

Chariton Free Public Library

July 6, 2006

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, July 6, 2006 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:05 p.m. Members Davis, Egeland, Goldsmith, Mefferd, Morrett, Swarhout, and Young were present. Librarian Kris Murphy was also present.

The agenda was approved unanimously on a motion by Mefferd, seconded by Young.

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

Correspondence:

A letter was received from the South Central Iowa Community Foundation awarding the library a grant of \$2,000.

A letter was sent to the Carver Charitable Trust notifying them that the library will commit library Funds up to \$10,000 for the roofing project.

A thank you note was sent to Loren and Lucinda Burkhalter for their donation.

A thank you note was sent to the Coons Foundation for their donation.

A response to an overdue letter was received from a patron. A discussion was held on appropriate procedure for overdue books. Librarian Murphy will call the patron.

Claims:

The claims were reviewed. Young moved to approve payment of the claims. Morrett seconded and the motion was approved unanimously.

Old Business:

A motion was made by Morrett to accept the resignation of Colleen Rich from the Library Board. Goldsmith seconded the motion, which was approved unanimously.

New Business:

Mefferd moved to accept the bid of \$656.55 from Thomas Metal Works for the front steps railing. Morrett seconded the motion, which was approved unanimously.

Mefferd made a motion to commit up to \$15,000 of Library funds for the second phase of the library roof repairs. Young seconded. The motion was unanimously approved.

The meeting was adjourned at 6:12 p.m. on a motion from Young, seconded by Morrett.



Sarah Davis
Secretary Pro Tem

CHARITON PUBLIC LIBRARY
BOARD OF TRUSTEES AGENDA
SPECIAL MEETING
FRIDAY JULY 28, 2006
5:00 PM

All meetings of the Board are open to anyone who may wish to observe the proceedings. Non-board members who wish to address the Board will be given the opportunity in the Public Forum, for which time will always be designated with the agenda. Please let the director know.

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. NEW BUSINESS
 - a. Wood Roofing Change Order Approval

ADJOURNMENT

CHARITON FREE PUBLIC LIBRARY
SPECIAL MEETING
JULY 28, 2006

The Chariton Free Public Library Board held a special meeting in the boardroom Friday, July 28, 2006 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members Davis, Egeland, Goldsmith, McGee, Mefferd, and Young were present. Librarian Kris Murphy was also present.

The agenda was approved unanimously.

New Business:

Mefferd moved to accept the change order for \$7,480.00 from Wood Roofing for installation of copper gutters in the rehabilitation of the Library roof. McGee seconded the motion, which was approved unanimously.

The meeting was adjourned at 5:05 p.m.

Kris Murphy
Secretary Pro Tem

Chariton Free Public Library

August 17, 2006

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, August 17, 2006 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:05 p.m. Members Egeland, Goldsmith, Morrett, Swarthout, and Young were present. Librarian Kris Murphy was also present.

The agenda was approved unanimously on a motion by Morrett, seconded by Young.

The minutes of the last regular meeting and of a special meeting held July 28, 2006 were reviewed. Goldsmith moved the minutes be approved as read. Swarthout seconded and the motion was approved unanimously.

Correspondence:

A letter of agreement from the Carver Charitable Trust, concerning the \$6,000 awarded for the Library's roof project, signed by board president Egeland, was reviewed.

A letter of response to a patron concerned with overdue procedures was read. Procedures will be reevaluated.

A copy of the Wood Roofing change order, approved and signed at the July 28th special meeting and faxed the same day, was reviewed.

The State Library Enrich Iowa Agreement letter, signed by board president Egeland, was reviewed.

Financial Statements from June and July 2006 were reviewed. Morrett moved to accept the financial statement. Goldsmith seconded the motion, which was approved unanimously.

Claims:

The claims were reviewed. Young moved to approve payment of the claims. Morrett seconded and the motion was approved unanimously.

Old Business:

Item on city/county negotiations tabled until September meeting.

New Business:

New book & patron barcode issues were discussed. Circulation & Computer Use Statistics were reviewed.

Director's Report: see attached

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



Dan Morrett
Secretary Pro Tem

Chariton Free Public Library

September 7, 2006

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, September 7, 2006 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:15 p.m. Members Egeland, Goldsmith, McGee, Mefferd, and Young were present. Librarian Kris Murphy was also present.

The agenda was approved unanimously on a motion from Mefferd, seconded by Young.

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

Correspondence:

An agenda for the Library Foundation Board annual meeting to be held on September 19th at 7 pm was received.

A grant award notification letter from the South Central Iowa Community Foundation for a Lucas County Grant in the amount of \$5,000 was received. Board president Gene Egeland, who will attend the check receipt ceremony later this month, signed the accompanying grant agreement form.

Financial Statement was reviewed. McGee moved to accept the financial statement. Young seconded the motion, which was approved unanimously.

Claims:

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

Old Business:

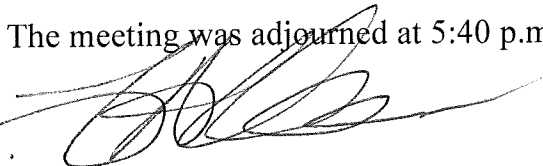
City and County funding were discussed. The upcoming Iowa v Iowa State football game was discussed.

New Business:

No new business was discussed.

Director's Report: see attached. Librarian Murphy reported that more caulk was applied to the roof of the bookdrop to stop the leak. The condition inside the drop will be monitored & repair of the drywall or a new coat of paint may be necessary later. Discussion of the success of the new computer stations & the continuing rise in use of the computers was discussed. We'd still like to add more machines to accommodate the needs of patrons.

The meeting was adjourned at 5:40 p.m. on a motion from Young, seconded by Mefferd.



Tim McGee
Secretary Pro Tem

Chariton Free Public Library

October 5, 2006

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, October 5, 2006 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members, Davis, Goldsmith, , Mefferd, Morrett, Swarhout, and Young were present. Librarian Kris Murphy and City Manager Nels Christensen were also present.

The agenda was approved on a motion from Young, seconded by Goldsmith.

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

Correspondence:

Barbara Pruiett's letter of resignation was read.

Claims:

The claims were reviewed. Young moved to approve payment of the claims. Swarhout seconded and the motion was approved unanimously.

Old Business:

City Manager, Nels Christensen, discussed the status of negotiations on the 28E agreement, presented to the County last year, and city and county funding issues.

Vice President Davis directed Librarian Murphy to write to the County Supervisors informing them of the Library Board's intention of requesting the same funding amount as requested last year.

New Business:

Incident reports were reviewed concerning two patrons whose behavior conflicted with the guidelines of the Library's Conduct Policy.

The Library Foundation Board financial report for the 05-06 year was reviewed.

Library hours were discussed. The staff will deliberate further at their October staff meeting and present a recommendation for new Library hours at the November board meeting.

Director's Report: see attached.

The meeting was adjourned at 6:35 p.m. on a motion from Young, seconded by Morrett.

James Mefferd,
Secretary Pro Tem

Chariton Free Public Library

November 2, 2006

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, November 2, 2006 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members, Davis, Egeland, McGee, Mefferd, Morrett, Scott, Swarthout, and Young were present. Librarian Kris Murphy and City Manager Nels Christensen were also present.

The agenda was approved on a motion from Morrett, seconded by Young.

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

Correspondence:

A letter, stating that the Library would request an increase in funding from the County Board of Supervisors, was reviewed.

The Financial Statement: was reviewed. McGee moved to accept the financial statement, Young seconded and the motion passed unanimously.

Claims:

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

Old Business:

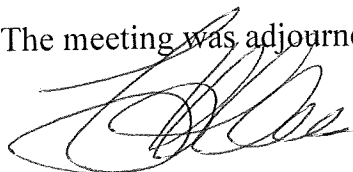
Mefferd moved to change the Library hours to those presented by the Library staff, to be effective January 1, 2007. Davis seconded the motion, which was approved unanimously. *see attached schedule.*

New Business:

President Egeland appointed the budget committee to include librarian Murphy, and trustees Mefferd, McGee, Egeland and Davis, to report at the December board meeting

Director's Report: see attached.

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



Tim McGee,
Secretary Pro Tem

Chariton Free Public Library

December 7, 2006

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, December 7, 2006 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members, Davis, Egeland, McGee, Mefferd, Morrett, Swarthout, and Young were present. Librarian Kris Murphy was also present.

The agenda was approved on a motion from Morrett, seconded by Young.

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

Correspondence:

Email correspondence with Humeston Public Library regarding a contract offer to Derby was presented.

A request from First Lady Christie Vilsack, to have a library card issued in her name to be included in a permanent collection at Terrace Hill, was received.

A letter in appreciation of the the Lucas County Genealogical Society was received.

A letter was received from the Carver Charitable Trust with the \$6,000 grant check for roof repairs.

The Financial Statement: was reviewed. Morrett moved to accept the financial statement, McGee seconded and the motion passed unanimously.

Claims:

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

Old Business:

Automation of the north doors of the building and possible funding for the project were discussed.

New Business:

McGee moved to approve the 2008 Library Budget Request with modifications to the explanations regarding requested increases. Mefferd seconded and the motion passed unanimously.

Mefferd moved to approve the purchase of two revolving audio-visual display racks from Demco for \$505.40. Swarthout seconded and the motion passed unanimously.

Morrett moved to close the Library December 23rd and 30th because of the holidays. Young seconded and the motion passed unanimously.

President Egeland scheduled the election of officers for the January meeting.

Director's Report: see attached.

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

Tim McGee,
Secretary Pro Tem

Chariton Free Public Library

January 4, 2007

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, January 4, 2007 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members, Davis, Egeland, Goldsmith, McGee, Mefferd, Morrett, Scott, Swarthout, and Young were present. Librarian Kris Murphy and City Manager, Nels Christensen were also present.

The agenda was approved on a motion from Morrett, seconded by Davis.

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

Correspondence reviewed and discussed: see attached

- a. Thank you to Thomas Vandevenne for book donation
- b. Thank you & report to Roy J. Carver Trust for funds granted for the roof project
- c. Letter and Library Card to Christie Vilsack for Terrace Hill Collection
- d. Letter to Paul M. Goldsmith concerning community service in the library
- e. Humeston Library report on Derby Council Meeting (email correspondence)
- f. Funding Request to Lucas County Board of Supervisors

The Financial Statement: was reviewed. McGee moved to accept the financial statement, Young seconded and the motion passed unanimously.

Claims:

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

Old Business: none

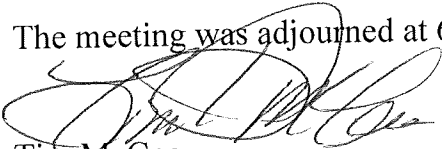
New Business:

Election of Officers:

Mefferd moved to elect Egeland as president, Davis as vice-president, and McGee as secretary. Swarthout seconded. Mefferd moved & Davis seconded, to close the nomination. Goldsmith moved to accept the slate by acclamation. Young seconded and the motion passed with all ayes.

Director's Report: Student activity in the building: see attached.

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



Tim McGee,
Secretary Pro Tem

Chariton Free Public Library

February 1, 2007

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, February 1, 2007 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:10 p.m. Members, Davis, Egeland, Goldsmith, McGee, Mefferd, Morrett, Scott, and Young were present. Librarian Kris Murphy was also present.

The agenda was adopted on a motion from Morrett, seconded by Young.

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

Correspondence reviewed and discussed: see attached

- a. A grant application submitted to the South Central Iowa Community Foundation for funds to automate the north doors of the library was reviewed.

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

Claims:

The claims were reviewed. Morrett moved to approve payment of the claims. Young seconded and the motion was approved unanimously.

Old Business:

Discussion of Rural Library Fees and Contracts: Receipt of annual \$500 payment from Russell. Discussion of contract between Humeston Library and Derby, which when put into effect will allow Chariton to claim Derby transactions as Open Access transactions qualifying for reimbursement from the state. Report on recent County Supervisors Meeting from Mefferd and McGee.


Discussion of grant application procedures.

New Business: Changes to the Operations Policy

Mefferd moved to approve the changes made to the Operations Policy. Davis seconded and the motion was approved unanimously.

Director's Report: see attached.

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



Tim McGee,
Secretary

Chariton Free Public Library
March 8, 2007

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, March 8, 2007 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members, Davis, Egeland, Goldsmith, Mefferd, Swarthout, and Young were present. Librarian Kris Murphy was also present.

The agenda was adopted on a motion from Goldsmith, seconded by Young.

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

Correspondence reviewed and discussed: see attached

- a. A letter denying the funds requested of the South Central Iowa Community Foundation to automate the north doors of the library was received.

The Financial Statement: was reviewed. Davis moved to accept the financial statement, Goldsmith seconded and the motion passed unanimously.

Claims:

The claims were reviewed. Young moved to approve payment of the claims. Swarthout seconded and the motion was approved unanimously.

Old Business:

The bids submitted for the electrical work necessary for the north door automation were discussed. Item was deferred, to be addressed at a future meeting in conjunction with the quote for installation of the mechanism to automate the doors and the funding for the project.

New Business: Changes to the Operations Policy

Additions to the Library Policy Manual were discussed in conjunction with recent conduct in the library.

Davis moved to approve an addition (see below) to the Library Conduct Policy. Goldsmith seconded and the motion was approved unanimously.

Unattended Personal Property:

The Library is a public building and library staff members are not responsible for the personal items of patrons who are utilizing the library. Theft of unattended personal items is always a possibility in a public facility. Do not leave any personal items unattended while in the building. Unattended personal items will be turned over to the police upon discovery.

Davis moved to approve an addition (see below) to the Equipment Use and Loans section of the Library Operations Policy. Young seconded and the motion was approved unanimously.

Telephone and Messages:

The Library's phone line is not provided for public use. It is maintained for the conduct of library business only. Patrons may not use the phone. If a patron receives a call, a staff member may write and deliver a message to that patron. In an emergency situation, patrons may ask library staff to relay a message for them by providing a phone number and contact name. Library staff may refuse any request to deliver a message to any patron or to make a call for any patron at their own discretion. Repeated and/or non-emergency requests will be denied.

Director's Report: attached. An incident report concerning the handicapped accessibility of the sidewalk directly in front of the north door was discussed. The curb will be painted yellow to remind patrons to be cautious. The concern will be discussed at a later date in conjunction with the issue of deterioration and repair of the parking lot.

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


James Mefferd,
Secretary pro tem

Chariton Free Public Library

April 5, 2007

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, April 5, 2007 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members, Davis, Goldsmith, McGee, Mefferd, Morrett, and Young were present. Librarian Kris Murphy was also present.

The meeting was called to order by vice president Davis. The agenda was adopted on a motion from Morrett, seconded by Mefferd.

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

Correspondence: none

The Financial Statement: was reviewed. McGee moved to accept the financial statement, Young seconded and the motion passed unanimously.

Claims:

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

Grants:

A grant application to the Vredenburg Foundation was reviewed.

Old Business:

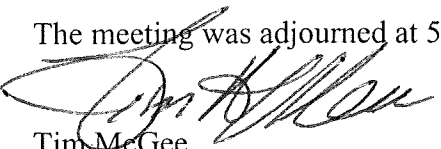
A bid from Automatic Doors of Iowa for \$3,300 to install the swing arm mechanisms and push plates for the north door automation was reviewed. A bid from Donley Electric for \$225.88 to install the electrical wiring necessary for the door automation was reviewed. Young moved to approve the bids. Mefferd seconded and the motion was approved unanimously.

New Business:

Development of a Chariton Public Library Website was discussed. Mefferd shared materials pertaining to the value of Iowa's Library Service Areas and the role they play in supplementing and supporting Iowa's libraries. McGee announced that librarian Kris Murphy would be participating in Leadership Plenty, to begin later in April.

Director's Report: attached.

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


Tim McGee,
Secretary

Chariton Free Public Library
May 3, 2007

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, May 3, 2007 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, Morrett, Scott, Swarthout, and Young were present. Librarian Kris Murphy was also present.

The meeting was called to order by vice president Davis. The agenda was adopted on a motion from Mefferd, seconded by Swarthout.

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

Correspondence: A letter confirming receipt and consideration of the Library's grant application to the Vredenburg Foundation for proposed north door automation was received.

The Financial Statement: was reviewed. McGee moved to accept the financial statement, Scott seconded and the motion passed unanimously.

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

Grants: none

Old Business: none

New Business:

A Deed of Gift, recording the transfer of possession of the Library's redundant card catalogs to the Lucas County Historical Society for inclusion in the museum collection, was accepted for inclusion in the Library Minutes.

McGee moved to approve the Follett Software Quote for Audiovisual MARC Entry cataloging for an estimated 4000 items at \$1.03 per record for total cost of \$4,120. Young seconded the motion which passed unanimously.

Mefferd moved to approve the amendment to the Library's Operations Policy concerning lost, damaged and stolen items. Scott seconded and the motion passed unanimously. See policy below with amendment in bold type.

Damaged, Lost or Stolen Items

Patrons are responsible for returning borrowed materials in good condition and may be assessed costs for damaged or lost items. Unreturned items more than two months overdue will be considered lost or stolen and replacement costs will be assessed. Library privileges may be suspended or revoked if damage or replacement assessments are not paid. Legal action may be taken by the Library upon failure to return items or pay the costs assessed.

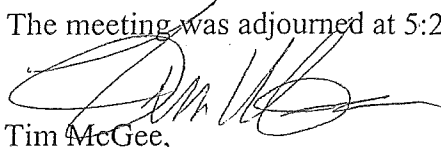
Assessments will include the actual replacement and processing costs. ("Avoidable damage" to the cases housing audiovisual items, such as the heat-warping that occurs when the item is left in the sun or near a heat source, will also be assessed to the patron in addition to payment for any damage sustained by the parts inside the case.) Amounts are assessed per item and determined by current availability and pricing as listed by product providers: Baker & Taylor, Audio Editions, Random House, (Demco) or by the Library of Congress, with replacement costs for individual parts of audiovisual items determined by the source of purchase or replacement. Prices listed below are estimates.

Adult and Juvenile Fiction and Nonfiction (hardbound items)	\$20.00
Paperbacks	\$5.00
Periodicals	\$3.00
Audiovisual Items (CD, DVD, VHS, Audio Cassettes & Cases)	Determined by Source of Purchase/Replacement (cannot be estimated)

All payments are non-refundable.

Director's Report: attached.

The meeting was adjourned at 5:23 p.m. on a motion from Young, seconded by Morrett.

A handwritten signature in black ink, appearing to read 'Tim McGee', written over the printed name.

Tim McGee,
Secretary

Chariton Free Public Library

June 7, 2007

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, June 7, 2007 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members, Davis, Egeland, McGee, Mefferd, Swarthout, and Young were present. Librarian Kris Murphy was also present.

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

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

Correspondence:

- a. Letter and check in the amount of \$3,000 grant funds from the Vredenburg Foundation for the north door automation.
- b. Letter and check in the amount of \$1,500 donation from the Coons Foundation.
- c. FirstSearch Participation Letter of Agreement to State Library of Iowa
- d. Enrich Iowa Program Participation Letter of Agreement to State Library of Iowa
- e. Automatic Doors of Iowa signed quote faxed 5/29/07

The Financial Statement:

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

Claims:

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

Grants: none

Old Business:

Mefferd moved to amend the April 5th approval of a bid for \$3,300 from Automatic Doors of Iowa for installation of swing arm mechanisms and push plates on the north doors, to accommodate an increase of \$100 in the more recent quote, which was solicited after funding for the project had been secured, bringing the total quote to \$3,400. Swarthout seconded the motion to amend the approval and the motion was approved unanimously.

New Business:

Mefferd moved to approve the Library's participation in the Enrich Iowa Program and to sign participation letters for both Enrich Iowa and FirstSearch. Davis seconded and the motion was approved unanimously.

Director's Report: attached.

The meeting was adjourned at 5:30 p.m. on a motion from Young which was approved unanimously.



Tim McGee,
Secretary

Chariton Free Public Library

July 5, 2007

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, July 5, 2007 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members, Comer, Davis, Egeland, Mefferd, Morrett, Scott, and Young were present. City Manager, Nels Christensen and Librarian Kris Murphy were also present.

The agenda was adopted on a motion from Young, seconded by Mefferd.

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

Correspondence: none

The Financial Statement:

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

Claims:

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

Grants: none

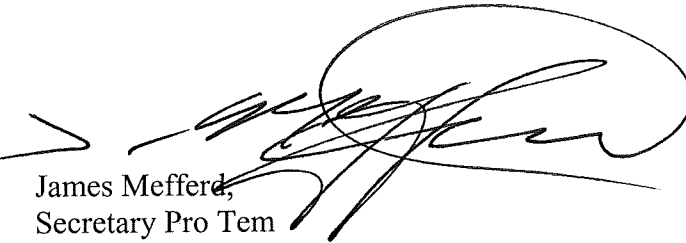
Old Business: none

New Business:

Annual Wage Increase: Mefferd moved to approve a 3% cost of living increase for all library staff who were not already receiving the minimum wage increases effective on April 1, 2007 and January 1, 2008. Morrett seconded the motion which passed unanimously.

Director's Report: attached.

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



James Mefferd,
Secretary Pro Tem

Chariton Free Public Library

August 6, 2007

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, August 6, 2007 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members, Comer, Davis, Egeland, McGee, Mefferd, Morrett, Scott, and Young were present. Librarian Kris Murphy was also present.

The agenda was adopted on a motion from Morrett, seconded by Young.

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

Correspondence attached:

- a. A thank you letter to the Vredenburg Foundation reporting the use of the \$3,000 granted for the north door automation
- b. A thank you letter to the JDC Memorial Committee reporting the use of the \$125 they donated to the library which was used to place books in memory of John Dale Clark.
- c. A thank you letter received from the Department of Veterans Affairs in response to the library passing along donated magazines and weeded large print books.
- d. A notification from the State Library of Iowa concerning the next round of Gates grants for which the library is eligible in FY09 and FY10 covering the requirements of matching funds which the library must generate.

The Financial Statement: was unavailable at the time of the meeting.

Claims:

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

Grants: none

Old Business:

Librarian Murphy reported that the town of Derby has entered into a contract for library services with the Humeston Public Library. This action secures Derby residents patron privileges at both libraries and makes it possible for the Chariton Public Library to report Derby resident transactions as Open Access transactions to the State Library for annual reimbursement.

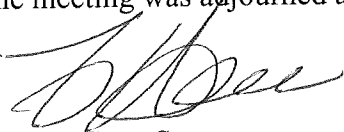
New Business:

Morrett moved and Mefferd seconded approval of an amendment of the Operations Policy which alters the checkout limits and durations for DVDs and VHS Tapes to accommodate the Follett Automation Software and patron needs: see attached. The motion was approved unanimously

Mefferd moved to rescind the existing Reserves and Waiting List portion of the Operations Policy which does not function within the capabilities of the Follett Automation Software. Davis seconded the motion which was approved unanimously.

Director's Report: now including circulation statistics is attached.

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



Tim McGee, Secretary

Chariton Free Public Library

September 6, 2007

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, September 6, 2007 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members Comer, McGee, Mefferd, Scott, Swarthout, and Young were present. Librarian Kris Murphy was also present.

The agenda was adopted on a motion from Mefferd, seconded by Swarthout.

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

Correspondence: none

The Financial Statement: The Financial Statement was reviewed.

Claims: The claims were reviewed. Young moved to approve payment of the claims. Scott seconded and the motion was approved unanimously.

Grants: none

Old Business:

A revision of the August 2007 claims was submitted due to the fact that one of the claim amounts listed was missing from the total. Mefferd moved to approve the revised August 2007 claims, which will be inserted in the minutes in place of the original. Comer seconded the motion, which was approved unanimously.

A report on the remaining Dekko Funds (\$7,789.90 of the original \$30,000) generated a discussion of how to expend those funds. The discussion was tabled and will be resumed at a future meeting.

New Business:

Mefferd moved to approve the amendment to the operations policy concerning patron-placed holds on materials:

Holds

Patrons may place holds on items through the librarian at the circulation desk. A patron may have a total of 3 holds at any given time. A hold can only be placed on an item which is currently checked-out or otherwise unavailable. "Pending" holds remain in the system for 60 days. Once a "pending" hold becomes "ready", patrons will be notified by phone and will have 5 business days following the day of notification to pickup the item before it passes on to the next patron or is returned to the shelf.

Swarthout seconded the motion which was approved unanimously.

Young moved to adopt the 2007 winter holiday closings as follows:

Monday, November 12, 2007 in observance of Veteran's Day, in accordance with City Personnel Policy.

November 22nd for Thanksgiving Day.

Christmas: Saturday, December 22nd, Monday, December 24th and Tuesday, December 25th

New Year's: Monday, December 31st and Tuesday, January 1st.

Mefferd seconded the motion which was approved unanimously.

McGee moved to approve the use of the Coons Foundation funds given earlier this year for the purchase of a CD Display unit for the Allender Music Room. Scott seconded the motion which was approved unanimously. A copy of the order information is attached.

McGee moved to sign the letter of intent for participation in the PLOW (Putting Libraries on the Web) project sponsored by the State Library of Iowa. Mefferd seconded and the motion was approved unanimously.

Director's Report: attached.

The meeting was adjourned at 6:15 p.m. on a motion from Young, seconded by Scott which was approved unanimously.


Tim McGee, Secretary

Chariton Free Public Library
October 4, 2007

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, October 4, 2007 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members Comber, Egeland, McGee, Mefferd, and Morrett were present. Librarian Kris Murphy was also present.

The agenda was adopted on a motion from Morrett, seconded by Mefferd.

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

Correspondence Read:

- a. Director's report on and thank you for the SPLASH Grant Funds used to create the Leveled Readers Collection as requested by Columbus Elementary Staff.
- b. Letter of thanks from the Chariton 150 Steering Committee regarding the Library's participation in September's Sesquicentennial Celebration.

The Financial Statement:

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

Claims:

The claims were reviewed. Morrett moved to approve payment of the claims. Comer seconded and the motion was approved unanimously.

Grants: no new grant applications

Old Business:

Possible purchases were discussed for the expenditure of the remaining Dekko Grant Funds. Of those options presented, the Board requested specifics on the pricing for a Disc Repair System, Digital Projector, Laptop Computer and replacements for the existing Staff Workstations at each circulation desk. Librarian Murphy will provide the information at the November meeting for approval.

New Business:

A proposal to engage the High School Building Trades Class to build 2 cabinets suitable for housing the towers of the two circulation stations at the upstairs desk was approved. The purchase price will be less than \$500.

Director's Report: attached.

The meeting was adjourned at 5:49 p.m. on a motion from McGee, seconded by Comer and approved unanimously.



Tim McGee,
Secretary

Chariton Free Public Library

November 1, 2007

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, November 1, 2007 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members Comber, Davis, Egeland, McGee, Mefferd, and Scott, were present. Librarian Kris Murphy was also present.

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

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

Correspondence:

- a. A letter from the Lucas County Genealogical Society requesting a change in library hours that would allow them to meet during their regular 6:00 – 8:00 time slot was read and discussed.

The Financial Statement:

The Financial Statement was unavailable at the time of the meeting.

Claims:

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

Grants: none

Old Business:

Mefferd moved to approve purchase of three staff computers for the circulation desks, at a price of \$2,994.²⁹, as described in Murphy's proposal for the expenditure of the remaining \$7,293.²⁷ Dekko Grant funds. Scott seconded, and the motion was approved unanimously.

Mefferd moved to approve purchase of a LCD Projector and peripherals for the Library's meeting room, at a price of \$1,144.¹¹, as described in Murphy's proposal for the expenditure of the remaining \$7,293.²⁷ Dekko Grant funds. Davis seconded, and the motion was approved unanimously.

Davis moved to approve purchase of a JFJ Easy Pro Disc Repair Machine, at a price of \$249.⁹⁹, as described in Murphy's proposal for the expenditure of the remaining \$7,293.²⁷ Dekko Grant funds. Mefferd seconded, and the motion was approved unanimously.

After the purchase of the items listed above, the remaining Dekko funds will stand at \$2904.⁸⁸. Librarian Murphy will consult with a contractor to determine the cost & feasibility of placing a continuous counter surface along three walls of the west office, now the computer lab, to serve as a work surface for the Library's patron computers, as another option for expenditure of the remaining funds.

New Business:

No Budget Committee was designated. Librarian Murphy will present the proposed budget for approval at the December meeting.

Director's Report: attached.

The meeting was adjourned at 6:01 p.m. on a motion from McGee, seconded by Egeland and approved unanimously.

Chariton Free Public Library
December 17, 2007

The Chariton Free Public Library Board held its monthly meeting in the boardroom Monday, December 17, 2007 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members Comber, Davis, Egeland, Mefferd, Morrett, and Swarthout were present. Librarian Kris Murphy was also present.

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

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

Correspondence:

Letter of Response to Lucas County Genealogical Society
Letter & Response: Dekko Foundation Remainder Funds
State Library Letter: CD Settlement Distribution with check for \$155.⁹²

The Financial Statement:

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

Claims:

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

Grants: none

Old Business: Dekko Expenditures:

Murphy reported that the projector and the disc repair system had arrived, but were not yet installed. The new staff machines are in place and the old machines are being reconditioned for patron use. The countertop has been installed in the computer lab.

New Business:

Morrett moved to approve the FY2009 Budget submitted by Murphy and amended during the meeting. Comer seconded and the motion was approved unanimously.

Egeland moved to nominate Davis as board president and McGee as vice president, Comer seconded and the motion was approved unanimously. Davis moved to nominate Comer as secretary, Morrett seconded and the motion was approved unanimously. Mefferd moved to accept the slate of officers as nominated, Morrett seconded and the motion was approved unanimously.

Mefferd moved for a board resolution to request \$28,800 from Lucas County for the FY2009 budget year. Davis seconded and the resolution passed unanimously.

Director's Report: attached.

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

Jim Mefferd,
Secretary pro tem



Chariton Free Public Library
January 3, 2008

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, January 3, 2008 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members Comber, Davis, Egeland, Mefferd, Morrett, Scott, Swarthout, and Young were present. Librarian Kris Murphy was also present.

The agenda was adopted on a motion from Morrett, seconded by Egeland.

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

Correspondence:

- a. Coons Foundation: Margaret Coons Donation
- b. Coons Foundation 2007 Gift Thank You and Report

The Financial Statement:

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

Claims:

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

Grants: none

Old Business: none

New Business:

Morrett moved to approve the revision of the Behavior Policy to allow drinks in the Library. Swarthout seconded and the motion was approved unanimously. See approved revision below.

Food and Drink: Patrons may not consume food in the Library except at designated functions within the Educational Meeting Room. Consumption of beverages in containers or cups with lids is permitted in all areas of the Library **except the computer lab**. No liquids are permitted in the computer lab. Patrons must dispose of drinks without lids/caps before entering the Library. Use of alcohol, tobacco products, or other controlled substances in the Library is strictly prohibited.

Board discussed new furniture to be purchased with the Coons donation, deferred any decision on the matter and directed Murphy to check with local contractors to compare with the shelving option available from library vendor Gaylord. More options will also be sought for a set of chairs and couch.

Mefferd made a motion for a resolution to appropriately recognize the Swanson and Ambelang bequests. Young seconded and the motion passed unanimously. Murphy is authorized to use her best judgment in purchasing the plaques discussed.

Davis discussed the recurrent rumor circulating that donations to the Library lead directly to a cut in the Library's budget from the City and encouraged board members to make every attempt to dispel that rumor.

Davis reported that she and Murphy attended the County Board of Supervisor's meeting on January 2nd to submit the FY 2009 budget request which asks the County to increase its funding to better match the use county residents make of the Library. The request was for an increase of \$14,400, making the County's payment \$28,800.

Director's Report: attached.

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


Ruth Comer, Secretary

Chariton Free Public Library
February 7, 2008

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, February 7, 2008 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 6:00 p.m. Members Comer, McGee, Mefferd, Morrett, and Swarthout were present. Librarian Kris Murphy was also present.

The agenda was adopted on a motion from Morrett, seconded by Mefferd.

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

Correspondence:

- a. Letter received from JDC Memorial Ride Committee with a donation of \$125 to purchase items in memory of John Dale Clark.
- b. Thank You letter to the family of Ella Herald listing the books ordered with those memorial funds.

The Financial Statement:

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

Claims:

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

Grants: none

Old Business: none

New Business: none

Director's Report: attached.

Murphy distributed director evaluation forms, to be collected by Davis who will compile and summarize the evaluation for the March meeting.

Murphy distributed copies of the current library policies for upcoming reassessment and revision prior to the Library's upcoming accreditation submission.

The meeting was adjourned at 6:23 p.m. on a motion from Comer, seconded by Swarthout and approved unanimously.

Ruth Comer, Secretary



Chariton Free Public Library

March 6, 2008

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, March 6, 2008 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members Comer, Davis, Egeland, Mefferd, Scott, and Young were present. City Manager Nels Christensen, City Council Member Ruth Smith, and Librarian Kris Murphy were also present.

The agenda was adopted on a motion from Young, seconded by Mefferd.

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

Correspondence: none

The Financial Statement:

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

Claims:

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

Grants: none

Old Business: Copies of the compiled results of the library director evaluation were sent via email to all board members. Davis provided a hard copy of the evaluation results for inclusion in Murphy's personnel file at city hall. Davis reviewed the results and the performance objectives she and Murphy developed for the next year. Mefferd moved to approve the performance objectives, Scott seconded and the motion passed unanimously.

New Business:

Gates Opportunity Online Hardware Grant: Egeland moved to approve the commitment of \$650 in library funds to meet the required 25% match necessary to receive the Gates Opportunity Online Hardware Grant this year. Comer seconded and the motion was approved unanimously.

Pay Increase Request: Susie Linn requested an increase in payment for janitorial services. A decision on the increase was tabled until next month's meeting so that more information can be provided on the insurance and supplies Linn pays for herself.

Internet Policy Revision: Tabled until next month to include all revisions.

Confidentiality Policy: Tabled to next month to allow for review of this new policy.

Genealogy Policy: Mefferd moved to approve the policy as presented, with the exception that the 3rd paragraph be eliminated in its entirety. Young seconded and the motion passed unanimously.

Records Retention Policy: Tabled to next month to allow for review of this new policy.

Director's Report: attached.

The meeting was adjourned at 6:16 p.m. on a motion from Young, seconded by Comer and approved unanimously.



Ruth Comer, Secretary

Chariton Free Public Library

April 3, 2008

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, April 3, 2008 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members Comer, Davis, McGee, Mefferd, and Young were present. Librarian Kris Murphy and City Manager Nels Christensen were also present.

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

The minutes of the last regular meeting were reviewed. McGee moved the minutes be approved as amended to include the changes to the Genealogy Policy (see attached). Mefferd seconded and the motion was approved unanimously.

Correspondence:

- a. Thank You to JDC Ride Committee for memorial funds.
- b. Letter of commitment of matching funds for the Gates Technology Grant to State Library

The Financial Statement:

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

Claims:

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

Grants: none

Old Business:

- a. **Internet Use Policy Revision:** Mefferd moved to approve the policy as revised with the exception of striking the following sentences:
A restriction may be placed on a child's library card to prevent him/her from using the Library's computers. Such a request must be made by the legal guardian of the child, and can only be removed by the guardian.
Comer seconded the motion which was approved unanimously.
- b. **Confidentiality Policy:** Mefferd moved to approve the policy, Young seconded and the motion passed unanimously.
- c. **Records Retention Policy:** Mefferd moved to approve the policy, McGee seconded and the motion passed unanimously.
- d. **Increase of Contract Fee for Custodial Services:** McGee moved to approve a \$70/month increase in payment for janitorial services, bringing the price for services to \$505 per month. Young seconded the motion which was approved unanimously.

New Business:

- a. **Additions to the Policy Manual Appendix:** Comer moved to approve the inclusion of:
Iowa Open Meetings Law
Iowa Code 702.22, 808.12 and 714.5 (as it pertains to Lost and Damaged Items and Equipment)
Iowa Code 728.1, 728.2, and 728.7 (as they pertain to the Library's Internet Policy)
in the Policy Manual Appendix. Mefferd seconded the motion which was approved unanimously.
- b. **Incident Report & Patron Appeal Form:** McGee moved to include the forms as part of the Conduct Policy, Young seconded and the motion passed unanimously.
- c. **Challenged Materials Form:** McGee moved to include the form as part of the Collection Development Policy, McGee seconded and the motion passed unanimously.
- d. **Claim of Return:** Mefferd moved to approve the Claim of Return policy and form addition to the Operations Policy. McGee seconded the motion which was approved unanimously.
- e. **Music Room:** Circulation trends in the music room were discussed. A request that the travelogues not be removed from the VHS Nonfiction collection was received. No action was taken and further discussion is needed.
- f. **Magazine Shelving:** A Quote for construction of a magazine shelving unit was received from TJM Construction. (\$1,200 for a single unit) McGee moved to approve the purchase of 2 units at \$2,400 and to approve a down payment of \$600. Part of the Coons funds donated in December 2007 will be used to pay for this purchase. (please see Board Minutes January 3, 2008)

Other Discussion:

Mefferd referenced a recent item from the Des Moines Register as it pertains to the Library's compliance with the Iowa Open Meetings Law concerning email communications between board members. (see attached) Discussion of the changes to the law will be discussed at the May meeting.

Murphy distributed an example of an overdue bill which can be generated by the Follett system. Possible use of the bill will be discussed at the May meeting.

Director's Report: attached.

The meeting was adjourned at 5:50 p.m. on a motion from Young, seconded by Comer and approved unanimously.



Ruth Comer, Secretary

Chariton Free Public Library
May 1, 2008

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, May 1, 2008 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members Comer, Davis, Egeland, Mefferd, Morrett, Scott, Swarhout, and Young were present. Librarian Kris Murphy and City Manager Nels Christensen were also present.

The agenda was adopted on a motion from Mefferd, seconded by Scott.

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

Correspondence:

- a. A note from a patron expressed her discomfort about the fact that when her card was scanned an audible alert sound could be heard due to the fact that she had fines for an overdue item. Librarian Murphy responded to the note. See attached.

The Financial Statement:

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

Claims:

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

Grants: none

Old Business: none

New Business:

Chuck Donley submitted an estimate for installing 4 electrical outlets for laptop users. Christensen offered to meet with Murphy and Donley to discuss the work. Mefferd moved to approve Donley's estimate, subject to a review by the Library Director and City Manager. Morrett seconded and the motion was approved unanimously.

Director's Report: attached.

The Board discussed the purchase of a digital camera, suggesting that Murphy purchase a camera and memory card.

The need for a portable projector was also discussed. Concerns over making the projector available to patrons, which could result in damage and expense, were expressed. Murphy may begin seeking grant funds to purchase a projector. Further discussion is needed.

The future location of two more computers, funded by the Gates Foundation, was discussed. The possibility that the use of the two new machines may be limited to non-recreational research and other serious tasks was discussed. The machines will replace the current "listening stations" in the music room and will also be used for that purpose.

The meeting was adjourned at 5:34 p.m. on a motion from Young, seconded by Morrett and approved unanimously.

Ruth Comer, Secretary

Chariton Free Public Library
June 5, 2008

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, June 5, 2008 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members McGee, Mefferd, Morrett, Swarthout, and Young were present. Librarian Kris Murphy and City Manager Nels Christensen were also present.

The agenda was adopted on a motion from Mefferd, seconded by Morrett.

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

Correspondence:

- a. Letter of donation from the Coons Foundation with a check for \$2,000 to spend as needed.

The Financial Statement:

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

Claims:

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

Grants: none

Old Business: none

New Business:

McGee moved to approve a 3% (24¢) increase to Music Room Librarian Bonnie Stone's hourly wage and a 4% (\$1,133) increase to Librarian Murphy's annual salary. Mefferd seconded and the motion was approved unanimously.

Morrett moved to approve the closing of the Library on Saturday July 5th. Mefferd seconded and the motion was approved unanimously.

Director's Report: attached.

The meeting was adjourned at 5:40 p.m. on a motion from Young, seconded by Mefferd and approved unanimously.

Dee Swarthout, 
Secretary pro tem

Chariton Free Public Library

July 10, 2008

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, July 10, 2008 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members Davis, Egeland, McGee, Mefferd, and Swarthout were present. Librarian Kris Murphy was also present.

The agenda was adopted on a motion from Mefferd, seconded by Egeland.

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

Correspondence: none

The Financial Statement:

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

Claims:

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

Grants: none

Old Business:

Discussion of the removal of the required Internet permission slip from the Internet Policy last April and the need to publicize the discontinuation of that practice to the public, to inform parents of the unrestricted access their students have to the Internet in the Library. Davis asked Murphy to include an announcement of the policy change in the publicity which will promote the arrival of 2 more Gates Foundation-funded computers in the Library later this August.

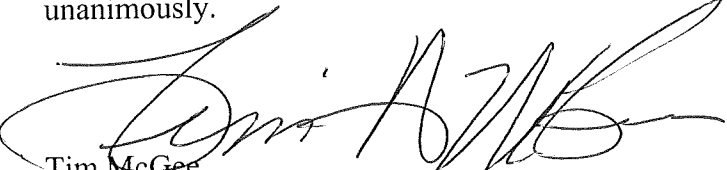
New Business:

Discussion of Music Room location for the new computers and alternate usage options specific to those computers, which will limit the type of activity that can be performed on them while lengthening the amount of time allotted to each user. Extended-use time will allow these machines to function as listening and viewing stations, and will accommodate patron activities such as online coursework, job hunting and online applications, and filling out online forms for taxes, etc.

McGee moved to allow Murphy to spend up to \$4,000 in donated funds to purchase a new desk and additional furniture for the music room. Swarthout seconded and the motion was approved unanimously.

Director's Report: attached.

The meeting was adjourned at 5:37 p.m. on a motion from Mefferd, seconded by Swarthout and approved unanimously.


Tim McGee,
Secretary pro tem

Chariton Free Public Library
September 4, 2008

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, September 4, 2008 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members Davis, Mefferd, Scott, Swarthout, and Young were present. Librarian Kris Murphy was also present.

The agenda was adopted on a motion from Scott, seconded by Swarthout.

The minutes of the last regular meeting were unavailable at the time of meeting.

Correspondence: none

The Financial Statement:

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

Claims:

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

Grants: none

Old Business:

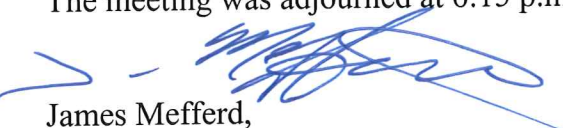
- a. Discussion was held concerning the Library Internet Policy.
- b. Young moved to change the summer hours
from Monday, Tuesday 1 – 7, Wednesday – Friday 10 – 4, and Saturday 1 – 3
to Monday - Wednesday 1 – 7, Thursday, Friday 10 – 4, and Saturday 1 – 3
Swarthout seconded, and the motion passed unanimously.
- c. Semi-annual review of Director Evaluation & progress on performance goals

New Business:

Mefferd moved to sell the Library's outdated, obsolete equipment in a manner consistent with City policy. Scott seconded and the motion was approved unanimously.

Director's Report: attached.

The meeting was adjourned at 6:15 p.m. on a motion from Young, which was approved unanimously.


James Mefferd,
secretary pro tem

Chariton Free Public Library
October 2, 2008

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, October 2, 2008 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members Comer, Davis, Egeland, McGee, Mefferd, Morrett, Scott, Swarthout, and Young were present. Librarian Kris Murphy was also present. Mary Reeves of the Russell Historical Museum & Library was also present.

The agenda was adopted on a motion from McGee, seconded by Young.

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

Open Forum: Mary Reeves expressed her interest in the Library's possible participation in the WILBOR downloadable audiobook consortium (through the Southwest Iowa Library Service Area). She offered a donation of \$500 to pay for the initial setup fee. Discussion followed. The item will be included on the agenda for the next board meeting for action.

Correspondence: None

The Financial Statement: The Financial Statement was reviewed. McGee moved to accept the financial statement, Swarthout seconded and the motion passed unanimously.

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

Grants: none

Old Business:


- a. A revision of the September Claims to correct a typo (the typo added 99¢ to the Office Machines payment and to the total claims) was approved on a motion from Mefferd, seconded by Morrett.
- b. Mefferd moved that we accept as listed the bids received for each item, and the highest bid of three for the wooden chair. Morrett seconded and the motion was approved unanimously. Unsold items will be donated, recycled or disposed of.

New Business:

- a. A special meeting will be scheduled once Murphy has met with an ADT representative regarding options for improving building security.
- b. No decision was made on replacing the stolen computer.
- c. Discussion concerning library card replacement pointed out discrepancies between library policy and associated procedures, which need to be rectified by amendment to the policy and revision of the registration materials and brochure patrons receive, concerning registration for library card and patron responsibility and waiver of confidentiality. The amendment and other suggested changes will be presented at next month's meeting for action.

Director's Report: attached.

The meeting was adjourned at 5:53 p.m. on a motion from Young, seconded by Morrett, and approved unanimously.


Ruth Comer, Secretary

Chariton Free Public Library
Special Meeting
October 17, 2008

The Chariton Free Public Library Board held a special meeting in the boardroom Friday, October 17, 2008 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 1:15 p.m. Members Comer, Davis, Egeland, McGee, Mefferd, Morrett, Swarthout, and Young were present. Librarian Kris Murphy and City Manager Nels Christensen were also present.

The agenda was adopted on a motion from Young, seconded by Egeland.

New Business:

Two proposals for installing additional equipment and technology to enhance security in the Library were discussed. The first proposal came from Southern Iowa Technologies, the second from ADT Commercial Security, the Library's current security provider. After discussion, McGee moved to take no action on the two proposals at this time. Mefferd seconded and the motion was approved unanimously.

The meeting was adjourned at 1:50 p.m. on a motion from Young, seconded by Morrett and approved unanimously.


Ruth Comer, Secretary

Chariton Free Public Library

November 6, 2008

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, November 6, 2008 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members Comer, Davis, Egeland, Mefferd, Scott, Swarthout, and Young were present. Librarian Kris Murphy and City Manager Nels Christensen were also present.

The agenda was adopted on a motion from Mefferd, seconded by Scott.

The minutes of the last regular meeting and the special meeting held October 17th were reviewed. Young moved the minutes be approved as read. Mefferd seconded and the motion was approved unanimously.

Correspondence:

- Vredenburg Grant Application & Receipt Notification
- JDC Donation Letter & Thank You
- Coons Foundation Thank You

The Financial Statement:

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

Claims:

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

Grants: none

Old Business:

Scott moved to approve the amendment of the Library Card Registration Policy. Swarthout seconded and the motion was approved unanimously. See approved revisions in bold below.

Application will ask for full name, **birthdate**, home address and telephone number. **PO Box addresses may be added to the account for mailing purposes, but a patron's home address must be provided to demonstrate actual location of residence.** Cards may be issued without identification only at the discretion of the librarian.

Patrons shall receive the Patron Responsibility and Waiver of Confidentiality Agreement when registering for a Library card. Signing the patron registration card indicates compliance with the conditions of this Agreement.

A patron who reports a lost card may re-register at the circulation desk. Identification is required. **There is a \$1.00 fee for the first replacement card, a \$5.00 fee for the second, and a \$10.00 fee for each subsequent replacement card. A permanent record of each replacement will be placed in the patron's account. Once a card number is replaced, the original number can no longer be used in the Library's system & if the card is located, it must be destroyed.**

New Business:

- a. After discussing the option to join the WILBOR downloadable audiobook consortium available through the Southwest Library Service Area, no action was taken.
- b. The Board will review the documentation concerning the Powers bequest at next month's meeting to determine why the interest for that bequest fund is being handled differently from all the other bequest funds.
- c. After reviewing two versions of the Library budget proposal for FY2010, Mefferd moved to approve the submission of the budget which requests an additional \$12,900 from Lucas County. After further discussion, it was decided to wait and amend the budget to include T&A Benefit figures before submission. Mefferd withdrew his motion for approval.

Director's Report: attached.

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

A handwritten signature in cursive script that reads "Ruth Comer". The signature is written in black ink and is positioned above the typed name.

Ruth Comer, Secretary

Chariton Free Public Library

December 4, 2008

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, , 2008 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members Comer, McGee, Mefferd, Scott, Swarthout, and Young were present. Librarian Kris Murphy was also present. City Council member Ruth Smith was also present.

The agenda was adopted on a motion from Mefferd, seconded by Scott.

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

Correspondence:

- a. Thank You for magazine donation from Knoxville VA Hospital
- b. Vredenburg Grant Award Notification & Check for Funds
- c. M. Churchill Memorial Donation for Wayne & Maxine Rodgers

The Financial Statement:

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

Claims:

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

Grants: none

Old Business:

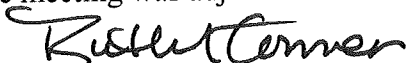
- a. After reviewing Mildred Power's will and the Library Board minutes of 9/3/98 in which accounting for the Powers Bequest was initially determined, it was decided that the Powers Interest should be handled in the same manner as the Library's other bequest funds henceforth.
- b. Mefferd moved to submit the proposed Library Budget to the City and County. McGee seconded the motion which passed unanimously.

New Business:

- a. It was moved by Young and seconded by Scott, that the Library be closed Christmas Eve day. The motion was approved unanimously.
- b. It was moved by Mefferd, seconded by Young to re-elect Sarah Davis as Board President, Tim McGee as Vice-President, and Ruth Comer as Secretary for 2009. Motion carried.
- c. Copies of the materials which must be approved again before submission of the Library's accreditation application were distributed for review. It was suggested that Article IV, Section 2 be amended to change the term of officers from one year to two, and that the time and place of the monthly Board meeting be added to Article V, Section 1. These amendments will be published in the January agenda to be voted on at the February meeting.
- d. Susie DeGhelder, author of "The Gate Called Beautiful" has contacted the Library to see if we would be interested in an author signing. Murphy will provide policy language to address the sale of books by authors during visiting author programs at the January meeting.

Director's Report: attached.

The meeting was adjourned at 5:48 p.m. on a motion from Young, seconded by Swarthout and approved unanimously.



Ruth Comer, Secretary

Chariton Free Public Library
January 8, 2009

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, January 8, 2009 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:03 p.m. Members Comer, Davis, Mefferd, Scott, Swarthout, and Young were present. Librarian Kris Murphy was also present.

The agenda was adopted on a motion from Young, seconded by Swarthout.

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

Correspondence:

- a. Resignation of Library Clerk, Kay Brown
- b. State Library of Iowa re: Iowa Open Meetings Law

The Financial Statement:

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

Claims:

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

Grants: none

Old Business: none

New Business:

The Library Director Evaluation was tabled until all board members have submitted their evaluation to Davis.

After comparing the holiday closings of the Library and those listed in the City's personnel manual, it was moved by Mefferd to add Veteran's Day to the list of holidays for which the Library is closed, and to leave the rest of the list as is. Motion carried.

Young moved to approve the Library Personnel Policy with one change: deleting the words "March 1989" as the date of the City of Chariton Personnel Manual. Swarthout seconded and the motion passed unanimously.


Mefferd moved to approve the existing Collection Management Policy as presented. Scott seconded and the motion was approved unanimously.

The proposed amendments to the Library Board Bylaws were published and will be voted upon at the February meeting.

Murphy presented sample policies from other libraries concerning the sale of books by authors who present a free library program. The Board directed Murphy to draft a reworking of the meeting room policy to allow author signings and selling of books by those visiting authors.

Director's Report: attached.

The meeting was adjourned at 5:54 p.m. on a motion from Young, seconded by Scott and approved unanimously.


Ruth Comer, Secretary

Chariton Free Public Library
February 5, 2009

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, February 5, 2009 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m.

Members Comer, Davis, Egeland, McGee, Mefferd, Morrett, Scott, and Young were present. Librarian Kris Murphy and City Manager Nels Christensen were also present.

The **agenda** was adopted on a motion from Scott, seconded by Egeland.

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

Correspondence:

- a. Grant Report to Dekko Foundation
- b. Grant Report to Vredenburg Foundation
- c. Thank you from US Department of Commerce (Census Training in building)

The Financial Statement:

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

Claims:

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

Grants: Efforts to secure matching funds for the Gates Hardware Grant 2009 (\$1,300)

- a. Wal-Mart Grant Request
- b. Pamida Grant Request
- c. Casey's Grant Request

Old Business:

Davis reviewed the results of the library director evaluation and asked if the board was in agreement with the goals set for the director for the upcoming year. Mefferd moved to accept evaluation & goals; Scott seconded. Motion carried

New Business:

Meeting Room Policy: Mefferd moved to approve the Meeting Room Policy. McGee seconded and the motion was approved unanimously. See approved revision attached.

Library Staff: Board discussed library staffing and the need for updated job descriptions and performance evaluations.

Board Bylaws Revision: Mefferd moved that the amendment to the bylaws be approved as presented. Young seconded and the motion carried. See approved amendment attached.

Director's Report: attached.

The meeting was adjourned at 6:01 p.m. on a motion from Young, seconded by Egeland and approved unanimously.



Ruth Comer, Secretary

Chariton Free Public Library
March 5, 2009

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, March 5, 2009 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:10 p.m. Members Comer, Davis, Egeland, Mefferd, Swarthout, and Young were present. Librarian Kris Murphy was also present.

The agenda was adopted on a motion from Egeland, seconded by Swarthout.

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

Correspondence:

- a. Response to Casey's Grant Application (\$250 Gates Match)
- b. Hy-Vee Donation (\$850 Gates Match)
- c. Lucas County budget cut notification

The Financial Statement:

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

Claims:

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

Grants:

- a. Chariton Arts & Recreation Vision II Grant Request
- b. Hy-Vee Request for Funds

Old Business:


Egeland moved and Comer seconded to approve a revision of the February 2009 Claims to remove from the claims a bill paid in January 2009 and paid a second time in February from the February Claims. The motion carried.

New Business:

Young moved that the Library commit \$200 of the FY2010 budget to meet the matching funds requirement for the Gates Hardware Grant in the event that outstanding grant requests do not result in additional outside funding. Mefferd seconded and the motion was approved unanimously.

Director's Report: attached.

The meeting was adjourned at 5:47 p.m. on a motion from Young, seconded by Swarthout and approved unanimously.


Ruth Comer, Secretary

Chariton Free Public Library
April 2, 2009

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, April 2, 2009 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members Davis, Egeland, McGee, Mefferd, Morrett, Scott, Swarthout, and Young were present. Librarian Kris Murphy was also present.

The agenda was adopted on a motion from Morrett, seconded by Swarthout.

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

Correspondence:

- a. Response to Pamida Grant Application (\$1,000 Gates Match)
- b. Funding Commitment & Verification to State Library (& subsequent emails)

The Financial Statement:

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

Claims:

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

Grants: none

Old Business: none

New Business: none

Discussion:

Davis encouraged board members to attend a training session on director evaluations, offered by the State Library, at Garden Grove High School on 4/21/09 at 5:30.

Davis commented on McGee's letter to the editor & book review. The Library's upcoming newsletter and other promotional options were discussed.

Murphy talked about the "Healthy Hike" program she is participating in at Columbus Elementary School. A brief description of the program can be found in her director's report.

Director's Report: attached.

The meeting was adjourned at 5:19 p.m. on a motion from Young, seconded by McGee and approved unanimously.


Tim McGee, Secretary pro tem.

Chariton Free Public Library
May 7, 2009

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, May 7, 2009 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5: p.m. Members Comer, Davis, McGee, Mefferd, Scott, and Young were present. Librarian Kris Murphy was also present.

The agenda was adopted on a motion from McGee, seconded by Scott.

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

Correspondence:

- a. Lucas County Sheriff's notification: discontinuing weather notification calls
- b. CHPC letter regarding discoloration of Library's north wall.

The Financial Statement:

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

Claims:

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

Grants:

South Central Iowa Community Foundation Application for Summer Programming Funds.

Old Business:

Mefferd moved and Young seconded to approve revision of the April claims.

Murphy reviewed updated versions of the job descriptions for Library Director and Library Clerk. The board will vote on these at the June meeting.

New Business:

The Chariton Historical Preservation Commission noted that the stone of the north wall of the Library has blackened. Davis contacted Weber Stone in Anamosa. They suggested a number of options, including power-washing. Murphy will contact the City to ask them to power-wash the wall.

Director's Report: attached.

The meeting was adjourned at 5:50 p.m. on a motion from Young, seconded by Scott and approved unanimously.



Ruth Comer, Secretary

Chariton Free Public Library
June 4, 2009

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, June 4, 2009 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5: p.m. Members Comer, Davis, McGee, Mefferd, Morrett, Swarthout, and Young were present. City Manager Nels Christensen and Librarian Kris Murphy were also present.

The agenda was adopted on a motion from Young, seconded by Morrett.

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

Correspondence:

- a. Coons Foundation Donation (\$2,000)
- b. Clerk Resignation (Jodi Fenley by e-mail)
- c. Letter of Request & Response: Request to LCHC for First-Aid Kit donations
- d. Enrich Iowa Letter of Agreement (participation in program for FY10)

The Financial Statement:

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

Claims:

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

Grants: none

Old Business:

- a. McGee moved and Swarthout seconded to approve the job descriptions for the Library Director and Library Clerk as presented. The motion was approved unanimously.

New Business:

- a. McGee moved and Comer seconded to approve a 3.5% salary increase for the Library's full-time employees. The motion was approved unanimously.
- b. After discussion, the Board consensus was to defer any action concerning the new Sex Offender Law, pending further review and suggested policy language from the State Library
- c. A stone and mortar professional came to inspect the black discoloration of the Library's exterior – he will provide an estimate for the cost of cleaning and sealing the discolored stone and for the repair of the stones adjacent to the front steps which are eroding.

Director's Report: attached.

The meeting was adjourned at 5:34 p.m. on a motion from Young, seconded by Morrett and approved unanimously.



Ruth Comer, Secretary

Chariton Free Public Library

July 2, 2009

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, July 2, 2009 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:01 p.m. Members Comer, Davis, McGee, Mefferd, Scott, Swarthout, and Young were present. Librarian Kris Murphy was also present.

The agenda was adopted on a motion from Mefferd, seconded by Swarthout.

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

Correspondence:

- a. First Search Letter of Agreement
- b. SCICF Grant Award Notification

The Financial Statement:

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

Claims:

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

Grants: none

Old Business:

- a. Sex Offender Law – After discussion of a proposed policy, the Board agreed to table it indefinitely.

New Business:

Murphy proposed extended hours for RAGBRAI on July 22nd. Mefferd moved to approve the extended hours of 10:00 – 7:00. Scott seconded and the motion was approved unanimously.

Jack Young has decided to resign from the Library Board due to health issues. He has served since 1991. The Mayor has indicated that he may propose Jane Pillsbury, Jack's daughter, to fill out Jack's term as rural county member. The Board thanked Jack for his many years of service.

The Board discussed an incident of graffiti on the south steps of the building. Police were called and a report filed.

Tim McGee volunteered to trim the bushes on the west perimeter of the Library's back parking lot.

Director's Report: attached.

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



Ruth Comer, Secretary

Chariton Free Public Library
August 6, 2009

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, August 6, 2009 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5: p.m. Members Comer, Davis, Lahart, Pillsbury and Stone were present. Librarian Kris Murphy was also present.

The agenda was adopted on a motion from Stone, seconded by Lahart.

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

Correspondence:

- a. Board resignation email from Gene Egeland

The Financial Statement:

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

Claims:

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

Grants: none

Old Business: none


New Business:

New board members Bethany Lahart, Jane Pillsbury and Lori Stone were sworn in and signed their oaths of office.

Multiple events of vandalism of patron bicycles parked in the lot behind the Library were discussed. On August 3rd and August 5th the tires of 5 bikes were slashed. Murphy will discuss possible solutions to the problem with the city manager and chief of police. Murphy will explore the costs of installing security cameras to cover vulnerable areas of the building exterior.

Director's Report: attached.

The meeting was adjourned at 5:42 p.m. on a motion from Pillsbury, seconded by Comer and approved unanimously.


Ruth Comer, Secretary

Chariton Free Public Library
September 3, 2009

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, September 3, 2009 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members Comer, Davis, Lahart, McGee, Stone, and Swarthout were present. Librarian Kris Murphy was also present.

The agenda was adopted on a motion from Swarthout, seconded by Lahart.

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

Correspondence:

- a. James Mefferd (email)

The Financial Statement:

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

Claims:

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

Grants: none

Old Business: none

New Business:

Director's Report: attached.

The meeting was adjourned at 5:40 p.m. on a motion from Stone, seconded by Swarthout and approved unanimously.



Ruth Comer, Secretary

Chariton Free Public Library

October 1, 2009

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, October 1, 2009 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members McGee, Pillsbury, Scott, Stone, Swarhout were present. Librarian Kris Murphy and City Manager Nels Christensen were also present.

The agenda was adopted on a motion from Scott, seconded by Stone.

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

Correspondence:

- a. None

The Financial Statement:

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

Claims:

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

Grants: none

Old Business:

New Business:

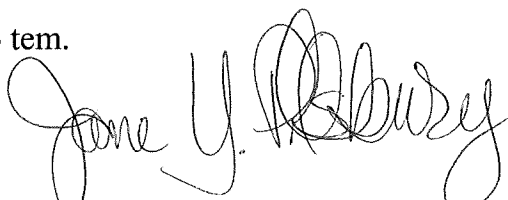
McGee moved to approve the spending of up to \$3,000 on EnvisionWare software to manage the patron access computers. Scott seconded the motion which was approved unanimously.

Swarhout moved that the Library close December 24th, 25th, and 26th, and January 1st and 2nd in observance of Christmas and New Years. Stone seconded the motion which was approved unanimously.

Director's Report: attached.

The meeting was adjourned at 5:24 p.m. on a motion from McGee, seconded by Pillsbury and approved unanimously.

Jane Pillsbury, Secretary pro tem.



Chariton Free Public Library
November 5, 2009

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, November 5, 2009 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members Comer, Davis, Lahart, McGee, Morrett, Pillsbury, and Stone were present. Librarian Kris Murphy was also present.

The **agenda** was adopted on a motion from McGee, seconded by Morrett.

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

Correspondence: Vredenburg Grant Application Confirmation of Receipt – their next meeting will occur in May 2010.

The Financial Statement:

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

Claims:

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

Grants: Vredenburg Grant Application for Spring 2010 Parking Lot Project.

Old Business:

Sex Offender Policy: Murphy will submit the proposed policy to the city attorney for comment.

Library Foundation: President Davis will contact the Foundation secretary and invite representatives of the Foundation Board to attend our monthly meetings.


New Business:

Interlibrary Loan Postage Fee increase to the maximum \$2.00 allowed by the State. Moved by McGee, seconded by Morrett, passed unanimously.

McGee moved to approve the proposed FY2011 Library Budget. Morrett seconded the motion which was approved unanimously.

Director's Report: attached.

The meeting was adjourned at 5:50 p.m. on a motion from Pillsbury, seconded by Morrett and approved unanimously.


Ruth Comer, Secretary

Chariton Free Public Library

December 3, 2009

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, December 3, 2009 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members Comer, Davis, McGee, Pillsbury, Scott, and Stone were present. Library Foundation Board Secretary Lois Dixon was present. Librarian Kris Murphy and City Manager Nels Christensen also present.

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

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

Correspondence:

- a. Grant Report & Thanks to South Central Iowa Community Foundation
- b. Thank you to Mrs. Clark's 3rd Grade Class for their citizenship visit
- c. Resignation from Board: Dee Swarthout
- d. Resignation from Board: Bethany Lahart

The Financial Statement:

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

Claims:

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

Grants: none

Old Business: none

New Business:

- a. Library Board Officers elected on a motion from Scott, seconded by Stone, motion carried:
President: Tim McGee
Vice-President: Ruth Comer
Secretary: Jane Pillsbury
Terms begin January 1st.

Public Forum:

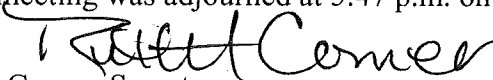
Lois Dixon came to discuss the Library Foundation and it's goals for future funding of the Library. The goal of the Foundation has been to build a fund to the total of \$100,000 through donations. The interest generated by that invested total would then be used to supplement the Library budget. The total value of the Foundation accounts is currently \$72,722. Over the past two years, the total held in the Foundation accounts has decreased by \$19,096.

Library board members questioned the necessity of the Foundation when the funds it holds could be added to the Library's other invested funds, from which the Library currently receives interest funds that are a vital part of the Library's budget. The Library's invested funds are also accessed when all other avenues of funding have been exhausted for maintenance of the library facility.

Library board members also voiced the opinion that the Foundation is competing with the Library itself for donations with no immediate intention of making any of the funding available to the Library.

Director's Report: attached.

The meeting was adjourned at 5:47 p.m. on a motion from Pillsbury, seconded by Scott and approved unanimously.


Ruth Comer, Secretary

Chariton Free Public Library
January 11, 2010

The Chariton Free Public Library Board held its regular monthly meeting, rescheduled due to the weather, in the boardroom Monday, January 11, 2010 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:07 p.m. Members Comer, McGee, Pillsbury, Scott, and Stone were present. Librarian Kris Murphy was also present.

The agenda was adopted on a motion from Comer, seconded by Scott.

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

Correspondence:

- a. Information about and Invitation to join ALTAFF

The Financial Statement:

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

Claims:

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

Grants: none

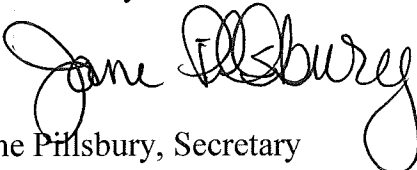
Old Business: none

New Business:

Library Director evaluation distributed. Copies of the Internet Policy and Conduct Policy were distributed so that the policies can be reviewed at the February meeting.

Director's Report: attached.

The meeting was adjourned at 5:40 p.m. on a motion from Pillsbury, seconded by Stone and approved unanimously.


Jane Pillsbury, Secretary

Chariton Free Public Library
February 4, 2010

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, February 4, 2009 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members Comer, Davis, McGee, Mefferd, Pillsbury, Scott, Steinbach and Wooley were present. Library Foundation Secretary Lois Dixson and Librarian Kris Murphy were also present.

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

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

Correspondence:

- a. JDC Donation thank you and report on expenditure of donated funds
- b. Thank you from PEO Chapter OS for use of the meeting room
- c. Thank you from US Census Bureau for use of the meeting room

The Financial Statement:

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

Claims: The claims were reviewed. Mefferd moved to approve payment of \$1,117.48 to PC Repair Services for tech support and purchase of new equipment. Davis seconded and the motion passed unanimously. Mefferd moved to approve payment of the claims. Davis seconded and the motion was passed unanimously.

Grants: Brief discussion of SCICF grant deadline being moved up one month and possible projects for which the funding might be requested.

Old Business: Library Director Evaluation – evaluations collected & tabled until March meeting.

New Business:


Two new board members and one returning board member were sworn in: James Wooley, Fred Steinbach and James Mefferd.

An appeal was received from a patron who lost his Internet privileges. He was caught viewing pornographic content on the Library's computers once and given warning to desist. Later another patron reported having seen inappropriate content on the first patron's screen on two occasions, while they were both seated at the computers in the juvenile section. A letter will be sent inviting the patron to attend the March board meeting to plead his case, at which time a decision on the appeal will be rendered by the board.

The Library's Internet and Conduct Policies were discussed in reference to the viewing of pornography on the Library's computers, all of which are in public locations and which may at any time be viewed by a minor. After much discussion of the issues involved and possible revisions to one or both policies, the matter was tabled for further discussion until the March meeting.

Director's Report: attached.

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

Jane Pillsbury, Secretary


Chariton Free Public Library
March 4, 2010

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, March 4, 2010 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members Comer, Davis, McGee, Mefferd, Pillsbury, Stone and Wooley were present. Lois Dixon was also in attendance. Librarian Kris Murphy was present.

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

The **Minutes**: Comer waived reading of minutes, seconded by Mefferd.

Correspondence:

- a. Invitation to attend Library Board Meeting concerning Patron Appeal
- b. Thank you from Us Census Bureau – meeting room use for testing
- c. Thank you from Dee Swarhout for Honor books

The Financial Statement:

The Financial Statement was read. Mefferd moved to accept the financial statement, seconded by Stone which was approved.

Claims:

The claims were reviewed. McGee moved to approve payment of the claims. Comer seconded the motion which was approved.

Grants: none

Old Business:

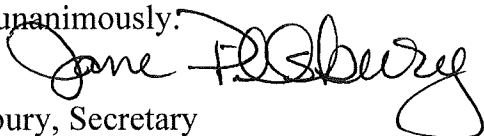
- a. Shawn Willett appeared to appeal the decision to ban him from the Internet. Mefferd motioned that Willett's privileges be reinstated due to lack of evidence. Pillsbury seconded. Vote was taken and the motion passed unanimously.
- b. Mefferd made a motion to approve the Internet policy revision with the removal of the word "excessive" from the following sentence – "Patrons who owe ~~excessive~~ fines or fees, or who have outstanding overdue items on their card, may have their computer use privileges suspended until such issues are resolved." Comer seconded and the motion was approved unanimously.
- c. The Conduct Policy and the Appeal Form which accompanies it were tabled until next month's meeting.

New Business: None.

Director's Report: Attached.

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

Jane Pillsbury, Secretary



Chariton Free Public Library
April 8, 2010

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, April 8, 2010 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:07 p.m. Members Comer, Davis, Mefferd, Pillsbury and Steinbach were present. Librarian Kris Murphy was also present.

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

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

Correspondence:

- a. Thank you from Census for meeting room use

The Financial Statement:

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

Comer shared a copy of the Library's investment information so that trustees might be aware of the stock owned by the Library, which was mentioned at a recent City Council meeting.

Claims:

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

Grants:

SCICF Application: Patron Counters

SCICF Application (with LC Genealogical Society): Newspaper Digitization

Old Business:

Mefferd moved to table the Conduct Policy until revisions, which were discussed during this meeting, can be incorporated into a revised policy which can then be voted on at the May meeting. Davis seconded the motion which passed.

New Business:

Steinbach motioned to approve the revision to the Operations Policy concerning FAX fees. (attached) Mefferd seconded and the motion passed.

Mefferd moved to approve closing the Library on April 13, 2010 so that staff could attend City staff safety training from 8:00 – 3:00. Davis seconded and the motion passed.

Director's Report: attached.

The meeting was adjourned at 5:50 p.m. on a motion from Mefferd, seconded by Steinbach and approved unanimously.

Jane Pillsbury, Secretary



Chariton Free Public Library
May 6, 2010

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, May 6, 2010 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:05 p.m. Members Davis, McGee, Mefferd, Scott, 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 reviewed. Davis moved the minutes be approved as read. Scott seconded and the motion was approved unanimously.

Correspondence:

- a. Smart Investment Program Letter of Agreement
- b. Response to Library Closure
- c. Letter to Post Office

The Financial Statement:

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

Claims:

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

Grants: none

Old Business:

Conduct Policy Revisions: After discussion, Steinbach moved to table the Conduct Policy until the June meeting.

New Business:

Parking Lot Issues: McGee directed Murphy to have a sign put up in the lot restricting its use to library patrons only.

Library Stock: After discussion, no action taken.

Director's Report: attached.

The meeting was adjourned at 5:50 p.m. on a motion from Davis, seconded by Mefferd and approved unanimously.



Sarah Davis,
Secretary pro tem

Chariton Free Public Library
June 3, 2010

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, June 3, 2010 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members Comer, McGee, Mefferd, Pillsbury, Steinbach and Wooley were present. Librarian Kris Murphy was on vacation.

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

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

Correspondence:

- a. Enrich Iowa Program Letter of Agreement
- b. Coons Foundation Donation Letter (\$2,000)

The Financial Statement:

The Financial Statement was not available at the time of the meeting because it had not yet been generated when meeting materials were prepared. It will be included in the July meeting materials.

Claims:

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

Grants:

- c. South Central Iowa Community Foundation \$1,000 for Visitor Counters (at entrances)
- d. South Central Iowa Community Foundation \$5,000 towards Newspaper Digitization

Old Business:

The revised Conduct Policy was reviewed. Mefferd moved to approve the policy, Steinbach seconded and the motion was passed unanimously.

New Business:

McGee & Mefferd agreed to represent the Library by accepting the two South Central Community Foundation Grant checks at the ceremony to be held on June 8th.

Director's Report: Not available at time of meeting because reports cannot be generated by the Director until after the month ends. Murphy's vacation began before the end of the month. Report will be included in the July meeting materials.

The meeting was adjourned at 5:17 p.m.

Jane Pillsbury, Secretary

