adjourned at 6:37 p.m. on a motion from Armstrong, seconded by Dixon.

Kris Murphy, Secretary pro tem

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

CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES  
AGENDA · SPECIAL MEETING FRIDAY NOVEMBER 11, 2016  
5:30 PM

All meetings of the Board are open to anyone who may wish to observe the proceedings. Members of the public who wish to address the Board will be given the opportunity in the Public Forum, for which time will always be designated in the agenda. Please alert the library director.

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. OLD BUSINESS
  - a. Employee Wage Increases
4. ADJOURNMENT

Chariton Free Public Library  
Special Meeting  
November 11, 2016

The Chariton Free Public Library Board held a special meeting in the boardroom Thursday, November 11, 2016 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Armstrong, Cox, Dixon, Mefferd, Steinbach and White were present. Librarian Kris Murphy was present.

The **Agenda** was unanimously adopted on a motion from Mefferd seconded by Cox.

**Old Business:**

Mefferd moved that employee wage increases decided at the regular November meeting would take effect with the pay period beginning Monday November 7, 2016. Dixon seconded and the motion passed unanimously, with the exception of Armstrong, who abstained.

The meeting was adjourned at 5:32 p.m. on a motion from Cox seconded by Armstrong.

Kris Murphy, Secretary pro tem

Chariton Free Public Library  
December 1, 2016

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, December 1, 2016 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Armstrong, Cox, Dixon, McGee, and White were present. Librarian Kris Murphy was present.

The **Agenda** was unanimously adopted on a motion from Cox, seconded by Armstrong.

The **Minutes** of the last regular meeting and the minutes of the special meeting of November 11, 2016 were unanimously approved on a motion from Dixon, seconded by White.

**Correspondence:** none

The **Financial Statement** & **Treasurer's Report** were unanimously approved on a motion from Armstrong, seconded by Cox.

**Claims** were approved on a motion from Armstrong, seconded by Dixon.

**Grants:** none

**Old Business:**

Murphy provided a draft of the new Meeting Room Policy for review. We'll revisit it at the January meeting.

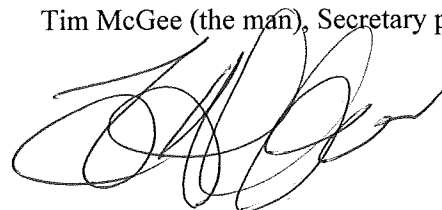
**New Business:**

- a. White moved and Dixon seconded to approve "outside of hours" use of the Library's meeting room for the two Rotary Courses December 13<sup>th</sup> & 15<sup>th</sup>
- b. Murphy provided a draft of a Programming Policy for review. We'll revisit it at the January meeting.
- c. Murphy provided a draft of a Makerspace Policy & Associated Forms for review. We'll revisit it at the January meeting.

**Director's Report:** attached.

The meeting was adjourned at 5:58 p.m. on a motion from Cox, seconded by Dixon.

Tim McGee (the man), Secretary pro tem



Chariton Free Public Library  
January 5, 2017

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, January 5, 2017 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Armstrong, Comer, Cox, Dixon, McGee, Mefferd, Pillsbury, Steinbach and White were present. Librarian Kris Murphy was present.

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

The Minutes of the last regular meeting were unanimously approved on a motion from Dixon, seconded by White.

**Correspondence:**

- a. City Budget Meeting announcement – Steinbach & Kris will attend at 5:10 1/9/17
- b. Thank You from Inter-Church Ministries for “Food for Fines” Donation

The Financial Statement & Treasurer’s Report were unanimously approved in separate motions from McGee, with the Financial Statement seconded by Mefferd, and the Treasurer’s Report seconded by Pillsbury.

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

Grants: none

**Old Business:**


- a. The Meeting Room Policy was unanimously approved on a motion from Cox, seconded by Dixon.
- b. The Programming Policy was unanimously approved with changes on a motion from Mefferd, seconded by Armstrong.
- c. The Makerspace Policy & Associated Forms were tabled until Murphy has an opportunity to discuss concerns with the City Attorney and Insurance.

**New Business:**

The Carpet Cleaning Estimate of up to \$2,036.<sup>30</sup> from Gene Wright of On The Spot Floor Care, as well as the scheduled dates for the cleaning, were accepted on a motion from Comer, seconded by Dixon.

**Director’s Report:** attached.

The meeting was adjourned at 6:36 p.m. on a motion from Pillsbury, seconded by Comer.



Ruth Comer, Secretary

# Chariton Free Public Library

February 2, 2017

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday February 2, 2017 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:33 p.m.

Trustees Comer, Cox, Dixon, McGee, Mefferd, Steinbach and White were present. Librarian Kris Murphy was present. Councilmember Vern Vogel was also present.

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

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

**Correspondence:** none

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

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

**Grants:** SCICF Grant Submitted (\$4,000 for collection purchases)

**Old Business:**

**New Business:**

**Director's Report:** attached.

The meeting was adjourned at 6:01 p.m. on a motion from Dixon, seconded by Comer.



Ruth Comer, Secretary

# Chariton Free Public Library

## March 2, 2017

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, March 2, 2017 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:41 p.m.

Trustees Armstrong, Comer, Cox, Dixon, McGee, Mefferd, and Steinbach were present. Librarian Kris Murphy was present.

The **Agenda** was unanimously adopted on a motion from Cox, seconded by Armstrong.

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

**Correspondence:** Thank You from Melcher Dallas Public Library  
Letters concerning incident in Library parking lot

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

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

**Grants:** Janell Armstrong, acting as Programming Librarian, has secured us funding for two projects.

The first entails purchasing paperback books and totes that can be checked out by the local childcare providers, utilized by Library staff in visits to such providers, and used at the Charitone Grill on family nights, where families are invited to ignore their phones during the meal and spend some time together reading. The grant secured through the Hy-Vee store is for \$400.

The second project is our upcoming Open House. Janell secured funding that will provide a lunch for the public on the day, hopefully to be cooked and consumed in the back parking lot. Hy-Vee and Midwest Heritage Bank will provide the funding for this. Dollar amount will take into account the price of the lunch items.

### **Old Business:**

Kris will meet with Midwest Heritage Insurance the coming week, concerning the increased coverage needed for the additional machines and tools purchased in the past year, as well as the liability issues associated with the MakerSpace.

### **New Business:**

#### Charlene Meyer Memorial Furniture

McGee showed pictures of the furniture selected for the Charlene Meyer Memorial, as well as presenting a bill for the purchase the chairs and tables from Artis Furniture Galleries. The total price will be \$3,865. Mefferd moved to add the down-payment of \$1,932.<sup>50</sup> to the March Claims. Armstrong seconded and the bill was added to the Claims.

#### Library Investments & Budget Amendments

The Board discussed expenditures on building repairs and cleaning, as well as additional hardware and installation associated with the new surveillance system. Additional repairs are planned before the end of the current fiscal year.

Murphy also drew attention to the expenditures that have fallen, and will continue to fall, in FY17 for collection and MakerSpace items, expending funds that were deposited in the previous fiscal year. This causes an overage in the budget, but not in the operating funds balance.

Murphy will speak with City Manager Gaa to see whether the overage in the budget will necessitate an amendment to the City's budget. The Board will determine at a later date how much money to shift from the Library's bequest investments to the operating fund in order to cover the work being done.

**Director's Report:** attached.

The meeting was adjourned at 6:24 p.m. on a motion from Comer, seconded by Armstrong.



Tim McGee, Secretary pro tem



# Chariton Free Public Library

April 6, 2017

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, April 6, 2017 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:34 p.m.

Trustees Armstrong, Dixon, McGee, Mefferd, Pillsbury, Steinbach and White were present. Librarian Kris Murphy was present.

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

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

## Correspondence:

- a. Thank you & Receipt to Hy-Vee Inc., Hy-Vee Store, Midwest Heritage Bank & Hy-Vee Distribution for \$400 to purchase books and a tote for a jointly offered reading program for Kids Nights at the Charitone Market Grille
- b. Thank you to donors Gregory Burley Brown, Larry & Sharon Squibb, Richard & Joyce Chalfant, and Susan Hartley (Wilma Strait Memorial)
- c. Memorial Notices and Thank you to Chariton Book Club, Mary Chapman, Amanda DeMichelis, Greg Dale, Ruth Ruddell, Josh & Tara Ewart (honor books), Charles & Paul Rosa, Andrea Hanse, Lucille Stone, Stacy & Tom Swanson McWilliams, Denise Storm, Nancy McWhorter, Melody Wilson, Rusty & Becky Pennington, Carla Brown, Bill & Jindra Green, and Allen Upchurch. (Murphy will alter notice text to a thank you)
- d. BRIDGES 2017-2018 Letter of Agreement
- e. Sex Offender Request

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

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

Grants: South Central Iowa Community Foundation Agreement, \$4,000 for collection items

Old Business: McGee reported on the delivery dates for the new Charlene Meyer Memorial furniture. The chairs scheduled to be delivered in April and tables in June. A memorial plaque will be placed in the location of the furniture and artwork.

## New Business:

Meeting Room Event Volunteer Monitors

CHILD SAFETY POLICY STATES: Unattended Children: Children under the age of 10 years must be accompanied by a parent, guardian or responsible childcare provider of at least 16 years of age, while on Library premises. The only exception to this rule is attendance of Library programming, provided that arrangements have been made for the timely drop-off and pick-up by the responsible adult.

There was discussion about having volunteers or staff monitor activities in the meeting room that involve children who may be unaccompanied by an adult, the LEGO program is the only program like that so far. One staff member may be sent to monitor the activity, unless volunteers can be found. Suggestions of utilizing volunteers from both LCHC Volunteer Services and the Silver Cord Program were made and background checks discussed. Murphy will discuss volunteers with both program coordinators. Murphy was directed to add background checks to our hiring process for all staff, not just those doing children's programming.

Director's Report: attached.

The meeting was adjourned at 6:21 p.m. on a motion from Mefferd, seconded by Pillsbury.

  
Tim McGee, Secretary pro tem

**James Mefferd, P.C.**

*A Professional Corporation*

Attorney at Law

224 North Main

Chariton, Iowa 50049-1719

Phone (641) 774-2173

Fax (641) 774-4649

jmefferd@mefferdlaw.com

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April 6, 2017

Board Members & Kris:

Re: Supervision at "Lego Time"

A question has arisen re the need for library supervision in the Meeting Room during the "Lego time", i.e., should the library provide either a staff member or a volunteer during this time specifically to supervise the room while children are present. Our current policy provides that children, under 10 years of age shall not be unattended on library premises, i.e., accompanied by a parent, guardian, or responsible child care provider.

While having a staffer or volunteer present is a good idea, I believe it may not be practical and may have unattended consequences. Having a paid employee present is not reasonably possible largely because of funding. We could have a volunteer either from the Friends or Lucas County Volunteer Program.

I believe who ever we have should undergo a background check. I understand we may not always have the same volunteer. There is some expense to having a background check. Also I can foresee a volunteer being reluctant to undergo such a check.

If the scheduled volunteer does not show up, I believe we would have to close the program for that time. If we have a policy to have supervision then we have to adhere to the policy. If we have this policy and the room is open with a volunteer not present and we have an incident, then I believe we would be worse off than with our current policy.

With our current policy and our surveillance monitors, the Director or a staff member has the ability to visually monitor the room



Jim Mefferd

# Chariton Free Public Library

May 4, 2017

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, May 4, 2017 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:35p.m.

Trustees Armstrong, Comer, Cox, McGee, Mefferd, Pillsbury, White, and Librarian Kris Murphy were present.

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

The **Minutes** of the April meeting were unanimously approved on a motion from Armstrong, seconded by Pillsbury.

## **Correspondence:**

- a. Memorial Notices and Thanks
- b. ENRICH IOWA 2017-2018 Letter of Agreement
- c. Sex Offender Requests – Two men were granted access to the Library & signed letters of agreement.

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

**Claims** were approved on a motion from Armstrong, seconded by Cox.

**Grants:** We're spending them.

## **Old Business:**

The Charlene Meyer memorial chairs should arrive soon. Approximately half the price for the chairs has been paid. The rest of the payment, for both chairs and tables, will be paid upon delivery. The tables are expected in June.

Transfer of Investment Funds to cover Building Work:

The Board reviewed the March Library Investment information, provided by Joe Gaa, and a list of expenses already incurred during the 2017 fiscal year, provided by Murphy, and discussed the investment fund balances and returns. Murphy suggested a transfer of at least \$18,000 to cover these fy17 expenses and ongoing costs that will fall in fy18, as repairs continue on the building. The Board will look at the next month's numbers during the June meeting to vote on transferring funds.

## **New Business:**

The Board discussed reupholstering the existing chairs, and whether there was still anyone locally to do the work. Murphy will check the library email to refer to previous conversations concerning the topic, and locate someone to do the work.

McGee mentioned the Library Open House and how well it was received. There followed a discussion of how we can find opportunities to offer more events like it. Murphy talked about the expanded efforts of Programming Librarian, Janell Armstrong, both at the Library and off-site at other community services locations, and more ideas were discussed.

**Director's Report:** attached.

The meeting was adjourned 6:27 p.m. on a motion from Pillsbury, seconded by White.



Ruth Comer, Secretary

# Chariton Free Public Library

June 1, 2017

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, June 1, 2017 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:31 p.m.

Trustees Comer, Cox, Dixon, McGee, Steinbach and White were present. Librarian Kris Murphy was present.

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

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

**Correspondence:** none

The **Financial Statement & Treasurer's Report** were unanimously approved on a motion from White, seconded by Dixon.

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

## **Grants:**

Murphy is looking at a grant to either pay a provider to digitize or purchase equipment for digitizing our recent local newspapers (from 2011 on) which have never been microfilmed or scanned & so are unavailable in any form besides the printed copies. Murphy will contact the newspaper office to determine whether an electronic version of the paper is something they create and whether or not it could be accessed or adapted to supplement the existing digital archive.

## **Old Business:**

McGee moved to transfer \$18,000 from the Ambelang Memorial Investment when it becomes available in July, to cover completed and ongoing building and service improvement projects. Dixon seconded and the motion passed unanimously.

The MakerSpace & Meeting Room Policies were reviewed and suggestions made. Murphy will present new drafts for possible approval at the July meeting. Murphy will ask the City Attorney to review the waivers and agreements to accompany the policies.

**New Business:** None

**Director's Report:** attached.

The meeting was adjourned at 6:23 p.m. on a motion from McGee, seconded by White.

Ruth Comer, Secretary



Altenhofen, Ron (Custombuilt Pieces)	006 - 410 - 6310	\$440.93
Noble Industrial Supply Co. (Ice Melt)	006 - 410 - 6310	\$288.81
Country Propane, Heating & Cooling (repair)	006 - 410 - 6310	\$402.00
Johansen Plumbing & Heating (toilet repair)	006 - 410 - 6310	\$60.22
On The Spot Floor Care (cleaning)	006 - 410 - 6310	\$2,036.30
ULINE (Replacement Rugs)	006 - 410 - 6310	\$715.38
Van Meter Inc. (Lamp Post & Globes)	006 - 410 - 6310	\$2,243.00
Amazon (Cleaning Supplies/Buffers for Marble )	006 - 410 - 6310	\$127.81
CPL Petty Cash (Bulbs & Outlet Adapters)	006 - 410 - 6310	\$26.17
CPL Petty Cash (Plants for Flower Pots)	006 - 410 - 6310	\$28.61
CPL Petty Cash (Light Fixtures)	006 - 410 - 6310	\$149.91
	<b>BUILDING &amp; GROUNDS</b>	<b>\$6,519.14</b>
True Value <b>DEKKO</b> tools	006 - 410 - 6505	\$1,113.46
Amazon ( <b>DEKKO</b> toys & tools)	006 - 410 - 6505	\$3,221.19
Amazon (Office Cords & last of <b>DEKKO</b> )	006 - 410 - 6505	\$355.51
Amazon ( <b>DEKKO</b> )	006 - 410 - 6505	\$89.30
Amazon ( <b>DEKKO</b> "Equipment" Purchases)	006 - 410 - 6505	\$805.74
Amazon ( <b>DEKKO</b> toys)	006 - 410 - 6505	\$48.05
Amazon (Shipping/Handling) <b>DEKKO</b>	006 - 410 - 6505	\$57.38
CPL Petty Cash ( <b>DEKKO</b> labels for "Quiet Books")	006 - 410 - 6505	\$29.98
PC Repair Services (Install on <b>DEKKO</b> , new <b>DEKKO</b> router)	006 - 410 - 6505	\$658.75
Office Machines ( <b>DEKKO</b> ink cartridges for Multimedia Computer)	006 - 410 - 6505	\$311.30
	<b>DEKKO &amp; Related Expenses</b>	<b>\$6,690.66</b>
PC Repair Services (Vredenburg Grant \$ Cameras)	006 - 410 - 6505	\$4,299.00
PC Repair Services (Vredenburg Grant \$ Cameras)	006 - 410 - 6505	\$3,610.00
PC Repair Services Vredenburg Grant \$ Install & Demo Recorder	006 - 410 - 6505	\$95.00
	<b>VREDENBURG GRANT &amp; Related Expenses</b>	<b>\$8,004.00</b>
CPL Petty Cash (Security TV, Mount, Optical Mouse, Coffee Maker & Phone)	006 - 410 - 6505	\$197.90
CPL Petty Cash (Flashdrive, Bulb, HDMI cords, TV mount)	006 - 410 - 6505	\$136.22
CPL Petty Cash (TV Monitor)	006 - 410 - 6505	\$318.31
DEMCO (Display Bin)	006 - 410 - 6505	\$61.93
DEMCO (24 Headphones for lab)	006 - 410 - 6505	\$229.67
Longley Trophy Co	006 - 410 - 6507	\$30.00
Office Machines (FILING CABINETS & Op. Supplies)	006 - 410 - 6507	\$406.43
PC Repair Services (Install monitor & cords)	006 - 410 - 6507	\$216.00
PC Repair Services (Library Info Center Comp)	006 - 410 - 6507	\$23.75
The Paper Corporation	006 - 410 - 6507	\$909.11
	<b>OTHER EXPENDITURES</b>	<b>\$2,529.32</b>
	<b>EXPENDITURES</b>	<b>\$23,743.12</b>
	<b>BUDGETED FOR 6310, 6505 &amp; 6507</b>	<b>\$9,600.00</b>
	<b>DIFFERENCE</b>	<b>\$14,143.12</b>
	<b>SALARIES</b>	<b>\$8,000.00</b>
	<b>V-Burg \$ FY17</b>	<b>-\$7,500.00</b>
	<b>SCICF \$ FY17</b>	<b>-\$1,000.00</b>
		<b>\$13,643.12</b>

I am suggesting a transfer of at least \$18,000 from the Ambelang in July, to cover this overage and the continuing building repair costs which will fall this & next fiscal year. KM

CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES  
 AGENDA · SPECIAL MEETING THURSDAY, JUNE 15, 2017  
 5:30 PM

All meetings of the Board are open to anyone who may wish to observe the proceedings. Members of the public who wish to address the Board will be given the opportunity in the Public Forum, for which time will always be designated in the agenda. Please alert the library director.

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. OLD BUSINESS
  - a. Artis Furniture Claim
4. ADJOURNMENT



2655 100th Street  
 Urbandale, IA, 50322  
 Tel 515-564-7100  
 Fax 515-564-7101

**SALES ORDER**

Order No 67465  
 Order Date 3/8/2017  
 Sold By Beth

**SOLD TO:** Tim McGee Chariton Public Library  
 803 Braden Avenue  
 Chariton, IA 50049  
 Phone (641) 774-4411

**SHIPPED TO:** Tim McGee Chariton Public Library  
 803 Braden Avenue  
 Chariton, IA 50049  
 Phone (641) 774-4411

Qty	Ord	Description	Price	Extended
2		Butler Specialty 2946257 Chairside Table	\$300.00	\$600.00
2		Bradington-Young 463-25 SPECIAL Kirby Cover; 9072-84 Nailhead; French Natural Nail Finish; Mahogany Cover; 9072-84 Nailhead; French Natural Nail Finish; Mahogany	\$1,839.00	\$3,678.00

**SPECIAL ORDERS ARE NOT SUBJECT TO CANCELLATION**  
 Availability of merchandise is estimated according to information on hand at the time order is written. Seller shall not be responsible for delays in delivery of merchandise occasioned by manufacturer's scheduling, stock on hand, availability of materials, transportation delays or any other causes beyond the control of the seller.  
**ALL SALES ARE FINAL • NO REFUNDS**  
 ALL EXCHANGES AND CANCELLATIONS ARE SUBJECT TO SELLER APPROVAL. A minimum fee of 15% of the purchase price will be assessed (re-stocking fee) on seller approved returns, exchanges or cancellations. Buyer assumes all risks associated with transportation of merchandise picked up. Buyer agrees to measure doorways and stairways before ordering, as seller is not responsible for merchandise purchased that is too large to fit. SELLER CAN DESIGNATE A DAY FOR DELIVERY, but not a specific time. Seller cannot move, haul, or reassemble old furniture. Seller makes no warranty beyond any written description furnished on this order. Such disclaimer does not affect manufacturer warranty, if any. Seller will assist the buyer in the exercise of all factory warranties.  
**BUYER ALWAYS ARE NOT SUBJECT TO CANCELLATION.** Buyer agrees to complete payment on schedule, or proceeds of prior payment(s) towards layaway may be forfeited.

BUYER AUTHORIZES ABOVE ORDER	MERCHANDISE RECEIVED IN GOOD CONDITION
X	X

HOW PAID	DATE PAID	AMT PAID
Check	3/11/2017	\$1,932.50
<b>SUBTOTAL:</b>		<b>\$4,278.00</b>
<b>DELIVERY:</b>		<b>\$200.00</b>
<b>TAX:</b>		<b>\$0.00</b>
<b>INVOICE TOTAL:</b>		<b>\$4,478.00</b>
<b>AMOUNT PAID:</b>		<b>\$1,932.50</b>
<b>TOTAL DUE:</b>		<b>\$2,545.50</b>

Chariton Free Public Library Special Meeting June 15, 2017

The Chariton Free Public Library Board held a special meeting in the boardroom Thursday June 15, 2017 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:32 p.m.

Trustees Armstrong, Cox, Dixon, Mefferd, Steinbach and White were present. Librarian Janell Armstrong was present.

The Agenda was unanimously adopted on a motion from Mefferd seconded by Cox.

**Old Business:** Cox moved to pay the Artis Furniture Claim for \$2,545.<sup>50</sup>, completing payment on the Charlene Meyer Memorial furniture. Armstrong seconded and the motion passed unanimously. Armstrong (yes) Cox (yes) Dixon (yes) Mefferd (yes) Steinbach (yes) White (yes)

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

*Janell Armstrong*, Secretary pro tem

# Chariton Free Public Library

July 6, 2017

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, July 6, 2017 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:32 p.m.

Trustees Armstrong, Comer, Cox, Dixon, McGee, Mefferd, Steinbach and White were present. Librarian Kris Murphy was present.

The **Agenda** was unanimously adopted on a motion from Cox, seconded by Dixon.

The **Minutes** of the last regular meeting were unanimously approved on a motion from Cox, seconded by White.

The **Minutes** of the special meeting of June 13, 2017 were filed in the minutes log, with the accompanying correspondence from Mefferd, on a motion from McGee, seconded by Dixon.

The **Minutes** of the special meeting of June 15, 2017 were unanimously approved on a motion from Armstrong, seconded by White.

**Correspondence:** Memorial Notices and Thank Yous

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

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

**Grants:** Murphy is submitting a report to the Vredenburg Foundation and will follow up with a grant request for funds to purchase collection items and new furniture for the juvenile nonfiction section.

## **Old Business:**


The MakerSpace Policy and Liability Waiver were tabled until next month. Murphy will continue to consult with City Attorney Verle Norris. Murphy is also working on a Policy Manual Outline to demonstrate how the individual policies work together.

## **New Business:**

Several other issues were discussed. Mefferd asked Murphy to check with Advantage about digitizing the local newspapers that have not yet been digitized. McGee asked Murphy to place a review of the Genealogical Agreement on the August agenda.

**Director's Report:** attached.

The meeting was adjourned at 6:10 p.m. on a motion from Mefferd, seconded by White.



Tim McGee, Secretary pro tem

Chariton Free Public Library  
August 3, 2017

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday August 3, 2017 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:32 p.m.

Trustees Armstrong, Comer, Cox, McGee, Mefferd and Steinbach were present. Librarian Kris Murphy was present. City Councilman Vern Vogel was also present.

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

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

**Correspondence:** Memorial Notices and Thanks

The **Financial Statement** & **Treasurer's Report** were accepted on a motion from Mefferd, seconded by McGee.

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

**Grants:**

Final Report to SCICF \$4,000 Collection Items

Grant Application to Vredenburg Foundation \$15,000 for new Nonfiction Shelving and Nonfiction Books

**Old Business:**


Mefferd moved to approve the MakerSpace Policy including the Use Agreement and Liability Waiver, Comer seconded and the motion passed unanimously.

**New Business:**

A bid for \$4,325 to replace the Front Door was submitted by Trailhead Enterprises. Murphy will request references and ask for more specifics as to what materials will be used to construct the door, as well as requesting bids from additional contractors.

**Director's Report:** attached.

The meeting was adjourned at 5:58 p.m. on a motion from Armstrong, seconded by Mefferd.

  
Ruth Comer, Secretary



Chariton Free Public Library  
September 7, 2017

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday September 7, 2017 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:35 p.m.

Trustees Armstrong, Comer, Cox, Dixon, Mefferd, Steinbach and White were present. Librarian Kris Murphy was present. City Councilman Vern Voogel was also present.

The Agenda was unanimously adopted on a motion from Dixon, seconded by Cox.

The Minutes of the last regular meeting were unanimously approved on a motion from Armstrong, seconded by Dixon.

Correspondence: none

The Financial Statement was accepted on a motion from Cox, seconded by Mefferd. The Treasurer's Report was accepted on a motion from Mefferd, seconded by Armstrong.

Claims were approved on a motion from White, seconded by Cox.

Grants: We received \$7,500 from the Vredenburg Foundation to purchase nonfiction collection items and shelving to house them.

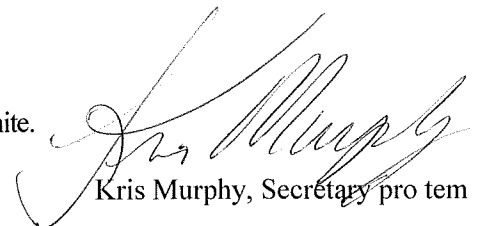
Old Business:

New Business:

- a. Genealogy Agreement: Mefferd moved to table the discussion of Genealogy's rental contract until the October meeting. Dixon seconded and the motion passed unanimously. Murphy will pull the Lucas County Genealogical Society file & request new documentation from them for the October meeting.
  
- b. Library Investments: Based on the materials provided by City Manager (acting Clerk) Joe Gaa, Comer moved to follow the recommendations of the City Manager and City Council to move all of the Library's CDs to Midwest Heritage and to leave the terms up to the discretion of the City Manager/Clerk. Mefferd seconded. Role was called with Armstrong abstaining. Comer: aye, Cox: aye, Dixon: aye, Mefferd: aye, Steinbach: aye, and White: aye. The motion passed.
  
- c. Steinbach submitted his resignation from the Board due to other commitments.

Director's Report: attached. Program Coordinator Report: attached.

The meeting was adjourned at 6:17 p.m. on a motion from Armstrong, seconded by White.

  
Kris Murphy, Secretary pro tem



# CITY OF CHARITON

115 South Main Street Chariton, Iowa 50049

641-774-5991 Fax 641-774-4111

City Manager/City Clerk, Joseph A. Gaa

## MEMORANDUM

TO: Library Board

FROM: Joe Gaa, City Manager

DATE: September 5, 2017

SUBJECT: Rates for City Investment Funds

Last month the City Council was presented with proposals from local financial institutions for rates on Certificates of Deposits. The City has 29 CDs (including Library investments) and at that time, all but one was at Great Western Bank. After reviewing the proposals, the Council approved the following strategies.

1. Move all 6 and 7-month CDs to Midwest Heritage Bank as they come due. The new CDs will accrue interest at the rate of .80%
2. Evaluate future needs of 6 and 7-month CDs to determine if moving to a 12-month term is viable.
3. Move all 12-month CDs to Midwest Heritage Bank as they come due. The new CDs will accrue interest at the rate of 1.30%.

Currently, the Library has 10 CDs that are overseen by the City. If the Library Board agrees to follow the same strategies as approved by the Council, I would ask that you vote to do so at your September board meeting. If approved, we will begin moving the accounts as they come due so that they can accrue additional interest.

If you have any questions or comments regarding this issue, feel free to contact me at your convenience.

## Kris Murphy

---

**From:** James Mefferd <jmefferd@mefferdlaw.com>  
**Sent:** Wednesday, September 06, 2017 3:17 PM  
**To:** 'Kris Murphy'; 'Fred Steinbach'; 'Jane Pillsbury'; 'Lois Dixon'; 'Maryjane White'; 'Michael Armstrong'; 'Ruth Comer'; 'Tim McGee'; 'Virginia Cox'  
**Subject:** RE: CD Investment Rates

Board members, Kris,

1. If we act/consider this proposal from the city manager/city clerk, I believe we need to handle the proposal carefully and correctly. The city is apparently moving all of its CDs to Midwest Heritage. Any vote we might take should be by roll call and show each board member's vote (that is the legal way we are supposed to vote anyway). Since Mike Armstrong is on our board and is a Midwest Heritage officer, we need to avoid any appearance of a conflict.

2. If we are going to consider moving our funds, we should review the various banks proposals before acting and not just take the city manager's word - although I am sure it is sound. I would like to see comparisons before voting.

3. Do we have CDs that are maturing?

4. is it advisable, unless there is a large difference in rates to spread our investments between local banks? I think so.

5. Unless the city ordinance has changed the city clerk is the board treasurer.

Jim Mefferd

James Mefferd, James Mefferd P.C. a Professional Corporation, Attorney at Law; 224 North Main St. Chariton, Iowa 50049-1719; 641-774-2173; FAX; 641-774-4649; email: [jmefferd@mefferdlaw.com](mailto:jmefferd@mefferdlaw.com)

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**From:** Kris Murphy [<mailto:charitonlibrary@mediacombb.net>]  
**Sent:** Tuesday, September 05, 2017 4:43 PM  
**To:** 'Fred Steinbach'; James Mefferd; 'Jane Pillsbury'; Lois Dixon; Maryjane White; Michael Armstrong; 'Ruth Comer'; 'Tim McGee'; Virginia Cox  
**Subject:** FW: CD Investment Rates

We'll include this on Thursday's agenda.

---

**From:** Joe Gaa [<mailto:citymanager@iowatelecom.net>]  
**Sent:** Tuesday, September 05, 2017 4:36 PM  
**To:** 'Kris Murphy'  
**Subject:** CD Investment Rates

Kris,  
Attached is the information on CD rates that we discussed this morning. If the board agrees, let me know.

## Kris Murphy

---

**From:** Joe Gaa <citymanager@iowatelecom.net>  
**Sent:** Wednesday, September 06, 2017 4:10 PM  
**To:** 'Kris Murphy'  
**Subject:** RE: FW: CD Investment Rates

Kris-  
Here are my responses to Jim's question.  
Joe Gaa

1. The need for transparency and no appearance of conflict of interest is important. For this reason, Mike Armstrong should abstain from voting on this issue. We are moving most of our funds to Midwest Heritage. To spread our money around, 12 month CDs from the cemetery funds are invested at Community 1<sup>st</sup>. Our checking account is at US Bank. Over the next few months, until all CDs are moved, we will have funds in all four financial institutions in town.

2. The proposals were as follows:

	6 months	7 months	12 months
Midwest Heritage	.80%	.80%	1.30%
Great Western	.50%	.50%	1.00-1.15%
Community 1st CU	.30-.70%	n/a	.65-1.30%
US Bank	.05%	n/a	.10%

3. There are currently 10 library CDs that mature in the months of February, May, June, September, October, and December.

4. As you can see above, there was a significant difference, thus the reason for the change. Currently, most CDs at Great Western are drawing .10-.15%. Also, tracking CDs in multiple locations can create other issues.

5. That is correct.

----- Forwarded message -----

**From:** "Kris Murphy" <charitonlibrary@mediacombb.net>  
**Date:** Sep 6, 2017 3:35 PM  
**Subject:** FW: CD Investment Rates  
**To:** "Joe Gaa" <citymanager@iowatelecom.net>  
**Cc:**

**From:** James Mefferd [mailto:jmefferd@mefferdlaw.com]  
**Sent:** Wednesday, September 06, 2017 3:17 PM  
**To:** 'Kris Murphy'; 'Fred Steinbach'; 'Jane Pillsbury'; 'Lois Dixon'; 'Maryjane White'; 'Michael Armstrong'; 'Ruth Comer'; 'Tim McGee'; 'Virginia Cox'  
**Subject:** RE: CD Investment Rates

Board members, Kris,

## Kris Murphy

---

**From:** James Mefferd <jmefferd@mefferdlaw.com>  
**Sent:** Wednesday, September 06, 2017 5:32 PM  
**To:** 'Kris Murphy'  
**Subject:** RE: FW: CD Investment Rates

Kris

Thank you. Answers my question. Please circulate this to the board. We still should have a roll call and record everyone's vote.

Disclaimer. I do not have an interest in any bank. Not invested in them or represent them.

Jim

James Mefferd, James Mefferd P.C. a Professional Corporation, Attorney at Law; 224 North Main St. Chariton, Iowa 50049-1719; 641-774-2173; FAX; 641-774-4649; email: jmefferd@mefferdlaw.com

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---

**From:** Kris Murphy [mailto:charitonlibrary@mediacombb.net]  
**Sent:** Wednesday, September 06, 2017 5:02 PM  
**To:** James Mefferd  
**Subject:** FW: FW: CD Investment Rates

**From:** Joe Gaa [mailto:citymanager@iowatelecom.net]  
**Sent:** Wednesday, September 06, 2017 4:10 PM  
**To:** 'Kris Murphy'  
**Subject:** RE: FW: CD Investment Rates

Kris-

Here are my responses to Jim's question.

Joe Gaa

1. The need for transparency and no appearance of conflict of interest is important. For this reason, Mike Armstrong should abstain from voting on this issue. We are moving most of our funds to Midwest Heritage. To spread our money around, 12 month CDs from the cemetery funds are invested at Community 1<sup>st</sup>. Our checking account is at US Bank. Over the next few months, until all CDs are moved, we will have funds in all four financial institutions in town.

2. The proposals were as follows:

	6 months	7 months	12 months
Midwest Heritage	.80%	.80%	1.30%
Great Western	.50%	.50%	1.00-1.15%
Community 1st CU	.30-.70%	n/a	.65-1.30%
US Bank	.05%	n/a	.10%

# Chariton Free Public Library

October 4, 2017

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday October 4, 2017 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:36 p.m.

Trustees Armstrong, Comer, Cox, Dixon, McGee and White were present. Librarian Kris Murphy was present. Councilman Vern Vogel was also present.

The **Agenda** was unanimously adopted on a motion from Dixon, seconded by Cox.

The **Minutes** of the last regular meeting were unanimously approved on a motion from Armstrong, seconded by Dixon.

**Correspondence:** none

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

**Claims** were approved on a motion from Armstrong, seconded by Cox.

**Grants:** none

## **Old Business:**

- a. The Genealogy Agreement renews automatically unless either party initiates a revision 90 days in advance of the renewal date. We will revisit it in January 2018 to comply with the stipulations laid out in the agreement.

## **New Business:**

McGee asked Murphy to determine what the staff might like to do in celebration of the holidays, and whether an activity could be scheduled for both board and staff to attend. Murphy will discuss it with staff at the in-service Monday.

Food for Fines will begin again in November & run through December, with all donations going to the local food pantry. The Library will also create a donation site to collect socks & mittens for the MOSAIC Sock Drive.

Director's Report: attached. Program Coordinator Report: attached.

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

Ruth Comer, Secretary

Chariton Free Public Library  
November 2, 2017

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday November 2, 2017 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:45 p.m.

Trustees Armstrong, Comer, Cox, Dixon, Mefferd and White were present. Librarian Kris Murphy was also present. No officer was present yet at 5:45 to preside over the meeting. Mefferd took on the duty.

The Agenda was unanimously adopted on a motion Cox, seconded by Dixon.

The Minutes of the last regular meeting were unanimously approved on a motion from Armstrong, seconded by White.

Correspondence: Library Foundation Donation – BRIDGES annual subscription

The Financial Statement and Treasurer's Report were accepted on a motion from White, seconded by Dixon.

Claims were approved on a motion from Armstrong, seconded by White.

Grants: Johnson Foundation Application – Funds for Fiction, Audiobooks & DVDs

Old Business:

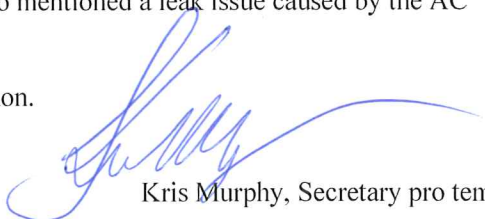
- a. Holiday Celebrations – Mefferd appointed McGee as organizer for a Library Board/Staff “social” to be held at a less busy time of year, possibly in January. Locations and activities were suggested.

New Business:

- a. Election of Officers  
Mefferd appointed himself, McGee and Murphy as a nominating committee.
- b. Mediacom Service Speed  
Murphy will contact Windstream to determine whether they are now able to offer the bandwidth necessary, and compare pricing between Windstream & Mediacom. She will look into the option of having an additional separate connection just for the wi-fi.
- c. Library Budget Request  
After reviewing and discussing the budget request Murphy prepared, Comer made a motion to submit the request to the City. White seconded. Mefferd called roll: Comer, aye; White, aye; Armstrong, aye; Cox, aye; Dixon, aye; Mefferd, aye. The motion passed unanimously.
- d. Library Hours - tabled

Director's Report: attached. Program Coordinator Report: attached. Murphy also mentioned a leak issue caused by the AC unit which resulted in several tiles falling from the ceiling.

The meeting was adjourned at 6:51 p.m. on a motion from Cox, seconded by Dixon.

  
Kris Murphy, Secretary pro tem

Chariton Free Public Library  
December 7, 2017

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday December 7, 2017 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:37 p.m.

Trustees Cox, Dixon, McGee, Mefferd and White were present. Librarian Kris Murphy was present. Also present were prospective trustee, Nash Cox and councilman Vern Vogel.

The Agenda was unanimously adopted on a motion from Dixon, seconded by V. Cox.

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

Correspondence: none

The Financial Statement and Treasurer's Report were accepted on a motion from V. Cox, seconded by White.

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

Grants: no response from Johnson Foundation

Old Business:

White made a motion to approve the slate of officers for 2018 with Mefferd as President, McGee for Vice-President and Dixon for Secretary.

Library Budget – Currently the County funding does not meet the amount legally required by the State. The County would have to pay an annual amount of \$15,935 to meet the legal minimum. Mefferd proposed a letter to the County Supervisors and a request to attend one of their budget work sessions.

After comparing the Internet Service Options available, the Library will return to Windstream and its increased speed availability.

Mediacom: 50 Mb, 1 Static IP \_\_\_\_\_ \$235/month

Windstream: 100 Mb, 1 Static IP, additional WI-FI Line (10Mb), 1 Local Phone Line, 1 LD FAX/Phone Line \$212/month

New Business:

Mefferd and McGee speculated about availability of the “greenspace” between the Library and Newspaper Office now that the Newspaper is relocating and selling their building. Murphy will ask the City Manager and City Attorney about the idea.

Director's Report: attached. Program Coordinator Report: attached.

The meeting was adjourned at 6:25 p.m. on a motion from V. Cox, seconded by Dixon.

  
Kris Murphy, Secretary pro tem



# Chariton Free Public Library

January 4, 2018

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, January 4, 2018 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Armstrong, Comer(5:38), Cox, Dixon, Mefferd, Pillsbury and White were present.

Librarian Kris Murphy was present.

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

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

**Correspondence:** Invitation to FY2019 Budget Presentation to City Council on January 8, 2018

The **Financial Statement** was accepted.

**Claims** were unanimously approved on a motion from Armstrong, seconded by Pillsbury.

**Grants:** none

## **Old Business:**

**Library Funding:** Mefferd will send a letter to the County Supervisors regarding their annual payment for services, which fails to meet the legal minimum required by law.

## **New Business:**

- a. Cox made a motion to approve the 2018 Calendar with staff inservice dates and holidays. Armstrong seconded and the motion passed unanimously.
- b. After brief discussion, Murphy was directed to create an online survey for the Director Evaluation. The survey will be submitted directly to Mefferd's email.
- c. City Budget Presentation  
Murphy, Mefferd, McGee, Mike, Virginia and Dixon will all attend. Murphy will prepare content for the presentation and meet with Mefferd prior to the presentation.

Director's Report: attached. Program Coordinator Report: attached.

Mefferd suggested to the other trustees that they might wish to join the Iowa Library Association. There was a discussion concerning the sale of the newspaper building, what might occur with the greenspace between it and the Library, and what that might mean for future Library projects and/or growth. Mefferd will seek a meeting with the City Manager to discuss the issue. Comer suggested also meeting with the Preservation Alliance concerning the building and lot. There was a brief discussion about the issue of guns in libraries.

The meeting was adjourned at 6:18 p.m. on a motion from Pillsbury, seconded by White.

Lois Dixon, Secretary

Chariton Free Public Library  
February 1, 2018

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, February 1, 2018 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Armstrong, Comer (5:56), Cox, Dixon, McGee and Mefferd were present. Librarian Kris Murphy was present.

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

The **Minutes** of the last regular meeting were unanimously approved on a motion from Cox, seconded by Armstrong.

**Correspondence:** Letter from Board President Mefferd to City Manager Joe Gaa, concerning Newspaper Lot.

The **Financial Statement** and **Treasurer's Report** were accepted.

**Claims** were unanimously approved on a motion from Cox, seconded by Dixon.

**Grants:**

- a. SCICF Grant Application, \$4,000 for Collection, \$960 for Seating
- b. Request Letter to Coons Foundation, \$4,000 for Collection

**Old Business:**

- a. Director Evaluation – Murphy and Mefferd will schedule a time to create an online evaluation tool to send out.

**New Business:**

- a. Suspended Fixture and EXIT Light Replacements: Murphy will order fixture and EXIT sign replacements.

Director's Report: attached. Program Coordinator Report: attached.

The meeting was adjourned at 6:07 p.m. on a motion from McGee, seconded by Armstrong.

Lois Dixon, Secretary



# Chariton Free Public Library

## March 1, 2018

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, March 1, 2018 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:36 p.m.

Trustees Armstrong, Comer(5:57), Cox, Dixon, McGee, Mefferd, Pillsbury and White were present. Librarian Kris Murphy was present.

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

The **Minutes** of the last regular meeting were unanimously approved on a motion from Cox, seconded by White.

**Correspondence:** none

The **Financial Statement & Treasurer's Report** were accepted.

**Claims** were unanimously approved on a motion from Armstrong, seconded by Pillsbury.

**Grants:** none

### **Old Business:**

- a. Director Evaluation: some emails didn't go through, will be resent.

### **New Business:**

- a. Chariton Newspaper Building/Greenspace  
Mefferd wrote to the City Manager regarding the issue a couple months ago, expressing our interest in acquiring the greenspace. City Manager is opposed. After discussion, decided to wait to see what happens once the building is put up for sale & talk to seller or potential buyer.
- b. Building Security System Upgrade/Replacement & New Security Company  
Estimates sought from two providers. Murphy will make sure we are up to code.
- c. Budget Amendment  
Discussion about need to amend budget next month to accommodate building work. Murphy contacted Top Notch Chimney (now out of Indianola) to see if they could fabricate a copper "roof" for book drop. No response so far. McGee suggested contacting Wood Roofing to see if they could do the job.  
Discussion about front door replace/repair. We will send out a request for bids again, including other jobs in building. Mefferd suggested contacting Lockridge for names of local contractors.

**Director's Report:** attached.

The meeting was adjourned at 6:17 p.m. on a motion Cox, seconded by Pillsbury.

Lois Dixon, Secretary



# Chariton Free Public Library

April 5, 2018

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, April 5, 2018 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:40 p.m.

Trustees Armstrong, Cox, Dixon, McGee and Mefferd were present. Librarian Kris Murphy was present.

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

The **Minutes** of the last regular meeting were unanimously approved on a motion from Cox, seconded by Armstrong.

**Correspondence:**      Enrich Iowa Agreement Letter (Interlibrary Loan & Open Access Agreement)  
                                 Thank You from Inter-Church Council Food Pantry

The **Financial Statement** & **Treasurer's Report** were accepted on a motion from McGee, seconded by Cox.

**Claims** were unanimously approved on a motion from Armstrong, seconded by Cox.

**Grants:**      SCICF awarded \$4,000 for collection purchases. The Award Ceremony will be held at Pin Oak Marsh April 16<sup>th</sup> at 5:30. Murphy and Mefferd will attend. Armstrong and Cox will possibly attend as well.

## **Old Business:**

- a.      Six Trustees completed the Director Evaluation. Having previously met with Murphy, Mefferd led a discussion of the evaluation and Murphy suggested annual goals that will increase trustee training via one-on-one sessions between herself and newer trustees, as well as a State-Library-led group workshop for trustees covering long range planning. We might ask trustees from neighboring libraries to join us for the training.
- b.      McGee made a motion to amend the FY18 Library Budget by \$35,000 to cover Lighting Repairs & Upgrades currently ongoing, as well as the imminent Security System Repair & Upgrade, and possible replacement of the Library Front Door. Armstrong seconded and the motion carried unanimously.

A resolution to transfer Bequest Funds to cover the expenses was deferred until the May meeting.

## **New Business:**

- a.      Cox made a motion to approve the purchase of four additional New Light Fixtures to replace the pendant lights and wall sconces in the south entry and north stairwell at the \$1,051.35 price quoted plus shipping and handling not covered in the quote. Armstrong seconded and the motion carried unanimously.

Armstrong requested Murphy suggest some jobs for students on the annual clean-up day May 2<sup>nd</sup>. Murphy will line up some tasks and the Library will place items on the curb for pick-up to be invoiced later.

**Director's Report:** attached.

The meeting was adjourned at 6:44 p.m. on a motion from McGee, seconded by Armstrong.

Lois Dixon, Secretary

# Chariton Free Public Library

May 3, 2018

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, May 3, 2018 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:57 p.m.

Trustees Comer, Dixon, McGee, Mefferd and White were present. Librarian Kris Murphy was present.

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

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

## Correspondence:

- a. Coons Foundation Donation – Kris sent Thank You
- b. BRIDGES Agreement Letter – We'll get bill next month

The Financial Statement & Treasurer's Report were accepted. It was noted that the utilities this year have been high. Amendment was made to the Treasurer's Report to reflect actual previous balance taken from previous month's report.

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

Grants: none

Old Business: none

## New Business:

Quotes for Security System upgrade/repair/replace tabled.

**Director's Report:** attached.

The meeting was adjourned at 6:13 p.m. on a motion from McGee, seconded by Comer.

Lois Dixon, Secretary



# Chariton Free Public Library

June 7, 2018

The Chariton Free Public Library Board held its regular monthly meeting Thursday, June 7, 2018 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:32 p.m.

Trustees Armstrong, Comer, Cox, Dixon, McGee, Mefferd, Pillsbury and White were present. Librarian Kris Murphy was present.

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

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

**Correspondence:** none

The **Financial Statement** was accepted.

**Claims** were unanimously approved on a motion from Armstrong, seconded by Dixon.

**Grants:** none

## **Old Business:**

We've received two quotes for the Security System.

The first, from Technology By Design, Inc., totals \$12,920, with an annual monitoring fee of \$804 and additional fees for cellular backup services. This quote is to replace the entire system.

The second, from American Alarms, replaces only the damaged portions of the system at a price of \$689, with an annual monitoring fee of \$780, as well as additional fees for annual inspection and service. The American Alarms quote is somewhat unclear. Mefferd tabled the issue until the July meeting, giving Murphy time to clarify what is offered in the American Alarms quote. She will also contact Midwest Heritage Insurance for input as to what inspections are required.

Murphy will also request a quote from Technology By Design, Inc. to cover repair of the damaged components rather than total replacement.

## **New Business:**

The Board accepted the resignation of Mary Jane White on a motion from McGee, seconded by Armstrong. We wish her the best & thank her for her service to the Library.

There was again discussion of potential Trustees. We currently need at least one male City resident. The second could be either male or female, but must also be a City resident. Mefferd suggested writing a letter to the Mayor.

**Director's Report:** attached.

The meeting was adjourned at 6:21 p.m. on a motion from Pillsbury, seconded by McGee.

Lois Dixon, Secretary

# Chariton Free Public Library

July 12, 2018

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, July 12, 2018 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Armstrong, Cox, Dixon, Fenton, and Mefferd were present. Librarian Kris Murphy was present.

New Trustee, Marcia Fenton took her Chariton Public Library Trustee oath and was welcomed to the Board.

The Financial Statement & Treasurer's Report were accepted.

Claims were approved on a motion from Dixon, seconded by Armstrong.

## Old Business:

Armstrong moved to have American Alarms proceed with repair/replacement and inspection of the security and fire alarm system for a total of \$884. Cox seconded and the motion passed unanimously.

Cox moved to enter into a five-year contract for alarm system monitoring services with American Alarms for a maximum of \$624 annually, as well as an annual inspection at \$520, for a total of \$1,144 in ongoing annual expenses. Fenton seconded and the motion passed unanimously.

Murphy will contact Adam Jacobs at American Alarms to schedule the work.

Director's Report: attached. (also attached: Incident Report)

The meeting was adjourned at 6:43 p.m.

Lois Dixon, Secretary

*Lois Dixon*  
*Secretary*

Chariton Free Public Library  
August 9, 2018

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday August 9, 2018 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:35 p.m.

Trustees Comer, Dixon, Fenton, McGee and Mefferd were present. Librarian Kris Murphy was present.

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

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

**Correspondence:** none

The **Financial Statement & Treasurer's Report** were accepted on a motion from McGee , seconded by Comer.

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

**Grants:** Vredenburg Foundation Grant Request 2018 – Patron Computer Hardware & Software

**Old Business:**

**New Business:**

Director's Report: attached.

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

Lois Dixon, Secretary



Chariton Free Public Library  
September 6, 2018

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, September 6, 2018 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Armstrong, Comer (by phone), Cox, Mefferd and Pillsbury were present. Librarian Kris Murphy was present.

The **Agenda** was unanimously adopted on a motion from Cox, seconded by Armstrong.

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

**Correspondence:** none

The **Financial Statement & Treasurer's Report** were unavailable at meeting time. Murphy will email the financial report.

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

**Grants:** none

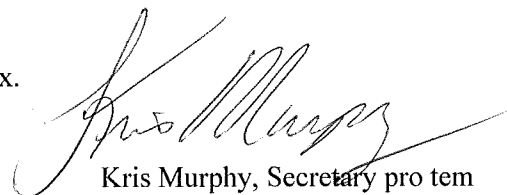
**Old Business:** none

**New Business:**

Rescheduled October meeting to 10/11/18 to avoid Homecoming on a motion from Cox, seconded by Pillsbury.

Director's Report: attached.

The meeting was adjourned at 5:49 p.m. on a motion from Pillsbury, seconded by Cox.



Kris Murphy, Secretary pro tem

Chariton Free Public Library  
October 11, 2018

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, October 11, 2018 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Armstrong, Cox, Dixon, Fenton, and Mefferd were present. Librarian Kris Murphy was present.

The **Agenda** was unanimously adopted on a motion from Armstrong, seconded by Cox.

The **Minutes** of the last regular meeting were unanimously approved on a motion from Fenton, seconded by Dixon.

**Correspondence:** Affidavit of Mailing Notice: Estate of Thomas Clifford Anderson (Shelton Law Firm mailed 9/13/18)  
After some discussion about the vagueness of this correspondence, we will obtain a copy of the Will.

The **August & September Financial Statements & August Treasurer's Report** were accepted on a motion from Cox, seconded by Armstrong. Murphy included in this month's packet a list of bequests with their investment information, provided by City Hall, to assist in decisions on transferring funds to cover building projects. She will provide a list at the November meeting with a full description of each bequest, including directions and restrictions for the expenditure of funds as stipulated in each Will.

**Claims:** were approved on a motion from Armstrong, seconded by Dixon.

**Grants:** We're spending the Vredenburg Foundation grant on Chromeboxes, monitors & software.

**Old Business:** None

**New Business:**

- a. 2020 Budget Request – tabled to November meeting. We will schedule a separate budget meeting. Murphy will email a copy of the budget request to trustees unable to attend today's meeting.
- b. Bequest Transfer for 2018 Over-Expenditures (Swanson bequest) – tabled to November meeting.  
Discussion of further building issues to be addressed: Windows need to be repaired/replaced (Murphy is contacting Pella Windows and Lockridge), Carpet replacement (Murphy has contacted the architects responsible for the 92 addition in an effort to assess the floor covering existing below the current carpet and will look into replacement alternatives), HVAC system needs attention & partial replacement is likely. 26 years after the addition, several building issues are turning up.
- c. Library Hours to same year-round – tabled to November meeting.
- d. Access Systems IT Assessment (\$500) – tabled to November meeting. Murphy will contact other providers for both IT services and copier maintenance/cartridge services requesting assessments and quotes.

Director's Report: attached.

The meeting was adjourned at 6:45 p.m. on a motion from Armstrong, seconded by Cox.

Lois Dixon, Secretary

# Chariton Free Public Library

## November 1, 2018

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, November 1, 2018 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:38 p.m.

Trustees Armstrong, Comer, Cox, Dixon, Fenton, McGee, Mefferd and Pillsbury were present. Librarian Kris Murphy was also present.

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

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

**Correspondence:** Thank You to ARC of Lucas County

The **Financial Statement & August Treasurer's Report** were accepted on a motion from Armstrong, seconded by Comer.

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

**Grants:** none

### **Old Business:**

- a. After discussion and changes, McGee moved to approve the 2020 Budget Request as amended. Comer seconded and the motion passed unanimously. (Budget Request attached)
- b. Bequest Transfer for 2018 Over-Expenditures – no action, tabled.
- c. After discussion, Pillsbury moved to change regular Library Hours to, →  
which will remain the same year-round, effective immediately.  
Armstrong seconded and the motion was approved unanimously.

Monday	11:00 – 7:00
Tuesday	11:00 – 7:00
Wednesday	11:00 – 7:00
Thursday	11:00 – 7:00
Friday	11:00 – 4:00
Saturday	11:00 – 4:00
42 Hours per week	

After discussion, action on the Annual Calendar was tabled to the December meeting.

### **New Business:**

Board Officer Nominations

After discussion and much cajoling, McGee moved to nominate Mefferd to continue as president, Armstrong to become vice president, and Dixon to continue as secretary. We'll vote to approve that slate of officers at the December meeting.

Director's Report: attached.

The meeting was adjourned at 7:03 p.m. on a motion from Pillsbury.

Lois Dixon, Secretary

Chariton Free Public Library  
December 6, 2018

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, December 6, 2018 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:46 p.m.

Trustees Armstrong (by phone), Cox, Dixon, McGee and Mefferd were present. Librarian Kris Murphy was present.

The **Agenda** was unanimously adopted on a motion from Dixon, seconded by Cox.

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

**Correspondence:** (will be reviewed at January meeting due to time and attendance)

- a. Thanks to Past Donors
- b. Final Grant Report Vredenburg FY18 Grant (finished grant funds on nonfiction books)
- c. Final Grant Report SCICF Grant (collection items for every section of the Library)
- d. Final Report and Thank You to Coons Foundation (collection items for all sections)

The **Financial Statement & Treasurer's Report** were accepted.

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

**Grants:** none

**Old Business:**

- a. Annual Library Calendar – tabled to January meeting.
- b. McGee moved to accept and approve the slate of Board Officers -- Mefferd to continue as president, Armstrong to become vice president, and Dixon to continue as secretary. Dixon seconded and the motion passed unanimously.

**New Business:** none

Director's Report: attached.

The meeting was adjourned at 5:59 p.m. on a motion from McGee, seconded by Cox.



Lois Dixon, Secretary

# Chariton Free Public Library

January 3, 2019

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, January 3, 2019 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Comer, Cox, Dixon, Fenton, McGee and Mefferd were present. Librarian Kris Murphy was present.

The **Agenda** was unanimously adopted on a motion Cox, seconded by Comer.

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

## **Correspondence:**

- a. Thanks to Donors
- b. Final Grant Report Vredenburg FY18 Grant (finished grant funds on nonfiction books)
- c. Final Grant Report SCICF Grant (collection items for every section of the Library)
- d. Final Report and Thank You to Coons Foundation (collection items for all sections)

The **Financial Statement** was accepted on a motion Dixon, seconded by Cox.

The Library Board will attend the January 14<sup>th</sup> City Council budget meeting.

**Claims** were approved on a motion from Fenton, seconded by Cox.

## **Grants:**

### **Old Business:**

Cox made a motion to approve the Annual Library Calendar as modified. Comer seconded and the motion passed unanimously.

### **New Business:**

McGee will deliver our "Food for Fines" donations to the food pantry.

Murphy will email information about the webinars she watched in December so that Board Members have the option of using them towards their required training hours.

Director's Report: attached.

The meeting was adjourned 6:17 p.m. on a motion McGee, seconded Comer

Lois Dixon, Secretary

# Chariton Free Public Library

February 7, 2019

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, February 7, 2019 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:38 p.m.

Trustees Armstrong, Comer (by phone), Dixon, McGee, and Mefferd were present. Librarian Kris Murphy was present

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

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

**Correspondence:** Thank you to Lucas County Supervisors (and copy of Annual Report)

The **Financial Statement & Treasurer's Report** were accepted on a motion from McGee, seconded Armstrong.

**Claims** were approved on a motion from Armstrong, seconded Dixon.

## **Grants:**

- a. SCICF Grant Request - \$5,000 for Collection Purchases
- b. Autism Welcome Here: Library Programs, Services & More Grant (Janell applied in November)

**Old Business:** none

## **New Business:**

We discussed the issue of how to pay for The Des Moines Register digital. Murphy has cancelled the paper subscription due to extravagant price increases over the past three years. The digital version can only be paid for by automatic direct withdrawal. Murphy will discuss this with City Hall.

Director's Report: attached.

The meeting was adjourned at 6:02 p.m. on a motion from Armstrong, seconded Dixon.

Lois Dixon, Secretary

# Chariton Free Public Library

March 7, 2019

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, March 7, 2019 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:43 p.m.

Trustees Armstrong, Dixon, Fenton, McGee, and Mefferd were present. Librarian Kris Murphy was present

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

The Minutes of the last regular meeting were unanimously approved on a motion Armstrong, seconded by Dixon.

Correspondence: none

The Financial Statement & Treasurer's Report were accepted on a motion from Fenton, seconded Armstrong.

Claims were approved on a motion from McGee, seconded Dixon.

Grants: We didn't get the Autism Welcome Here: Library Programs, Services & More Grant

Old Business: We talked again about a solution to the Des Moines Register issue. They say we can only pay by automatic withdrawal from our checking account. The City does not do this. Murphy brought up payment by credit card with reimbursement through the regular claims, a problematic solution. McGee would like to speak with the mayor to see how the City covers other expenses which require credit card payment.

## New Business:

Although unable to attend the meeting, both Jane Pillsbury and Virginia Cox have alerted Murphy that they will be leaving the Library Board. Jane is moving out of state and Virginia is retiring from the board.

Several names were suggested to be shared with the Mayor.

Murphy spoke to Fay Utesch, a rural resident who uses the Library regularly, and she would be interested in the County Trustee spot.

Suggested names for the other open spots were: Ron Ruddell, Karen Cross, Angie Mark, and Adam Bahr.

Fenton revisited the idea that we might do Trustee webinar trainings immediately after our meeting times. We might also invite other area library boards to attend with us if we do a long webinar or if State Library staff present the material. Murphy will make arrangements for the first of these trainings after the May meeting.

Director's Report: attached.

The meeting was adjourned at 6:23 p.m. on a motion from McGee.

  
Lois Dixon, Secretary

# Chariton Free Public Library

April 4, 2019

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, April 4, 2019 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:41 p.m.

Trustees Comer (5:50), Dixon, Fenton, McGee, Mefferd and Pillsbury were present. Librarian Kris Murphy was present.

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

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

## **Correspondence:**

County Assessor Real Estate Assessment – Library Property Value \$684,000  
Windstream Notice of Chapter 11 – says it won't affect our service

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

**Claims** were approved unanimously on a motion from Dixon, seconded by Comer.

**Grants:** SCICF Grant (\$5,000 for purchasing collection items) Award Ceremony – Monday, April 15<sup>th</sup>  
@ Pin Oak Marsh Lodge, Murphy & Mefferd plan to attend. Dixon might also be available.

## **Old Business:**

We again discussed potential individuals to replace outgoing trustees. Jane Pillsbury says her daughter Bevin Allen is interested in one of the City Resident spots. Ruth Comer also plans to step down from the board & suggests that Ray Meyer would be interested in taking another City Resident spot.

## **New Business:**

Murphy will again send out a request for bids to repair various building issues. We'll be sending it to more out-of-town contractors this time. Bids will be requested for HVAC replacement as well.

**Director's Report:** attached.

The meeting was adjourned at 6:27 p.m. on a motion from Pillsbury, seconded Comer.

Lois Dixon, Secretary



# Chariton Free Public Library

May 7, 2019

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Tuesday, May 7, 2019 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:45 p.m.

Trustees Comer, Dixon, McGee, Mefferd, and new trustee, Fay Utesch were present. Librarian Kris Murphy was present.

The **Agenda** was unanimously adopted on a motion McGee, seconded Comer.

Mefferd administered the oath of office to Fay Utesch, and the Board welcomed her as the new Rural County member.

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

**Correspondence:** Request for Proposals sent to Contractors (so far a few have come back undeliverable)  
Enrich Iowa Letter of Agreement (Interlibrary Loan Participation & Direct State Aid)

The 4/19 **Financial Statement** & 3/19 **Treasurer's Report** were accepted on a motion from McGee, seconded by Utesch.

**Claims** were approved on a motion Comer, seconded by Dixon.

**Grants:** none

## **Old Business:**

### **Trustees**

#### Resignations

Mike Armstrong  
Jane Pillsbury  
Virginia Cox

#### Appointments

George Esper (fills vacancy)  
Fay Utesch (fills rural county vacancy)

McGee made a motion to accept the resignations from Armstrong, Cox and Pillsbury. Comer seconded and the motion passed unanimously. The Board will miss them and thanks them for their service.

Murphy will again try to contact George Esper. We will postpone the beginning of Trustee training until more vacancies are filled.

Murphy and Ghormley have discussed an event commemorating the service of staff and trustees who are leaving us, and welcoming our new members. The event will happen sometime in late May.

Comer's term will end in June, without renewal. Josh Morgan was suggested as another prospective trustee. Mefferd encouraged all trustees to consider joining the Iowa Library Association.

Director's Report: attached. Murphy will send flowers on behalf of staff and board to the funeral of former trustee Doyle Gripp.

The meeting was adjourned at 6:19 p.m. on a motion from McGee, seconded by Utesch.

Lois Dixon, Secretary

# Chariton Free Public Library

June 6, 2019

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, June 6, 2019 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:37 p.m.

Trustees Dixon, Esper, Fenton, McGee, Mefferd, and Watkins-Schoenig were present. Librarian Kris Murphy was present. City Manager, Laura Liegois was also present.

The **Agenda** was unanimously adopted on a motion McGee, seconded by Dixon.

Mefferd welcomed Laura Liegois, new City Manager, and new trustees George Esper and Rachel Watkins-Schoenig. Esper and Watkins-Schoenig took their oaths of office. Mefferd spoke about membership in the Iowa Library Association and American Library Association.

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

**Correspondence:** Murphy read letters of resignation from Janell Armstrong & Brandon Draper. Both are moving out of Chariton. Watkins-Schoenig moved to accept their resignations, McGee seconded and the motion passed unanimously. Existing staff are covering Draper's shifts for now.

The **Financial Statement & Treasurer's Report** were accepted on a motion from McGee, seconded Dixon. Murphy noted that we had not transferred any bequest funds during this fiscal year to cover building repairs done in the last two fiscal years.

**Claims** were unanimously approved on a motion from McGee, seconded Esper.

**Grants:** None. Murphy lamented the lack of a DEKKO grant, and hopes to apply for one in the coming year.

### **Old Business:**

Ruth Comer will not be returning to the board for a third term. We want to thank her for her twelve years of dedicated service.

Liegois described an online board member application added to the City's website. Murphy will link to the application and add the trustee job description and other materials to the Library's site.

McGee spoke with Liegois about the city crew putting more dirt against the foundation on the west and south sides of the building where water has once again gotten into the basement. Liegois and Murphy will discuss the subject at the upcoming department head meeting on Tuesday June 11<sup>th</sup>.

McGee has spoken with Ron Cromer about our necessary building repairs. He's expressed interest in the work, but personal issues prevent him from doing it at this time.

### **New Business:**

Since the July regular meeting time/date falls on July 4<sup>th</sup>, Fenton made a motion to move the July meeting to Thursday, July 11<sup>th</sup> at 5:30. Dixon seconded and the motion passed unanimously.

**Director's Report:** attached. We also discussed trustee training options and our upcoming accreditation.

The meeting was adjourned at 6:40 p.m. on a motion from McGee, seconded by Dixon.

Lois Dixon, Secretary