

**CHARITON PUBLIC LIBRARY
BOARD MEETING
JULY 11, 1996**

The Chariton Library Board held its regular monthly meeting in the board room Thursday, July 11, 1996. President Gripp called the meeting to order at 7:00 P.M. Present were Gripp, McGee, Mefferd, Lynch, Morrett, Garton, and Librarian Reynolds. Librarian Tyree was absent. Member absent was Krutsinger. Also present was member of the public, Ms. Jean Pettinger.

Minutes of the June meeting were read and approved.

Librarian Reynolds submitted the Financial report. Young moved to pay the bills. Morrett seconded. Approved.

OLD BUSINESS

1. **Terleow.** President Gripp reported that a Trane specialist was to be here next week.
2. Librarian Reynolds reported on the status of the exit sign.

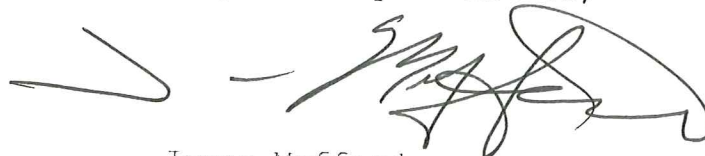
NEW BUSINESS

1. **Adult Discussion Group.** Librarian Reynolds reported the library will sponsor the Adult Discussion Group for four Mondays in October. Professor Phillip Webber, Central College, will be the discussion leader. The library will distribute books for the discussion group.

2. Librarian Reynolds reported on last fiscal year's financial status.

3. **Adjournment.** McGee moved to adjourn. Lynch seconded. There being no further business to come before the board, the meeting adjourned at 7:40 P.M.

Respectfully submitted,



James Mefferd
SECRETARY

**CHARITON PUBLIC LIBRARY
BOARD MEETING
AUGUST 8, 1996**

The Chariton Library Board held its regular monthly meeting in the board room Thursday, August 8, 1996. President Gripp called the meeting to order at 7:00 P.M. Present were Gripp, McGee, Mefferd, Lynch, Morrett, Krutsinger, Young, and Librarian Reynolds. Librarian Tyree was absent. Members absent: Garton and Arnold.

Minutes of the July meeting were read and approved.

Librarian Reynolds submitted the Financial report. Lynch moved to pay the bills. Morrett seconded. Approved.

OLD BUSINESS

1. Librarian Reynolds read a letter (attached) from Lana Kuball, Lucas County Tourism Committee.
2. **Terleow.** Librarian Reynolds reported that the Trane specialist was unable to come.

NEW BUSINESS

1. Discussion was held on the Better Library Funding Proposal.
2. **Adjournment.** McGee moved to adjourn. Krutsinger seconded. There being no further business to come before the board, the meeting adjourned at 7:15 P.M.

Respectfully submitted,


James Mefferd
SECRETARY

**CHARITON PUBLIC LIBRARY
BOARD MEETING
SEPTEMBER 5, 1996**

The Chariton Library Board held its regular monthly meeting in the board room Thursday, September 5, 1996. President Gripp called the meeting to order at 7:00 P.M. Present were Gripp, McGee, Mefferd, Lynch, Morrett, Krutsinger, Young, Garton and Librarian Reynolds. Member absent: Arnold. Librarian Tyree was absent.

Minutes of the August meeting were read and approved.

Librarian Reynolds submitted the Financial report. Morret moved to pay the bills. Young seconded. Approved.

OLD BUSINESS

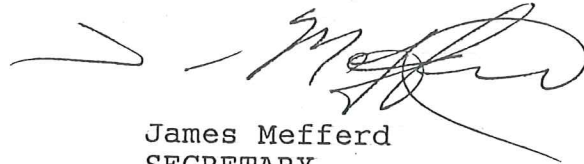
There was no old business to come before the board.

NEW BUSINESS

1. The Board discussed the trend of decreasing juvenile circulation statistics. Possible reasons are as follows: new location of middle school farther from the library; increased after school youth activities; decreased population; smaller middle school classes; younger ages are reading adult material.
2. President Gripp appointed a budget committee of McGee, Mefferd, and Morrett.
3. Jack Young read a letter from Audrey Jones and Curtis Jones that was accompanied by a \$500 donation in memory of Johanna Young.
4. Young moved, Krutsinger seconded, that the Library adopt the following: It is the policy of the Chariton Public Library that the library will pay the staff's continuing education expenses including mileage and meals. Approved.
5. McGee moved, Garton seconded, to sponsor the Hunter Safety Classes in the education room. Approved.
6. Librarian Reynolds announced that the annual book sale would be September 27, 1996.
7. Librarian Reynolds announced the Adult Discussion Group meetings for 4 Mondays in October.
8. Librarian Reynolds is reading to Manor residents.
9. Librarian Reynolds announced that Terleow had been to the library.
10. Librarian Reynolds announced that she had signed up to participate in a cooperative project with ISU Extension.

Adjournment. Young moved to adjourn. Krutsinger seconded. There being no further business to come before the board, the meeting adjourned at 8:00 P.M.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'James Mefferd', written over a horizontal line. The signature is stylized and cursive.

James Mefferd
SECRETARY

**CHARITON PUBLIC LIBRARY
BOARD MEETING
OCTOBER 3, 1996**

The Chariton Public Library Board held its regular monthly meeting in the board room Thursday, October 3, 1996. Vice President McGee called the meeting to order at 7:00 p.m. Present were, McGee, Mefferd, Morrett, Krutsinger, Young, Garton and Librarians Reynolds and Tyree. Members absent: Gripp, Lynch, and Arnold.

Minutes of the September meeting were read and approved.

Librarian Reynolds submitted the Financial report. Garton moved to pay the bills. Krutsinger seconded. Approved.

OLD BUSINESS

There was no old business to come before the board.

NEW BUSINESS

1. Vice President McGee read a letter from Don and Becky Carter showing their appreciation for help received from the Genealogical Society.

2. Discussion was held concerning accreditation and the library's mission statement.

3. Garton moved, Young seconded, to change the library computer policy to state the copy charge applies whether or not the patron provides his own paper. Approved.

4. Garton moved, Krutsinger seconded, to change the FAX charges as follows:

Receiving \$2.00 first page; 25¢ per page thereafter.
Sending \$1.00 per page.

Approved.

5. Mefferd moved, Young seconded, to pay the following salaries:

Shipley; \$5.10/hour
Jones; \$5.10/hour

6. The Board accepted Doyle Gripp's donation of Chariton High School Year Books.

7. The Board accepted Susan Arnold's resignation.

8. Adjournment. Young moved to adjourn. Morrett seconded. There being no further business to come before the board, the meeting adjourned at 8:20 p.m.

Respectfully submitted,


James Mefferd
SECRETARY

CHARITON PUBLIC LIBRARY
BOARD MEETING
NOVEMBER 7, 1996

The Chariton Library Board held its regular monthly meeting in the board room Thursday, November 7, 1996. Vice-President McGee called the meeting to order at 7:00 P.M. Present were McGee, Mefferd, Morrett, Krutsinger, Young, Garton, and Librarians Reynolds and Tyree. Members absent: Gripp and Lynch.

Minutes of the October meeting were read and approved.

Librarian Reynolds submitted the Financial report. Mefferd moved to pay the bills. Krutsinger seconded. Approved unanimously.

OLD BUSINESS

Policy changes. The Board reached a consensus on proposed changes to the Extended Education Room and the replacement of lost book policies. The librarian will submit a draft of the proposed changes at their next meeting.

NEW BUSINESS

1. Young moved to accept a plaque from the Lucas County Sesquicentennial Committee. Krutsinger seconded. Passed unanimously.

2. Librarian Reynolds reported on a possible SWIRLS grant.

3. The budget committee submitted its report along with the proposed 97-98 budget.

4. Morrett moved to accept the budget committee report and its recommended budget. Mefferd seconded. Approved unanimously.

5. **Adjournment.** Young moved to adjourn. Krutsinger seconded. There being no further business to come before the board, the meeting adjourned at 8:30 P.M.

Respectfully submitted,



James Mefferd
SECRETARY

CHARITON PUBLIC LIBRARY
BOARD MEETING
DECEMBER 5, 1996

The Chariton Library Board held its regular monthly meeting in the board room Thursday, December 5, 1996. President Gripp called the meeting to order at 7:10 P.M. Present were Gripp, McGee, Mefferd, Krutsinger, Young, Garton, and Librarians Reynolds. Members absent: Morrett, Lynch and Librarian Tyree. Morrett came at 8:00 pm.

President Gripp administered the oath of office to Colleen Rich.

Minutes of the November meeting were read and approved.

Librarian Reynolds submitted the Financial report. McGee moved to pay the bills. Krutsinger seconded. Approved unanimously.

OLD BUSINESS

Policy changes. Mefferd moved to accept the Extended Education Room Policy as presented by Librarian Reynolds except that no fee would be charged. McGee seconded. Discussion was held. Vote: Gripp no; Garton, no; Rich, no; McGee, no; Mefferd, yes; Young, no; Krutsinger, no.

NEW BUSINESS

1. **Replacement Cost of Lost Book Policy.** Garton moved, Young seconded, to approve the Replacement Cost of Lost Book Policy as submitted by Librarian Reynolds. Passed unanimously.

2. **Extended Education Room Policy.** Garton moved to accept the Extended Education Room Policy as presented by Librarian Reynolds with the addition of the wording at "no charge" after "it will be used by non profit educational activities". Krutsinger seconded. Vote: Gripp yes; Garton, yes; Rich, yes; McGee, yes; Mefferd, no; Young, yes; Krutsinger, yes.

3. **Election of Officers.** The following officers were reelected unanimously; President, Gripp; Vice-President, McGee; Secretary, Mefferd.

4. **Holiday closing.** Mefferd moved to close the library Christmas Eve day and New Years Eve day. McGee seconded. Approved unanimously.

5. Discussion was held on Enrich Iowa Fund.

6. **Adjournment.** Young moved to adjourn. Krutsinger

seconded. There being no further business to come before the board, the meeting adjourned at 8:15 P.M.

Respectfully submitted,



James Mefferd
SECRETARY

CHARITON PUBLIC LIBRARY
JANUARY 2, 1997

The Chariton Library Board of Trustees met Thursday, January 2, 1997, in the library board room. Seven members and both librarians were present. Absent were Doyle Gripp and Jim Mefferd. Vice-President Tim McGee presided over the meeting which began at 7:05 p.m.

Jack Young moved and Dan Morrett seconded that the monthly bills be paid. The motion carried.

Librarian Roberta Reynolds discussed the accreditation report for the State of Iowa. A mission statement will be discussed next month.

The heating/cooling systems' failure to work was discussed. It was decided to ask Mr. Elam's help in handling this problem.

Sherrill Garton reported on the success of the annual Christmas Tea. It was decided to continue this tradition.

Jack Young moved and Rick Lynch seconded that the meeting adjourn. The motion carried and the meeting adjourned at 8:00 p.m.

Respectfully submitted,



Helen Krutsinger,
Secretary Pro-Tem

CHARITON PUBLIC LIBRARY
BOARD MEETING
FEBRUARY 6, 1997

The Chariton Library Board held its regular monthly meeting in the board room Thursday, February 6, 1997. Vice President McGee called the meeting to order at 7:00 p.m. Present were , McGee, Mefferd, Krutsinger, Morrett, Rich, Garton, and Librarians Reynolds and Tyree. Members absent: Gripp, Lynch, and Young.

Minutes of the December and January meetings were read and approved.

Vice President McGee read correspondence from the Johll family stating their appreciation of the library while they were living in Chariton.

Librarian Reynolds submitted the Financial report. Mefferd moved to pay the bills. Krutsinger seconded. Approved unanimously.

OLD BUSINESS

1. **Terleow.** Status of repair to the air conditioner was discussed.

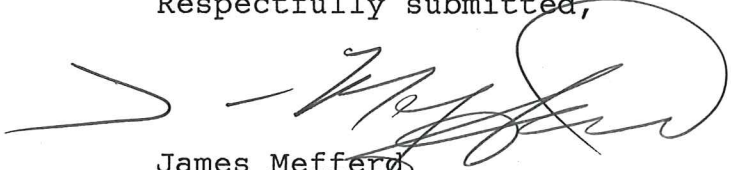
NEW BUSINESS

1. **Mission Statement.** Morrett moved to accept the Library Mission Statement as presented. Rich seconded. Approved unanimously. Copy attached and by reference made a part hereof.

2. **Accreditation.** Librarian Reynolds presented information concerning the accreditation procedure.

3. **Adjournment.** Morrett moved to adjourn. Rich seconded. There being no further business to come before the board, the meeting adjourned at 8:15 P.M.

Respectfully submitted,



James Mefferd
SECRETARY

CHARITON PUBLIC LIBRARY
BOARD MEETING
MARCH 6, 1997

The Chariton Library Board held its regular monthly meeting in the board room Thursday, March 6, 1997. Vice President McGee called the meeting to order at 7:00 p.m. Present were McGee, Mefferd, Krutsinger, Rich, Garton, Young and Librarians Reynolds and Tyree. Members absent: Gripp, Lynch, and Morrett.

Minutes of the February meeting was read and approved.

Librarian Reynolds submitted the Financial report. Young moved to pay the bills. Krutsinger seconded. Approved unanimously.

OLD BUSINESS

1. **ICN.** Librarian Reynolds discussed a communication from MFS Technology concerning their contract to install fiber optic network to the library door.

2. **Accreditation.** The Board discussed accreditation of the library.

NEW BUSINESS

1. Garton moved, Krutsinger seconded, to direct the Librarian to purchase six additional subscriptions. Approved unanimously.

2. **Goals and Policies.** The Board discussed library goals and policies.

3. **Adjournment.** Rich moved to adjourn. Krutsinger seconded. There being no further business to come before the board, the Chariton Public Library Board adjourned at 8:00 p.m.

Respectfully submitted,



James Mefferd
SECRETARY

CHARITON PUBLIC LIBRARY
BOARD MEETING
APRIL 10, 1997

The Chariton Public Library Board held its regular monthly meeting in the board room Thursday, April 10, 1997. President Gripp called the meeting to order at 7:00 p.m. Present were Gripp, Mefferd, Krutsinger, Rich, Garton, Lynch Morrett, Young and Librarian Reynolds. Members absent: McGee, Krutsinger and Librarian Tyree.

Minutes of the March meeting was read and approved.

Librarian Reynolds submitted the Financial report. Lynch moved to pay the bills. Young seconded. Approved unanimously.

OLD BUSINESS

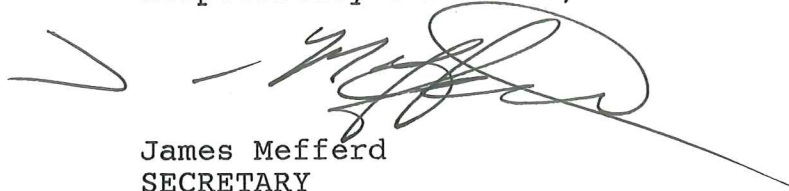
1. **Heating System.** Status and progressed was discussed. Terleouw has not returned phone calls.
2. **ICN.** The board discussed access.

NEW BUSINESS

1. **Long Range Plan.** President Gripp directed Librarian Reynolds submit to the board a proposed Long Range Plan with goals and objectives if the library desires to apply for the upcoming SWIRLS grant.
2. **SILO First Search Letter of Agreement.** Mefferd moved that the Board President execute the SILO First Search Contract Letter of Agreement. Rich seconded. Approved unanimously. Copy of Letter of Agreement is attached.
3. **Gift.** The library accepted a gift of 11 boxes of new books, cassettes, and videos from Gerald Logsdon. Librarian Reynolds will send him a thank you letter.
4. Garton arrived at 7:40pm.
5. **RAGBRAI.** Garton suggested making additional newspapers and other periodicals available during RAGBRAI; additional staffing was also discussed. The library will keep normal hours during RAGBRAI.
6. **Adjournment.** Young moved, Lynch seconded, to adjourn. There

7. being no further business to come before the board, the Chariton Public Library Board adjourned at 8:00 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'James Mefferd', is written over a horizontal line. The signature is stylized and cursive.

James Mefferd
SECRETARY

April 30, 1997; E:\OFFICE\WPWIN\WPDOCS\LIBRARY\APR_97

CHARITON PUBLIC LIBRARY
BOARD MEETING
MAY 2, 1997

The Chariton Public Library Board held its regular monthly meeting in the board room Thursday, May 2, 1997. Vice-President McGee called the meeting to order at 7:15 p.m. Present were McGee, Mefferd, Krutsinger, Rich, Garton, Morrett, Young and Librarians Reynolds and Tyree. Members absent: Gripp, Morrett, and Lynch.

Minutes of the April meeting were read and approved.

Librarian Reynolds submitted the Financial report. Young moved to pay the bills. Krutsinger seconded. Approved unanimously.

OLD BUSINESS

1. **Long Range Plan.** Mefferd moved, Rich seconded, to accept the Long Range Plan as modified submitted by Librarian Reynolds (copy attached). Approved unanimously.
2. **Book exchange with school.** Vice-President McGee suggested that the librarian look into a book exchange program with the school.
3. **Terleow.** Librarian Reynolds is still trying to contact Terleow. The Education Room air conditioning is not working. Vice-President McGee directed Librarian Reynolds to contact Ken Taylor the mechanical engineer.

NEW BUSINESS

1. **Clean-up.** Vice-President McGee scheduled a clean up of the library grounds for May 12 at 5:00pm.
2. **Ceiling tile.** Garton moved, Young seconded, to direct the Librarian to buy the remaining box of ceiling tile that matches the current ceiling tile. Approved unanimously.
3. **Adjournment.** Young moved, Lynch seconded, to adjourn. There being no further business to come before the board, the Chariton Public Library Board adjourned at 8:25 p.m.

Respectfully submitted,



James Mefferd
SECRETARY

CHARITON PUBLIC LIBRARY
BOARD MEETING
JUNE 5, 1997

The Chariton Public Library Board held its regular monthly meeting in the board room Thursday, June 5, 1997. President Gripp called the meeting to order at 7:00 p.m. Present were Gripp, McGee, Mefferd, Krutsinger, Rich, Garton, Morrett, Young and Librarians Reynolds and Tyree. Members absent: Lynch.

Minutes of the May meeting were read and approved.

Librarian Reynolds submitted the Financial report. Morrett moved to pay the bills. McGee seconded. Approved unanimously.

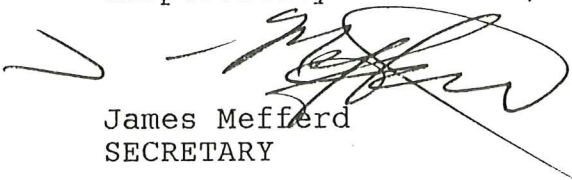
OLD BUSINESS

Terleow was discussed.

NEW BUSINESS

1. **Fourth of July Closing.** McGee moved to close Friday July 4 and July 5 for the holiday. Morrett seconded. Approved unanimously.
2. **Chariton Book Club.** Krutsinger thanked the board on behalf of the Chariton Book Clubs for their use of the Education Room.
3. **Board member reappointment.** Young moved, Krutsinger seconded that President Gripp ask the Mayor to reappoint Sherrill Garton, Tim McGee, and James Mefferd to the Board of Trustees. Approved unanimously.
4. **Policy Committee.** President Gripp appointed Garton, Morrett, and Rich to the Library Policy Committee.
5. **Adjournment.** Young moved, Krutsinger seconded, to adjourn. There being no further business to come before the board, the Chariton Public Library Board adjourned at 7:45 p.m.

Respectfully submitted,



James Mefferd
SECRETARY

CHARITON PUBLIC LIBRARY
BOARD MEETING
JULY 3, 1997

The Chariton Public Library Board held its regular monthly meeting in the board room Thursday, July 3, 1997. President Gripp called the meeting to order at 5:00 p.m. Present were Gripp, Mefferd, Krutsinger, Rich, Garton, Young and Librarians Reynolds and Tyree. Members absent: Lynch, McGee, and Morrett.

Minutes of the June meeting were read and approved.

Librarian Reynolds submitted the Financial report. Garton moved to pay the bills. Young seconded. Approved unanimously.

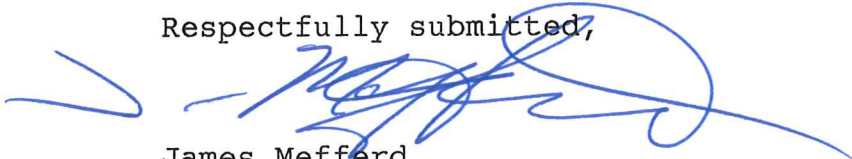
OLD BUSINESS

1. The board discussed ICN.
2. **RAGBRAI.** A sign, decorations, and other RAGBRAI plans were discussed.

NEW BUSINESS

1. **OHSA Inspection.** Librarian Reynolds reported on the recent OHSA inspection. The board discussed compliance measures required.
2. **Staff resignation.** Rich moved, Garton seconded, to accept The resignation of Margaret Lewis. Approved unanimously.
3. **TERLEOW.** The board discussed the status of Terleow's corrections.
4. The board viewed various areas in the library needing repair or improvement.
5. **Adjournment.** Young moved, Garton seconded, to adjourn. There being no further business to come before the board, the Chariton Public Library Board adjourned at 6:30 p.m.

Respectfully submitted,



James Mefferd
SECRETARY

CHARITON PUBLIC LIBRARY
BOARD MEETING
AUGUST 6, 1997

The Chariton Public Library Board held its regular monthly meeting in the board room Thursday, August 7, 1997. President Gripp called the meeting to order at 7:05 p.m. Present were Gripp, Krutsinger, Lynch, Mefferd, Morrett, Young and Librarians Reynolds. Members absent: McGee, Garton, Rich, and Assistant librarian Tyree.

Minutes of the July meeting were read and approved.

Librarian Reynolds submitted the Financial report. Morrett moved to pay the bills. Lynch seconded. Approved unanimously.

OLD BUSINESS

1. **Library Policies.** Morrett introduced a draft of revised library policies prepared by the Library Policy Committee for further discussion at the September meeting.
2. **Accreditation.** Librarian Reynolds reported that the library needs to subscribe to 11 more magazines for a total of 65 to qualify for accreditation. It was suggested that the library inform the public through the librarian's newspaper column that the library would welcome subscriptions as memorials.
3. **Terlow.** Discussion was held.

NEW BUSINESS

1. **Trustee workshops.** Librarian Reynolds reported the State Library will hold a series of workshops for trustees. She handed out a schedule of this year's workshops.
2. **Roof leak.** Librarian Reynolds reported on a roof leak. Alvin Halferty has found leaks by two vents. He took photos and sent them to the architect.
3. **Adjournment.** Young moved, Krutsinger seconded, to adjourn. There being no further business to come before the board, the Chariton Public Library Board adjourned at 7:45 p.m.

Respectfully submitted,


James Mefferd
SECRETARY

CHARITON PUBLIC LIBRARY
BOARD MEETING
SEPTEMBER 4, 1997

The Chariton Public Library Board held its regular monthly meeting in the board room Thursday September 4, 1997. Vice-President McGee called the meeting to order at 7:00 p.m. Present were McGee, Garton, Krutsinger, Lynch, Mefferd, Morrett, Young and Librarians Reynolds and Tyree. Members absent: Gripp and Rich.

Minutes of the August meeting were read and approved.

Librarian Reynolds submitted the Financial report. Young moved to pay the bills. Lynch seconded. Approved unanimously.

OLD BUSINESS

1. **Library Policies.** In October, the board will act on policy revisions currently being studied. Board members will submit suggested changes to the policy revisions to the author prior to October.

NEW BUSINESS

1. **Education Room.** Librarian Tyree reported on a craft project to make photo albums. Mefferd moved to have the Library present a craft class making photo albums and stamping cards; the librarians will select presenters according to non commercial guidance given by the board. Garton seconded. Approved unanimously.
2. **Maintenance contracts.** The board discussed maintenance contracts.
3. **Adjournment.** Young moved, Krutsinger seconded, to adjourn. There being no further business to come before the board, the Chariton Public Library Board adjourned at 8:15 p.m.

Respectfully submitted,


James Mefferd
SECRETARY

**CHARITON PUBLIC LIBRARY
BOARD MEETING
OCTOBER 10, 1997**

The Chariton Public Library Board held its regular monthly meeting in the board room Thursday October 10, 1997, pursuant to notice given under the Iowa Open Meetings law. President Gripp called the meeting to order at 7:00 p.m. Present were, Gripp, McGee, Young, Garton, Mefferd, Morrett, Rich, Young and Librarians Reynolds and Tyree. Members absent: Krutsinger and Lynch.

Minutes of the September meeting were read and approved.

Librarian Reynolds submitted the Financial report. McGee moved to pay the bills. Morrett seconded. Approved unanimously.

OLD BUSINESS

1. **ICN Part III connection.** Morrett moved, Young seconded to request that the Chariton Public Library Board withdraw from the 1999 ICN Part III Connection effective November 1 1997. Ayes; Gripp, Young, Garton, Mefferd, Morrett. Nays; McGee. Motion carried.

NEW BUSINESS

1. **Windows 95-Internet Class.** Librarians Reynolds and Tyree volunteered to teach a class on Windows 95 and the Internet to board members at the Chariton Indian Hills site.
2. **Christmas Open House.** Discussion was held concerning hosting a Christmas Open House Friday the evening of Thanksgiving weekend.
3. **Foundation Tree Leaves.** Young moved, Mefferd seconded to continue the sale of tree leaves on the foundation donor tree for a minimum donation of \$400 for new donors with the additional \$100 applied toward the cost of producing the leaf; current partial pledges are exempt from the additional cost. Approved unanimously.
4. **Terleow.** Keith Terleow was here. The heating and cooling system quit as soon as he left.

State Library presentation for trustees on library budgets would be Thursday October 16, 1997 at 7:00pm.

6. **Fire extinguishers.** Librarian Reynolds reported the fire extinguishers were checked.
7. **Policy revisions.** Morrett chairman of the Policy Revision committee submitted proposed revised policies on Library Operations, Book Collection, and Personnel. Morrett moved to accept the committee's proposed revisions and adopt the revised policies as submitted. Garton seconded. Approved unanimously.
8. **Adjournment.** Young moved, McGee seconded, to adjourn. There being no further business to come before the board, the Chariton Public Library Board adjourned at 8:30 p.m.

Respectfully submitted,


James Mefferd
SECRETARY

**CHARITON PUBLIC LIBRARY
BOARD MEETING
NOVEMBER 6, 1997**

The Chariton Public Library Board held its regular monthly meeting in the board room Thursday November 6, 1997, pursuant to notice given under the Iowa Open Meetings law. Vice-President McGee called the meeting to order at 7:00 p.m. Present were, McGee, Krustisnger, Young, Garton, Mefferd, Morrett, Young and Librarians Reynolds and Tyree. Members absent: Gripp, Rich, and Lynch.

Minutes of the October meeting were read and approved.

Librarian Reynolds submitted the Financial report. Garton moved to approve the financial report, Krutsinger seconded. Approved unanimously. Young moved to pay the bills. Krutsinger seconded. Approved unanimously.

OLD BUSINESS

1. **Christmas Open House.** Librarian Reynolds reported the Christmas Open House will be November 28, 1997. The Board discussed the open house details.

NEW BUSINESS

1. **Budget.** The Budget committee will present their report at the December meeting.
2. **Additional open hours.** Discussion was held on opening the library one morning per week to accommodate senior citizens and rural patrons. Librarian will determine the operating hours of the senior citizen bus. The board requested the additional cost of opening an additional 2 hours 1 day per week. Vice-President McGee placed this item on the December meeting agenda.
3. **Terleow.** Vice-President McGee will contact the City Manager to get Terleow here.
4. **Adjournment.** Young moved, Krutsinger seconded, to adjourn. There being no further business to come before the board,

5. the Chariton Public Library Board adjourned at 7:50 p.m.

Respectfully submitted,



James Mefferd

SECRETARY

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**CHARITON PUBLIC LIBRARY
BOARD MEETING
DECEMBER 4, 1997**

The Chariton Public Library Board held its regular monthly meeting in the board room Thursday December 4, 1997, pursuant to notice given under the Iowa Open Meetings law. President Gripp called the meeting to order at 5:30 p.m. Present were Gripp, Krutsinger, Garton, Mefferd, Morrett, Rich, and Librarians Reynolds and Tyree. Members absent: Young, McGee, and Lynch.

Minutes of the November meeting were not available.

Librarian Reynolds submitted the Financial report. Mefferd moved to pay the bills. Krutsinger seconded. Approved unanimously.

OLD BUSINESS


1. **Additional open hours.** Discussion was held to open the library an additional two hours per week. No action was taken.
2. **Patron Internet Access.** The board discussed allowing patrons access to the library's Internet connection. No action was taken.

NEW BUSINESS

1. **Budget.** Mefferd moved, Rich seconded, to include in the library, a request for two additional computers to provide for staff computer requirements and to provide patron Internet access. Mefferd moved to table. Tabled.
2. **Holiday closing.** Morrett moved to close at 6:00pm New Years Eve day.
3. **Employee evaluations.** Librarian Reynolds reported she had given each employee their evaluation.
4. **Adjournment.** Morrett moved, Krutsinger seconded, to adjourn. There being no further business to come before the board,

the Chariton Public Library Board adjourned at 6:25 p.m.

Respectfully submitted,


James Mefferd
SECRETARY

January 8, 1998;E:\OFFICE\WPWIN\WPDOCS\LIBRARY\DEC_97.WPD

**CHARITON PUBLIC LIBRARY
SPECIAL BOARD MEETING
DECEMBER 15, 1997**

The Chariton Public Library Board held a special board meeting Monday December 15, 1997 to consider the fiscal year 1998-1999 library budget. The meeting was held in the library board room pursuant to notice given under the Iowa Open Meetings law. President Gripp called the meeting to order at 5:00 p.m. Present were Gripp, Krutsinger, Garton, Mefferd, Morrett, Rich, Young, McGee, and Lynch and Librarian Reynolds. Librarian Tyree was absent.

OLD BUSINESS

No old business was presented.

NEW BUSINESS

1. **Budget.** Mefferd gave the budge committee report and moved its acceptance. Approved unanimously.

2. **Adjournment.** Morrett moved, Krutsinger seconded, to adjourn. There being no further business to come before the board, the Chariton Public Library Board adjourned at 5:20 p.m.

Respectfully submitted,



James Mefferd
SECRETARY

Chariton Public Library Board Minutes
January 8, 1998

The Chariton Public Library Board held its monthly meeting Thursday, January 8, 1998 at 7 p.m. in the library board meeting room. Present were Tim McGee, who presided in the absence of president, Doyle Gripp, Sherrill Garton, Helen Krutsinger, Dan Morrett, Colleen Rich, and Jack Young. Also present were both librarians, Roberta Reynolds and Kristin Tyree. Absent were Rick Lynch and Jim Mefferd.

The minutes of the previous two meetings were read and approved as read. The financial report was presented by librarian Reynolds. Jack Young moved and Dan Morrett seconded that the report be accepted as presented. Motion carried.

Under old business, further discussion was made of the state's educational requirements for accreditation. Included were listing in the telephone company's yellow pages, more morning hours and the need for a community survey, and opening the internet access to the public.

Jack Young moved and Helen Krustinger seconded the motion that the meeting adjourn. Motion carried. The meeting adjourned at 8:28 p.m.

Respectfully submitted,



Helen Krutsinger, Secretary Pro Tem

CHARITON PUBLIC LIBRARY BOARD MINUTES
FEBRUARY 5, 1998

The Chariton Public Library Board held its monthly meeting Thursday, February 5, 1998 at 5:15 p.m. in the library board meeting room. Present were Jim Mefferd, who presided in the absence of president, Doyle Gripp and vice-president, Tim McGee, Sherrill Garton, Helen Krutsinger, Dan Morett, Colleen Rich and Jack Young. Also present was librarian, Roberta Reynolds, and Kristin Tyree, children's librarian. Absent were Rick Lynch, and Doyle Gripp.

The minutes of the previous meeting were read and approved as read. The financial report, presented by librarian Reynolds, was read with Young and Rich, respectively, moving and seconding that it be accepted. This motion passed unanimously.

Librarian Reynolds reported that she was continuing with accreditation work. Some discussion was made of a community survey with the need for survey by-laws. President-pro tem Mefferd directed the librarian to make a recommendation concerning the internet connection next month. Also discussed was the telecommunications discount bill through the federal government. The question of fines was discussed. It was decided to make more telephone calls to patrons who have neglected to answer letters.

It was suggested that an Internet policy be written.

Librarian Reynolds announced future trustee meetings in surrounding areas.

Young moved and Krutsinger seconded that the meeting adjourn. The motion passed and the meeting closed at 6:23 p.m.

Respectfully submitted,



Helen Krutsinger, Secy, Pro Tem

**CHARITON PUBLIC LIBRARY
BOARD MEETING
MARCH 5, 1998**

The Chariton Public Library Board held its regular monthly meeting in the board room Thursday March 5, 1998, pursuant to notice given under the Iowa Open Meetings law. Vice President McGee called the meeting to order at 7:00 p.m. Present were McGee, Krutsinger, Garton, Mefferd, Morrett, Rich, Young, and Librarians Reynolds and Tyree. Members absent: Gripp and Lynch.

The minutes of the previous meeting were read and approved.

Vice President McGee read a letter from the Williamson Historical Society.

Librarian Reynolds submitted the Financial report. Young moved to pay the bills. Morrett seconded. Approved unanimously. Overdue books and outstanding fines were discussed along with the financial report.

OLD BUSINESS

1. **Accreditation.** The board discussed accreditation, specifically the remaining steps to become accredited. Vice President McGee appointed Krutsinger to a committee to prepare the required survey and Mefferd to a bylaw review committee.

NEW BUSINESS

1. **Internet Policy Class.** Librarian Reynolds announced the state library will hold an Internet policy class for trustees over the ICN network on April 23.
2. **Mission Statement.** Garton moved, Krutsinger seconded to accept the library's revised Mission Statement as presented and included with the minutes. Approved unanimously.
3. **Technology Plan.** Librarian Reynolds asked the board to discuss the Library's Technology Plan next month.
4. **Long Distance Carrier.** Vice President McGee directed Librarian Reynolds to inquire into the library's long distance rates charged by GTE and report to the board at the

April meeting.

5. **VCR Rental.** Rich moved, Krutsinger seconded, that the library would no longer rent or loan out VCRs due to problems with security of the library VCRs. Approved unanimously.
6. **Volunteer Week.** Discussed.
7. **Adjournment.** Young moved, Krutsinger seconded, to adjourn. There being no further business to come before the board, the Chariton Public Library Board adjourned at 8:40 p.m.

Respectfully submitted,



James Mefferd
SECRETARY

**CHARITON PUBLIC LIBRARY
BOARD MEETING
APRIL 2, 1998**

The Chariton Public Library Board held its regular monthly meeting in the board room Thursday April 2, 1998, pursuant to notice given under the Iowa Open Meetings law. Vice President McGee called the meeting to order at 7:00 p.m. Present were McGee, Krutsinger, Garton, Mefferd, Morrett and Librarians Reynolds and Tyree. Members absent: Gripp, Rich, Young and Lynch.

The minutes of the previous meeting were read and approved.

Librarian Reynolds submitted the Financial report. Krutsinger moved to pay the bills. Morrett seconded. Approved unanimously.

OLD BUSINESS

1. **Accreditation.** Krutsinger submitted the proposed survey for the board's approval. Garton moved to accept the survey. Morrett seconded. Approved unanimously. The board discussed implementation of the survey.
2. **Long Distance Carrier.** Librarian Reynolds reported on the proposed change in long distance carriers. Further discussion of the report was deferred to a later date.
3. **Technology Plan.** Garton moved to accept the Technology Plan as submitted by Librarian Reynolds. Krutsinger seconded. Vote. Ayes: McGee, Krutsinger, Garton, Morrett. Nay: Mefferd.

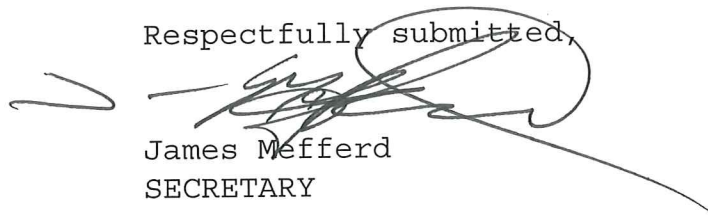
NEW BUSINESS

1. The board discussed the status of Bonnie Stone.
2. **Part-time temporary employee.** Vice-President McGee directed that Librarian Reynolds inquire into hiring a part-time temporary employee and report back to him within the next 7 days. This employee will work a maximum of 60 hours; at the end of this period, the board will review the need.
3. **Lap sit proposal.** Librarian Tyree presented a program

entitled "Book Babies" for the board's review. No action taken.

4. **Equipment policy.** Morrett submitted a revised video and equipment loan policy and moved passage of the revised policy. Garton seconded. Approved unanimously.
5. **Adjournment.** Krutsinger moved, Morrett seconded, to adjourn. There being no further business to come before the board, the Chariton Public Library Board adjourned at 9:10 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "James Mefferd", is written over the typed name. The signature is somewhat stylized and includes a large loop at the end.

James Mefferd
SECRETARY

**CHARITON PUBLIC LIBRARY
BOARD MEETING
MAY 7, 1998**

The Chariton Public Library Board held its regular monthly meeting in the board room Thursday May 7, 1998, pursuant to notice given under the Iowa Open Meetings law. President Gripp called the meeting to order at 7:00 p.m. Present were Gripp, Rich, McGee, Krutsinger, Mefferd, Morrett and Librarians Reynolds and Tyree. Members absent: Garton, Young and Lynch.

The minutes of the previous meeting were read and approved.

Librarian Reynolds submitted the Financial report and the monthly bills. McGee moved to approve the financial report and pay the bills. Krutsinger seconded. Approved unanimously.

OLD BUSINESS

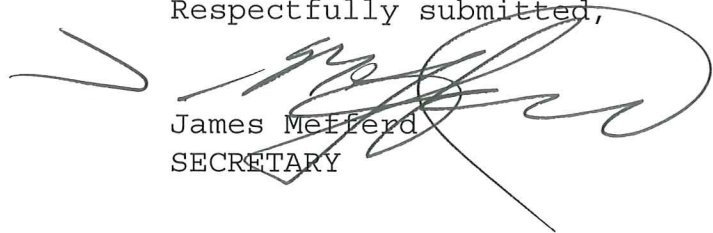
1. **Long Distance Carrier.** Mefferd moved to change the Library's out of LATA carrier to GTE. Morrett seconded. Approved unanimously.
2. **Part-time Employee.** Discussion was held on hiring a part-time employee.
3. **"Book Babies"**. McGee moved to table. Tabled.

NEW BUSINESS

1. **Correspondence.** Mrs. Krutsinger read a letter from Bonnie Stone thanking the board for the book purchased in Linda's memory.
2. **Library clean up.** Monday evening May 11 at 5:30pm.
3. **Internet Policy.** Librarian Reynolds submitted a proposed Internet policy. Mefferd asked to review the policy before the board votes on it.
4. **End of year.** President Gripp directed Librarian Reynolds to report at the June meeting, the year end library financial status and to recommend any options for year end expenditures, if any.
5. **Adjournment.** McGee moved, Krutsinger seconded, to adjourn.

There being no further business to come before the board, the
Chariton Public Library Board adjourned at 8:30 p.m.

Respectfully submitted,

A large, stylized handwritten signature in black ink, appearing to read 'James Mefferd', is written over the typed name and title.

James Mefferd
SECRETARY

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**CHARITON PUBLIC LIBRARY
BOARD MEETING
JUNE 4, 1998**

The Chariton Public Library Board held its regular monthly meeting in the board room Thursday June 4, 1998, pursuant to notice given under the Iowa Open Meetings law. President Gripp called the meeting to order at 7:00 p.m. Present were Gripp, Garton, Rich, Krutsinger, Mefferd, Morrett, Young and Librarians Reynolds and Tyree. Members absent; McGee & Lynch.

The minutes of the previous meeting were read and approved.

Librarian Reynolds submitted the Financial report and the monthly bills. Mefferd moved to approve the financial report and pay the bills. Krutsinger seconded. Approved unanimously.

OLD BUSINESS

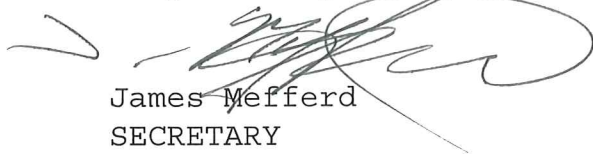
1. **Policy Bylaw Revision.** Revision of Bylaws and writing of Internet policy is in process.

NEW BUSINESS

1. **Correspondence.** President Gripp read Rick Lynch's letter of resignation. Morrett moved, Garton seconded to accept his resignation. Approved unanimously.
2. **Cost of living increase.** Mefferd moved to adopt the city's cost of living increase for library employees. Morrett seconded. Approved unanimously.
3. **Survey.** Krutsinger reported on the library survey results.
4. **July 4 closing.** Young moved to close the library July 3 for the fourth of July holiday. Rich seconded. Approved unanimously.
5. **Library clean up.** President Gripp reported that we had a good turnout of board members for the library grounds cleanup.
6. **Adjournment.** Young moved, Krutsinger seconded, to adjourn.

There being no further business to come before the board, the Chariton Public Library Board adjourned at 8:20 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'James Mefferd', is written over the typed name. The signature is stylized and somewhat cursive.

James Mefferd
SECRETARY

**CHARITON PUBLIC LIBRARY
BOARD MEETING
JULY 2, 1998**

The Chariton Public Library Board held its regular monthly meeting in the board room Thursday July 2, 1998, pursuant to notice given under the Iowa Open Meetings law. President Gripp called the meeting to order at 7:00 p.m. Present were Gripp, Garton, Rich, Krutsinger, Mefferd, Morrett, Young and Librarians Reynolds and Tyree. Member absent; McGee. Also present and introduced by Garton was Lisa Gross.

The minutes of the previous meeting were read and approved.

Librarian Reynolds submitted the Financial report and the monthly bills. Garton moved to pay the bills, Rich seconded. Approved unanimously.

OLD BUSINESS

1. There was no old business to come before the board.

NEW BUSINESS

1. **Library Survey discussion.** The board discussed various issues raised in the recent patron survey, particularly the library hours and whether the library was open sufficient hours and at appropriate times in order to effectively serve the public.
2. **Answering machine.** Garton moved to purchase an answering machine and to program it with a message giving the library hours and any other message deemed appropriate. Krutsinger seconded. Approved unanimously.
3. **Budget.** The consensus of the board was that we should consider including in next year's budget request to the city an increase in funding to cover increased hours and additional employees in order to better serve the public and that the library employees should have a 40 hour week.
4. **Disaster policy.** President Gripp directed Garton to write a disaster policy.
5. **Adjournment.** Young moved, Krutsinger seconded, to adjourn.

There being no further business to come before the board, the Chariton Public Library Board adjourned at 8:20 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'James Mefford', written over a horizontal line. The signature is stylized and somewhat cursive.

James Mefford
SECRETARY

August 6

~~July 2, 1998~~; E:\OFFICE\WPWIN\WPDOCS\LIBRARY\JUL_98.WPD

CHARITON PUBLIC LIBRARY
BOARD MEETING
AUGUST 6, 1998

The Chariton Public Library Board held its regular monthly meeting in the board room Thursday August 6, 1998, pursuant to notice given under the Iowa Open Meetings law. President Gripp called the meeting to order at 7:00 p.m. Present were Gripp, Garton, Gross, Rich, McGee, Mefferd, Morrett, Young and Librarian Reynolds. Member absent; Krutsinger and librarian Tyree. Lisa Gross was sworn as a member.

The minutes of the previous meeting were read and approved.

Librarian Reynolds submitted the Financial report and the monthly bills. Mefferd moved to accept the financial report, McGee seconded. Approved unanimously. Garton moved to pay the bills, Morrett seconded. Approved unanimously.

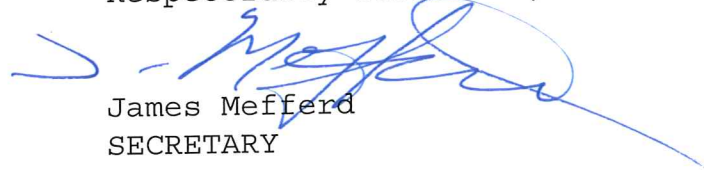
OLD BUSINESS

1. **Answering Machine.** Status of the purchase of an answering machine was discussed.
2. **Terleow.** Status was discussed.

NEW BUSINESS

1. **Disaster Plan.** Gross submitted a proposed disaster plan and moved its acceptance. Young seconded. Approved unanimously.
2. **Safety & Security Plan.** Librarian Reynolds submitted a proposed Safety & Security Plan. Rich moved, Morrett seconded to approve. Approved unanimously.
3. **Adjournment.** Young moved, Rich seconded, to adjourn. There being no further business to come before the board, the Chariton Public Library Board adjourned at 8:40 p.m.

Respectfully submitted,


James Mefferd
SECRETARY

**CHARITON PUBLIC LIBRARY
BOARD MEETING
SEPTEMBER 3, 1998**

The Chariton Public Library Board held its regular monthly meeting in the board room Thursday September 3, 1998, pursuant to notice given under the Iowa Open Meetings law. Vice President McGee called the meeting to order at 7:00 p.m. Present were Garton, Krutsinger, McGee, Mefferd, Young, and Librarians Reynolds and Tyree. Members absent; Gripp, Gross, Morrett and Rich.

The minutes of the previous meeting were read and approved.

The financial report was not available. Garton moved to pay the bills, Young seconded. Approved unanimously.

OLD BUSINESS

1. **Morning Hours (additional).** Public response to the recent newspaper article showed 12 person favored more hours and 6 gave no opinion. Discussion was held on opening the library at 10:00am on at least Fridays. Vice-President McGee directed Librarian Reynolds to determine the feasibility of opening on Fridays at 10:00am and submit a plan to accomplish the staffing and place it on the next agenda.
2. **Powers Estate Bequest Accepted.** The library board of trustees graciously accepted a bequest of \$6500 from the Powers Estate. Vice-President McGee directed librarian Reynolds to send a thank you letter to the family.
3. **Accounting for Powers Estate Bequest.** Vice-President McGee reported that the mayor will allow the bequest to roll over from year to year in our budget and that the library may retain the interest earned. Vice-President McGee will write the Mayor a letter requesting city council approval.

NEW BUSINESS

1. **Book accessibility.** Krutsinger suggested that the library place new books on shelves so that they are more accessible to senior citizens.
2. **Waiting list.** Discussion was held concerning reinstatement of the waiting list.
3. **Adjournment.** Young moved, Krutsinger seconded, to adjourn. There being no further business to come before the board, the Chariton Public Library Board adjourned at 8:40 p.m.

Respectfully submitted,


James Mefferd,
SECRETARY

**CHARITON PUBLIC LIBRARY
BOARD MEETING
OCTOBER 1, 1998**

The Chariton Public Library Board held its regular monthly meeting in the board room Thursday October 1, 1998, pursuant to notice given under the Iowa Open Meetings law. President Gripp called the meeting to order at 7:00 p.m. Present were Garton, Gripp, Gross, Krutsinger, McGee, Morrett, Mefferd, Rich, Young, and Librarian Reynolds. Librarian Tyree was absent.

The minutes of the previous meeting were read and approved.

The financial report from July 31, 1998 was received. Garton moved to approve the financial report and pay the bills; Krutsinger seconded. Approved unanimously.

OLD BUSINESS

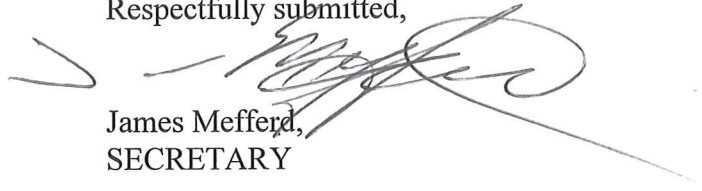
1. **Morning Hours (additional).** Gross moved, Rich seconded, to open the library at 10:00 am Fridays, January 1, through June 30, 1999. Librarian Reynolds will track attendance and keep statistics on traffic to include the numbers of books checked out. She will also publicize the additional hours.
2. **Waiting List.** The board revisited the waiting list issue.
3. **Terleow.** Status of the air-conditioning repairs discussed.

NEW BUSINESS

1. **Budget Committee appointment.** President Gripp appointed McGee, Mefferd, and Morrett to the budget committee.
2. **Policies.** Garton asked that next month's agenda include policies to be revised.
3. **Direction of Library.** The Board discussed the future direction of the library.
4. **Hiring of new employee.** McGee moved to hire by January 1, 1999, an additional employee for 15 hours per week for 6 months and that President Gripp appoint a committee to oversee the implementation. Krutsinger seconded. Approved unanimously. President Gripp appointed Gross, Garton, and Morrett to the committee.
5. **Adjournment.** Young moved, Krutsinger seconded, to adjourn. There being no further

business to come before the board, the Chariton Public Library Board adjourned at 8:35 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'James Mefferd', is written over the typed name. The signature is fluid and cursive, with a long horizontal stroke extending to the right.

James Mefferd,
SECRETARY

**CHARITON PUBLIC LIBRARY
BOARD MEETING
NOVEMBER 5, 1998**

The Chariton Public Library Board held its regular monthly meeting in the board room Thursday November 5, 1998, pursuant to notice given under the Iowa Open Meetings law. Secretary Mefferd called the meeting to order at 7:00 p.m. Present were Garton, Gross, Krutsinger, Morrett, Mefferd, Rich, Young, and Librarians Reynolds and Tyree. Members absent: Gripp. Vice President McGee arrived at 7:15pm.

The minutes of the previous meeting were read and approved.

Garton moved to approve the financial report and pay all claims with the exception of the bill from Halvorson for repair of the air conditioner. Krutsinger seconded. Approved unanimously.

OLD BUSINESS

1. There was no old business.

NEW BUSINESS

1. **Bookstore.** Gross presented a proposal to start a bookstore as a fund raiser. Vice President *McGee* directed Gross to inquire into the possibility of forming a "Friends of the Library" organization and whether that organization could sell books as a fund raising project for the library.
2. **Library Automation.** The Board discussed a library software program entitled "Book Systems, Inc."
3. **Policies.** Gross moved, Young seconded to adopt the following revised policies as presented: Allender-Video; Interlibrary Loan; and Borrowing Limits. Approved unanimously.
4. **Letter to editor.** Garton moved, Gross seconded to submit the attached letter signed by the Board members to the Chariton newspapers. Approved unanimously.
5. **Christmas Tea.** Christmas tea plans discussed.
6. **Employee Christmas Recognition.** Vice President McGee appointed Rich, McGee, and Garton to a committee to plan a Christmas recognition.
7. **Chariton Walk Around Square.** The Board discussed the library's participation in the Walk Around the Square program.
8. **Adjournment.** Young moved, Krutsinger seconded, to adjourn. There being no further

business to come before the board, the Chariton Public Library Board adjourned at 8:35 p.m.

Respectfully submitted,



James Mefferd,
SECRETARY

**CHARITON PUBLIC LIBRARY
BOARD MEETING
DECEMBER 10, 1998**

The Chariton Public Library Board held its regular monthly meeting in the board room Thursday December 3, 1998, pursuant to notice given under the Iowa Open Meetings law. Present were President Gripp, Secretary Mefferd, Garton, and Librarian Reynolds. The meeting adjourned for lack of quorum. The monthly board meeting was then called for December 10, 1998, pursuant to notice given under the Iowa Open Meetings law. Present were Gripp, Garton, Gross, McGee, Mefferd, Morrett, and Librarians Reynolds and Tyree. Members absent: Krutsinger, Rich, and Young. President Gripp called the meeting to order at 7:00pm.

The minutes of the previous meeting were read and approved.

McGee moved, Gross seconded, to approve the financial report and pay all claims including the bill from Halvorson for repair of the air conditioner. Approved unanimously.

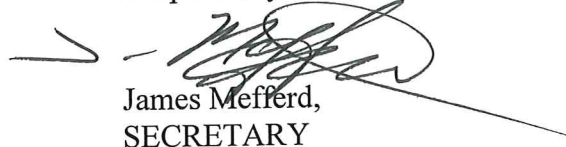
OLD BUSINESS

1. **Heating cooling system.** The heating cooling system's condition and status was discussed.
2. **Friends of the Library.** Gross presented a proposal for a Friends of the Library organization.
3. **Advertisement for Employee.** Discussed.

NEW BUSINESS

1. **Overdue Book Policy.** The Board discussed the proposed overdue book policy. No action was taken.
2. **Budget.** The Budget Committee submitted the proposed library budget. McGee moved its acceptance. Mefferd seconded. Approved unanimously.
3. **Adjournment.** There being no further business to come before the board, the Chariton Public Library Board adjourned at 8:35 p.m.

Respectfully submitted,


James Mefferd,
SECRETARY

**CHARITON PUBLIC LIBRARY
BOARD MEETING
JANUARY 7, ~~1998~~ 1999**

The Chariton Public Library Board held its regular monthly meeting in the board room Thursday January 7, 1999, pursuant to notice given under the Iowa Open Meetings law. Present were Garton, Gross, Krutsinger, McGee, Mefferd, Morrett, Young, and Librarians Reynolds and Tyree (arrived late). Members absent: Gripp and Rich. Vice-President McGee called the meeting to order at 7:00pm.

The minutes of the previous meeting were read and approved.

Mefferd moved, Garton seconded, to approve the financial report and pay all claims. Approved unanimously.


OLD BUSINESS

1. **New employee.** Hiring of new employee was discussed.

NEW BUSINESS

1. **Allender Memorial Music Room Policy.** Morrett moved to accept the Allender Memorial Music Policy as changed. Gross seconded. Approved unanimously. Morret moved to rescind the Allender Memorial Music Room Video Rules and Privileges Policy since its provisions were incorporated into the new Allender Memorial Music Room policy. Gross seconded. Approved unanimously.
2. **Reception honoring library volunteers.** Librarians Reynolds and Tyree will determine a date and send out invitations in February.
3. **Election of Officers.** The following officers were elected by acclamation. McGee, President; Morrett, Vice-President; Mefferd, Secretary.
4. **Adjournment.** There being no further business to come before the board, the Chariton Public Library Board adjourned at 8:45 p.m.

Respectfully submitted,


James Mefferd,
SECRETARY

CHARITON PUBLIC LIBRARY
BOARD MEETING
FEBRUARY 4, 1998 ~~1998~~ 1999

The Chariton Public Library Board held its regular monthly meeting in the board room Thursday February 4, 1999, pursuant to notice given under the Iowa Open Meetings law. Present were Gross, Krutsinger, McGee, Mefferd, Morrett, Rich, Young, and Librarians Reynolds and Tyree. Members absent: Garton and Gripp. President McGee called the meeting to order at 7:00pm.. The minutes of the previous meeting were read and approved.

Financial report. President McGee reported the library has a fund balance of \$17,000 as of July 1, 1998. The city manager will pay for one half, approximately \$8,000, of Trane's bill from the library's fund balance and will ask the city council to levy against the city emergency fund for the other one half. He further reported that the city has fully funded next year's budget. Gross moved, Young seconded, to approve the Financial Statement. Approved unanimously. Young moved, Krutsinger seconded, to pay the claims. Approved unanimously.

OLD BUSINESS

1. **Family Reading Program.** Librarian Tyree introduced a family reading program. President McGee directed her to submit a written proposal with directions provided by the board for a "lapsit infant reading program" including the availability of grants at the next meeting.
2. **Volunteer Luncheon.** Friday February 12.
3. **Bylaw revision.** Report deferred this month.

NEW BUSINESS

1. **Halvorson Trane installation proposal.** Morrett moved, Rich seconded, to have Halvorson Trane install three safety float switches in the attic for \$950 as set forth in their proposal to the City Manager dated January 20, 1999. Approved unanimously.
2. **Painting.** Discussed.
3. **New employee.** Prospective employees were discussed. President McGee directed Librarian Reynolds to make a decision and hire the person.
4. **Adjournment.** There being no further business to come before the board, the Chariton Public Library Board adjourned at 8:30 p.m..

Respectfully submitted,


James Mefferd
SECRETARY

**CHARITON PUBLIC LIBRARY
BOARD MEETING
MARCH 4, 1998 1999**

The Chariton Public Library Board held its regular monthly meeting in the board room Thursday March 4, 1999, pursuant to notice given under the Iowa Open Meetings law. Present were Garton, Gross, Krutsinger, Mefferd, Morrett, Rich, Young, and Librarians Reynolds and Tyree. Members absent: McGee and Gripp. Vice President Morrett called the meeting to order at 7:00pm.

The minutes of the previous meeting were read and approved.

Financial report. Krutsinger moved, Gross seconded, to approve the financial statement and to pay the claims. Approved unanimously.

OLD BUSINESS

1. **Bylaws.** Mefferd submitted a proposed revision of the library bylaws.
2. **Friends of the Library.** Gross reported on a proposal to establish a Friends of the Library organization and presented their proposed bylaws. Gross moved to acknowledge the establishment of the Friends of the Library and that the Chariton Public Library support the organization. Garton seconded. Approved unanimously.
3. **Lap Sit Reading Program.** Gross moved that the library accept the report given on the Lap Sit Reading Program and seek two grants for "Born to Read" to implement the program and to purchase book boxes. Krutsinger seconded. Approved unanimously.

NEW BUSINESS

1. There was no new business.
2. **Adjournment.** There being no further business to come before the board, the Chariton Public Library Board adjourned at 7:50 p.m.

Respectfully submitted,


James Mefferd,
SECRETARY



Free Public Library

803 Braden
Chariton, Iowa 50049

APRIL 1, 1999

MINUTES OF MEETING

The Chariton Public Library Board of Trustees held its regular monthly meeting at 5:30 p.m., Thursday, April 1, 1999, in the Library Board Room. President Tim McGee presided. Present were members Garton, Gripp, Krutsinger, Morrett and Rich. Also present were librarians Reynolds and Tyree. Absent were members Gross, Mefferd and Young.

Due to the absence of the regular secretary, James Mefferd, the minutes of the previous meeting were not read.

Librarian Reynolds presented the financial report and monthly bills. Garton moved and Rich seconded that these reports be approved as read. The motion passed unanimously.

In old business, the board studied the bylaws of the Chariton Library Board of Trustees. This is the first reading and will be voted upon again next month.

Children's Librarian Tyree made a very positive report on the Begin with Books project. Letters of approval and recommendation have been received from many local education and health organizations.

Krutsinger moved that the meeting adjourn; Gripp seconded the motion, which was approved unanimously. The meeting adjourned at 6:05 p.m.

Respectfully submitted:

Helene Krutsinger

HELEN KRUTSINGER
Acting Secretary

**CHARITON PUBLIC LIBRARY
BOARD MEETING
MAY 6, 1999**

The Chariton Public Library Board held its regular monthly meeting in the board room Thursday May 6, 1999, pursuant to notice given under the Iowa Open Meetings law. Present were Garton, Gripp, Gross, Krutsinger, McGee, Mefferd, Young, and Librarians Reynolds and Tyree. Members absent: Morrett and Rich. President McGee called the meeting to order at 7:00 pm.

The minutes of the previous meetings for March and April were read and approved.

Financial report was submitted.. Gripp moved, Young seconded , to pay the claims. Approved unanimously.

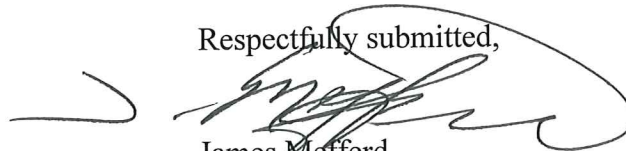
OLD BUSINESS

There was no old business.

NEW BUSINESS

1. **Electric library.** Librarian Reynolds reported on the Electric Library, a state funded computer data base for media reports that the library will make available to the public.
2. **Holiday closing.** President McGee reported that for the Memorial Day holiday, the library will follow the city's closing policy.
3. **Friday morning opening.** Discussed. Agenda item for June.
4. **Expiring terms.** The following terms expire this July: Gripp, Morrett, and Krutsinger.
5. **Adjournment** There being no further business to come before the board, the Chariton Public Library Board adjourned at 7:50 p.m.

Respectfully submitted,



James Mefferd,
SECRETARY

**CHARITON PUBLIC LIBRARY
BOARD MEETING
JUNE 3, 1999**

The Chariton Public Library Board held its regular monthly meeting in the board room Thursday June 3, 1999, pursuant to notice given under the Iowa Open Meetings law. Present were Garton, Gripp, Krutsinger, McGee, Mefferd, Morrett, Young, and Librarians Reynolds and Tyree. No members absent. Gross and Rich came late. President McGee called the meeting to order at 7:00 p.m.

The minutes of the previous meeting was read and approved.

Financial report was submitted.. Gripp moved, Krutsinger seconded, to pay the claims. Approved unanimously.

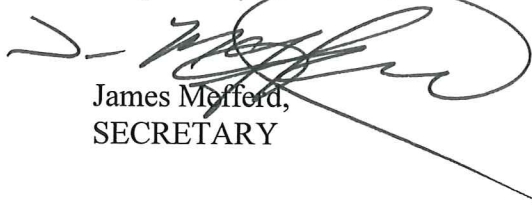
OLD BUSINESS

1. **New position.** Garton moved, Gripp seconded, to continue the recently created temporary position of library clerk. Approved unanimously. Librarian Reynolds will continue Barbara Pruiett in that position.
2. **Friday morning hours.** Morrett moved, Krutsinger seconded, upon recommendation of the librarian, to continue the Friday morning hours. Librarians will continue to monitor the patronage.
3. **Bylaws.** Krutsinger moved to strike §4 Article IV of the proposed bylaws. Young seconded. Approved unanimously. Morrett moved, Rich seconded, to approve the Bylaws as submitted with the change. Approved unanimously.
4. **Expiring terms.** Krutsinger announced that she desires to not serve another term and will submit her resignation to the Mayor. President McGee thanked Mrs. Krutsinger on behalf of the board for her 14 years of dedication and service to the library and the library board. The board and the library will miss her.
5. **Friends of the library.** Gross reported that the initial meeting will be in the next several weeks. Friends of the Library did not receive from the Iowa DHS Decat program the grant that was submitted by the Library Foundation on their behalf.
6. **Enrich Iowa Libraries.** Librarian Reynolds reported on the Enrich Iowa legislation. Chariton Library will receive \$1,000 within the next 2 years. Krutsinger moved, Morrett seconded, to submit a request to receive Enrich Iowa funds. President McGee appointed a committee of Doyle, Morrett, Rich, and Librarians Reynolds and Tyree to recommend expenditures.

NEW BUSINESS

1. **Cost of living increase.** Gross moved, Gripp seconded, to give the library employees the cost of living increase granted by the city to city employees. Approved unanimously.
2. **MacDonald contract.** Gripp moved , Krutsinger seconded, to increase MacDonald's contract to \$520 per month commencing July 1. Approved unanimously.
3. **Trane Halvorsen.** Librarian Reynolds gave a status report.
4. **Elevator sump pump.** Needs work.
5. **Building & Grounds Committee.** President McGee appointed Gripp and Garton.
6. **Adjournment** · There being no further business to come before the board, the Chariton Public Library Board adjourned at 8:30 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'James Mefford', is written over the typed name and title. The signature is fluid and cursive, with a large loop at the end.

James Mefford,
SECRETARY

July 8, 1999; C:\MyFiles\Client-Matters\LIBRARY\june_99.WPD

**CHARITON PUBLIC LIBRARY
BOARD MEETING
JULY 8, 1999**

The Chariton Public Library Board held its regular monthly meeting in the board room Thursday July 8, 1999, pursuant to notice given under the Iowa Open Meetings law. Present were Garton, Gripp, Gross, Mefferd, Morrett, Rich, Young, and Librarians Reynolds and Tyree. McGee was absent. Vice President Morrett called the meeting to order at 7:00 p.m. Gross introduced Lois Jessen as the representative of the Friends of the Library to the Board.

The minutes of the previous meeting were read and approved.

Financial report was submitted.. Gripp moved, Gross seconded, to pay the claims. Approved by voice majority; Garton abstained .

OLD BUSINESS

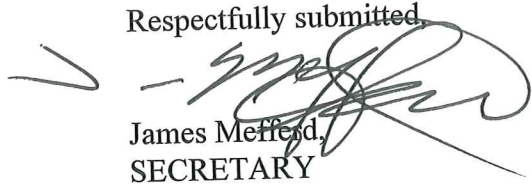
1. **Resignation of Helen Krutsinger.** Mrs. Krutsinger's resignation was read. Young moved to accept it. Rich seconded. Approved unanimously.
2. **New Board member** Librarian Reynolds introduced Joyce Blass as the new trustee recently appointed by Mayor Stierwalt. Vice President Morrett installed her to to the Board.
3. **Friends of the library.** Gross reported on the Friends of the Library's initial meeting and dues structure.
4. **Trane Halvorsen.** Librarian Reynolds reported on the status of fixing the cooling system by Halvorsen.

NEW BUSINESS

1. **Indian Hills Work Study Program.** Gross moved, Young seconded, to enter into a contract with Indian Hills Community College to provide a work study program. Approved unanimously.
2. **Technology.** Gross reported on her inquiries into obtaining grants to obtain technology. Vice President Morrett appointed a Technology Committee of Gross, Blass, Mefferd, and Librarian Reynolds.
3. **Adjournment** There being no further business to come before the board, the Chariton

Library Board adjourned at 7:50 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'James Mefford', is written over the typed name. The signature is stylized and cursive.

James Mefford,
SECRETARY

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**CHARITON PUBLIC LIBRARY
BOARD MEETING
AUGUST 5, 1999**

The Chariton Public Library Board held its regular monthly meeting in the board room Thursday August 5, 1999, pursuant to notice given under the Iowa Open Meetings law. Present were Blass, Garton, McGee, Mefferd, Rich, and Librarian Reynolds. Absent; Gripp, Gross, Morrett, Young and Librarian Tyree. President McGee called the meeting to order at 7:00 p.m. Lois Jessen, Friends of the Library, was also present.

The minutes of the previous meeting were read and approved.

Correspondence. Susan McDonald sent a Thank You note to the Board for her raise. Joan Day R#2 Russell, Iowa sent the board a letter recommending that the Board reestablish a "waiting list".

Financial report was submitted. Rich moved, Blass seconded to pay the bills including the bill from Halvorson. Garton amended, Mefferd seconded, to exclude payment of Halvorson. Roll of the board was called and the vote was Blass, no; Garton, yes; Mefferd, no; Rich, no. The President declared the amendment failed. On a voice vote on the motion to pay the bills, the ayes carried; Garton abstained. President McGee stated he will ask City Manager Elam to attend the next meeting. Librarian Reynolds may ask Halvorson's project manager to attend.

OLD BUSINESS

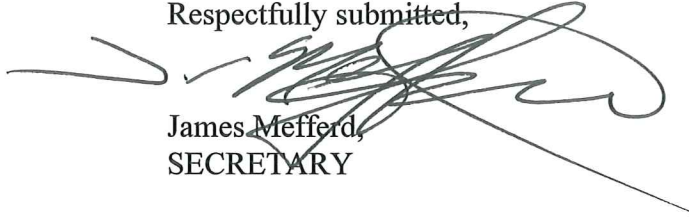
1. **Library Drop Box.** Librarian Reynolds reported the ceiling leaks. President McGee will ask the city to fix it.
2. **Heating & cooling.** Librarian Reynolds reported on the status of fixing the cooling system by Halvorsen. Discussed.

NEW BUSINESS

1. **Tree replacement.** Wilma Shelton will pay for hitting the tree with her motor vehicle. The tree will be replaced next spring. Current replacement is approximately \$68.
2. **Friends of the Library Book Sale.** Lois Jessen reported on the upcoming Friends book sale & "tote bag design" project. Their next meeting will be August 16.
3. **Adjournment** There being no further business to come before the board, the Chariton

Public Library Board adjourned at 7:55 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'James Mefferd', is written over the typed name. The signature is stylized and somewhat cursive.

James Mefferd,
SECRETARY

September 2, 1999; C:\MyFiles\Client-Matters\LIBRARY\aug_99.WPD

**CHARITON PUBLIC LIBRARY
BOARD MEETING
SEPTEMBER 2, 1999**

The Chariton Public Library Board held its regular monthly meeting in the board room Thursday September 2, 1999, pursuant to notice given under the Iowa Open Meetings law. Present were Blass, Garton, McGee, Mefferd, Morrett, Rich, Young, and Librarians Reynolds and Tyree. Absent; Gripp and Gross. President McGee called the meeting to order at 7:00 p.m. Mayor Stierwalt and City Manager Elam were present. Vince Dahl from Trane Commercial Company was present. Lois Jessen, Friends of the Library, was also present.

Heating & Cooling presentation. Mr. Dahl and City Manager Elam gave a presentation on the heating and cooling system in the Conference Room and Education Room. Mr. Dahl gave a written proposal for fixing the heating and cooling system. The library board will hold a special meeting to consider the proposal and any other option.

The minutes of the previous meeting were read and approved.

Correspondence. Mrs. Joan Day R#2 Russell, Iowa sent the board a follow up letter concerning her original letter recommending that the Board reestablish a "waiting list".

Financial statement was not available.

Bills. Garton moved, Blass seconded to pay the bills. Approved unanimously.

Friends of the Library. Jessen gave the Friends report; their bank account balance is \$500; Friends will participate in Homecoming parade. Other ideas for projects were presented to the Board. The Friends goal is to increase membership.

OLD BUSINESS

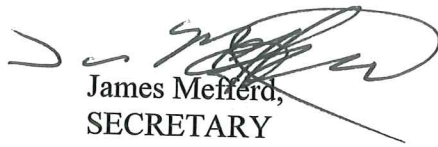
1. **None** other than set forth above.

NEW BUSINESS

1. **State Historical Society meeting.** Mefferd moved, Morrett seconded, to allow the State Historical Society to meet in the Education Room Saturday September 11 at 8:30 a.m. Approved unanimously.
2. **Equipment Loan Policy.** Young moved, Rich seconded, to strike paragraphs 3 & 9 from the Library Equipment Loan Policy. Approved unanimously.
3. **Adjournment** There being no further business to come before the board, the Chariton

Public Library Board adjourned at 8:45 p.m.

Respectfully submitted,


James Mefford,
SECRETARY

October 7, 1999; C:\MyFiles\Client-Matters\LIBRARY\sep_99.WPD

**CHARITON PUBLIC LIBRARY
SPECIAL BOARD MEETING
SEPTEMBER 13, 1999**

The Chariton Public Library Board held a special meeting in the board room Monday September 13, 1999, pursuant to notice given under the Iowa Open Meetings law. Present were Blass, Garton, Gross, Gripp, McGee, Mefferd, Morrett, Young, and Librarians Reynolds and Tyree. Absent; Rich. President McGee called the meeting to order at 7:30 p.m.

Minutes and Financial Statement not covered.

OLD BUSINESS

1. **Trane Halvorsen proposal** to update the HVAC system in the Conference Room and Education Room. Gross moved to allow the city to take responsibility for the decisions concerning the repair to library heating and cooling system. Gripp seconded. Approved unanimously.

NEW BUSINESS

1. **None.**
2. **Adjournment** There being no further business to come before the board, the Chariton Public Library Board adjourned at 8:45 p.m.

Respectfully submitted,


James Mefferd,
SECRETARY

**CHARITON PUBLIC LIBRARY
BOARD MEETING
OCTOBER 7, 1999**

The Chariton Public Library Board held its regular monthly meeting in the board room Thursday October 7, 1999, pursuant to notice given under the Iowa Open Meetings law. Present were Blass, Garton, McGee, Mefferd, Morrett, Rich, Young, and Librarians Reynolds and Tyree. Absent; Gripp and Gross. President McGee called the meeting to order at 7:00 p.m. Lois Jessen, Friends of the Library, was also present.

The minutes of the previous meeting were read and approved.

There was no correspondence. Librarian Reynolds reported that she had responded by letter to Mrs. Joan Day concerning Mrs. Day's views on reestablishing a library "waiting list".

Financial statement was read.

Bills. Young moved, Morrett seconded, to pay the bills. Approved unanimously.

Friends of the Library. Jessen gave the Friends report. The Friends of the Library will not participate in the Homecoming parade due to a lack of persons to support both the book sale and the parade. She reported on other Friends projects.

OLD BUSINESS

1. **Trane Halvorson.** President McGee reported on an alternative system that can be hung from the ceiling instead of inside a closet. The City Manager favors this alternative due to the lower cost. President McGee will convey to the Council the Board's appreciation for the City Manager consideration of the alternative system that will not disrupt the current design of the Education Room.
2. **Enrich Iowa library funds.** Librarian Reynolds reported on her committee's report recommendation for expenditure of the Enrich Iowa Funds. The committee will to the Board in November with a specific recommendation for expenditure of the funds.
3. **Book sale.** Librarian Reynolds reported that as of the close of business October 6, 1999, the book sale has generated \$850.

NEW BUSINESS

1. **Grants.** The Board discussed grant potentials.
2. **Budget & Salary Committee appointments.** President McGee appointed Rich, Young, Gross, and McGee to the Salary Committee. The salary committee will meet before November 1. Appointed to the budget committee are Blass, Morrett, Mefferd, McGee

**CHARITON PUBLIC LIBRARY
BOARD MEETING
NOVEMBER 4, 1999**

The Chariton Public Library Board held its regular monthly meeting in the board room Thursday November 4, 1999, pursuant to notice given under the Iowa Open Meetings law. Present were Garton, Gripp, McGee, Mefferd, Morrett, Young, and Librarians Reynolds and Tyree. Absent; Blass and Gross. President McGee called the meeting to order at 7:00 p.m. The minutes of the previous meeting were read and approved. There was no correspondence. Financial statement was read.

Bills. Gripp moved, Morrett seconded, to pay the bills. Approved unanimously.

OLD BUSINESS

1. **Salary Committee.** The salary committee report recommended.
 - a. that the salary line item in the budget be increased by \$1,000 to cover payment for Bonnie's unused vacation.
 - b. the library employees receive a 3% cost of living increase.

President McGee directed that all library employees will use all their vacation and not carry over any time. Librarian Reynolds will inform the employees. Young moved, Garton seconded, to approve the committee's report. The Board will evaluate Librarians Reynolds and Tyree.

2. **Enrich Iowa library funds.** Librarian Reynolds reported that she received a \$786 check from Enrich Iowa Libraries. Young moved, Morrett seconded to purchase a new computer with the Enrich Iowa Library funds.

NEW BUSINESS

1. **Christmas Open House & Tea.** The Board discussed the feasibility of the Open House this year while the Education and Board Rooms are being renovated.
2. Librarian Reynold reported that there is mildew on the north side stone.
3. **Budget Committee.** Will meet Monday November 8 at 4:00pm.
4. **Adjournment** There being no further business to come before the board, the Chariton Public Library Board adjourned at 8:05 p.m.

Respectfully submitted,


James Mefferd,
SECRETARY

**CHARITON PUBLIC LIBRARY
BOARD MEETING
DECEMBER 2, 1999**

The Chariton Public Library Board held its regular monthly meeting in the board room Thursday December 2, 1999, pursuant to notice given under the Iowa Open Meetings law. Present were Blass, Garton, Gripp, Gross, McGee, Mefferd, Morrett, Rich, Young, and Librarians Reynolds and Tyree. President McGee called the meeting to order at 7:00 p.m.

The minutes of the previous meeting were read and approved. A letter from the 8th grade language arts class was read.

Financial statement. Gross moved, Blass seconded to approve the financial report. *Approved unanimously*

Bills. Young moved, Morrett seconded, to pay the bills. Approved unanimously.

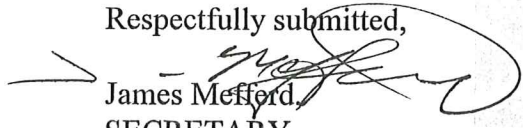
OLD BUSINESS

Trane Halvorsen. Renovation/replacement of the air conditioning system started on December 1, 1999.

NEW BUSINESS

1. **Accreditation.** Garton moved, Young seconded, to approve the Library Mission Statement as previously written. Approved unanimously. Gross moved, Blass seconded, moved to approve the Library's long range plan as submitted by the librarian. Approved unanimously.
2. **Budget Committee Report.** The budget committee submitted its report and proposed budget. Garton moved, Gripp seconded, to approve the budget submitted by the committee.
3. **Adjournment** There being no further business to come before the board, the Chariton Public Library Board adjourned at 8:25 p.m.

Respectfully submitted,


James Mefferd,
SECRETARY

**CHARITON PUBLIC LIBRARY
BOARD MEETING
JANUARY 6, 2000**

The Chariton Public Library Board held its regular monthly meeting in the board room Thursday January 6, 2000, pursuant to notice given under the Iowa Open Meetings law. Present were Blass, Garton, Gripp, Gross, McGee, Mefferd, Morrett, Rich, Young, and Librarians Reynolds and Tyree. Lois Jessen from Friends of the Library was present. President McGee called the meeting to order at 7:00 p.m.

The minutes of the previous meeting were read and approved.

Financial statement. Morrett moved, Gripp seconded, to approve the financial report. Approved unanimously.

Bills. Garton moved, Rich seconded, to pay the bills. Approved unanimously.

OLD BUSINESS

Library 100 year anniversary. Garton asked the president to appoint a committee to plan for the library's 100 year anniversary.

NEW BUSINESS

1. **Election.** Garton nominated the present slate of officers to serve in for the upcoming term. Young seconded. Gripp moved nominations cease. Young seconded. Mefferd moved, Blass seconded, to elect the present slate of officers by unanimous consent. Approved unanimously.
2. **Employee evaluations.** President McGee stated that he has received the employee evaluations from the board members and will present them to Librarians Reynolds and Tyree.
3. **Adjournment** There being no further business to come before the board, the Chariton Public Library Board adjourned at 7:45 p.m.

Respectfully submitted,


James Mefferd,
SECRETARY

CHARITON PUBLIC LIBRARY
BOARD OF TRUSTEES
FEBRUARY 3, 2000
AGENDA
7 P.M.

CALL TO ORDER

READING OF MINUTES

APPROVAL OF MINUTES

CORRESPONDENCE

READING OF FINANCIAL STATEMENT

READING OF BILLS

APPROVAL OF BILLS

OLD BUSINESS:

2004 Birthday Party- we need to form a committee, and discuss ideas to make it a memorable event in the city of Chariton

Volunteer Dinner-Sherrill has suggested that we have a noon luncheon for volunteers. Last year's event was very successful and enjoyed by all. Feb 24 - 11AM

NEW BUSINESS

Change the video policy. I would like it to read that families and/or individuals may check out 6 videos, with the return date being Monday evening. Reason being, there are complaints, that Friday evening is not long enough. I explain that they are welcome to renew, but they forget. It would be so convenient for those living in the country.

And any other business that might come before the board

ADJOURNMENT

Dick is resigning effective at the end of this month. He will be available for substituting when needed.

Storytime will be starting Wed., Feb. 16, 2000. Alphabet will be the theme. Kristin is offering classes at 10:30 and 1:00

Helen K. - silk flower plant

Friends Report - donated 3 Bookbags to Columbus & Van Allen
Lisa has written a letter to editor telling of how funds were spent.

**CHARITON PUBLIC LIBRARY
BOARD MEETING
FEBRUARY 3, 2000**

The Chariton Public Library Board held its regular monthly meeting in the board room Thursday February 3, 2000, pursuant to notice given under the Iowa Open Meetings law. Present were Blass, Garton, Gross, Mefferd, Morrett, Young, and Librarians Reynolds and Tyree. Absent Gripp, McGee, and Rich. Lois Jessen from Friends of the Library was present. Vice-President Morrrett called the meeting to order at 7:00 p.m.

The minutes of the previous meeting were read and approved.

Financial statement was read.

Bills. Gross moved, Blass seconded, to pay the bills. Approved unanimously.

OLD BUSINESS


1. **Library 100 year anniversary.** The President will appoint a committee to plan for the library's 100 year anniversary.
2. **Volunter Luncheon.** Librarian Reynolds announced the date for the volunter luncheon will be Thursday February 24, 2000 at 11:00 a.m.
3. **Old Photo Albums.** Gross submitted photo album containing a collection of old photos of Chariton found in the library. Garton moved, Young seconded, to have Gross frame the pictures. Approved unanimously

NEW BUSINESS

1. **Audio Video Policy.** Blass moved, Gross seconded, to increase the number of videos that a patron could check out at any one time and to change the weekend return period to Monday instead of Friday. Approved unanimously.
2. **Dick Jones resignation.** Librarian Reynolds announced that Dick Jones is resigning at the end of February; however, he is available to substitute. Librarian Reynolds was directed to check with the President concerning hiring a replacement.
3. **Story time** will start Wednesday February 16, 2000. The theme is "Alphabet".
4. **Friends of the Library report.** Friends will help Chariton elementary schools with February's special reading program and other reading programs. Friends presented the library with a special purchase of children's books. Their next meeting will be February 28.
5. Librarian Reynolds announced that Kathy Stotts has loaned the library her minature

collection for display.

6. Overdue fines and books were discussed.
7. **Adjournment** There being no further business to come before the board, the Chariton Public Library Board adjourned at 8:00 p.m.

Respectfully submitted,

James Mefferd,
SECRETARY

**CHARITON PUBLIC LIBRARY
BOARD MEETING
MARCH 2, 2000**

The Chariton Public Library Board held its regular monthly meeting in the board room Thursday March 2, 2000, pursuant to notice given under the Iowa Open Meetings law. Present were Blass, Gross, McGee, Mefferd, Morrett, Rich, Young, and Librarians Reynolds and Tyree. Absent Garton and Gripp. Lois Jessen from Friends of the Library was present. President McGee called the meeting to order at 7:00 p.m.

Correspondence was read.

The minutes of the previous meeting were read and approved.

Financial statement was read. Morrett moved its acceptance. Young seconded. Approved unanimously

Bills. Morrett moved, Gross seconded, to pay the bills. Approved unanimously.

OLD BUSINESS

1. **Library 100 year anniversary.** President McGee designated the library board to act as a committee of the whole to plan for the library's 100 year anniversary with a subcommittee of Garton, Mefferd, Gross, and Librarians Reynolds and Tyree.

NEW BUSINESS

1. **Job applications.** Discussed. President McGee directed the librarian to replace Dick Jones who resigned.
2. **Friends of the Library report.** Lois Jessen reported on Friends of the Library activities and bank balance.
3. **Clarke County Development Commission Grant.** Librarian Reynolds has requested a grant application.
4. **Technology Plan.** Librarian Reynolds reported that the Technology Plan needs updating.
5. **Adjournment** There being no further business to come before the board, the Chariton Public Library Board adjourned at 7:45 p.m.

Respectfully submitted,


James Mefferd,
SECRETARY

**CHARITON PUBLIC LIBRARY
BOARD MEETING
APRIL 6, 2000**

The Chariton Public Library Board held its regular monthly meeting in the board room Thursday April 6, 2000, pursuant to notice given under the Iowa Open Meetings law. Present were, Garton, McGee, Mefferd, Morrett, Rich, Young, and Librarians Reynolds. Absent: Blass, Gross, Gripp, and Librarian Tyree. Lois Jessen from Friends of the Library was present. President McGee called the meeting to order at 5:00 p.m.

There was no correspondence.

The minutes of the previous meeting were read and approved.

Financial Statement & Bills were read. Garton moved their acceptance. Rich seconded. Approved unanimously.

OLD BUSINESS

1. **Library 100 year anniversary.** President McGee appointed Jessen to the library's 100 year anniversary subcommittee.

NEW BUSINESS

1. **Internet committee.** President McGee appointed McGee and Gross to the committee.
2. **Technology Plan.** The Technology committee's report will be on the May agenda.
3. **Cleanup day.** Discussed.
4. **Replacement tree.** Discussed.
5. **Education Room Policy.** Discussed.
6. **Adjournment** There being no further business to come before the board, the Chariton Public Library Board adjourned at 6:45 p.m.

Respectfully submitted,



James Mefferd,
SECRETARY

**CHARITON PUBLIC LIBRARY
BOARD MEETING
MAY 4, 2000**

The Chariton Public Library Board held its regular monthly meeting in the board room Thursday May 4, 2000, pursuant to notice given under the Iowa Open Meetings law. Present were Blass, Garton, Gross, McGee, Mefferd, Morrett, Rich, and Librarians Reynolds and Tyree. Absent: Gripp and Young. Lois Jessen from Friends of the Library was present. President McGee called the meeting to order at 7:00 p.m.

Correspondence from Helen Krutsinger was read.

The minutes of the previous meeting were read and approved.

Financial Statement was read. Blass moved its acceptance. Gross seconded. Approved unanimously.

Bills. Morrett moved to pay the bills. Blass seconded. Approved unanimously.

OLD BUSINESS

1. **Technology Plan.** Gross presented the proposed Technology Plan and moved its acceptance. Blass seconded. Approved unanimously.
2. **Cleanup day.** Monday May 8.
3. **Replacement tree.** Sherrill and Gilbert Garton will find a replacement tree for the parking.

NEW BUSINESS

1. There was no new business.
2. **Adjournment** There being no further business to come before the board, the Chariton Public Library Board adjourned at 7:50 p.m.

Respectfully submitted,


James Mefferd,
SECRETARY

CHARITON PUBLIC LIBRARY BOARD MINUTES

Chariton Public Library Board of Trustees met in regular session, June 1st, 2000 at 5 p.m. Present were McGee, Gartin, Gripp, Rich, Morrett, Gross, and Librarians, Reynolds, and Tyree. McGee called the meeting to order at 5:00. The reading of the minutes were dispensed with. Correspondence consisted of a thank you from Irene Fuller, for the audio book and video in memory of her brother, Howard Johnson.

Financial report was read and approved. Bills were read and approved with discussion. Lisa Gross showed the 1904 pictures that had been framed with the approval of the board. They were done with intent of the 100th birthday party in the year 2004. Morrett made a motion, seconded by Sherrill that the bills and financial report be approved. Motion carried.

Old business: GRANTS- Librarian Reynolds discussed the steps that have been taken towards applying for grants that will be used to automated the library's collection.

TECHNOLOGY PLAN-Lisa discussed a letter from Garry Rowland, State Library, telling us that two more parts that needed to be submitted. Lisa has taken care of these additions.

SCHOOL LIBRARIES- Librarian Reynolds reported on her discussion with the school librarians, Voss and Hill in regards to applying for a LSTA partnership grant that would enhance both libraries.

NEW BUSINESS: Bibliofile software updates were discussed. Librarian Reynolds was given permission to go ahead and purchase a one year subscription.

FRIENDS OF THE LIBRARY-Lois Jessen gave her report. There is \$632.89 in the treasury. She is involved with the school advisory committee and has discussed with the school librarians about their needs. She read a letter from Teresa Voss, thanking us for our interest. Librarians Reynolds and Tyree were instructed to invite them before book sales and see if they can use new copies that are donated for the book sale in the fall and anything else that would be beneficial to them. Librarian Reynolds is to prepare a letter for the school board telling of our support for the school libraries.

Reynolds told about the library and genealogy society participating in the city wide garage sales, Sat. June 10th.

She also reported that the library has been approved for accreditation, and that we will be needing to prepare for a city wide survey. This is one of the standards that needs to be done every three years.

There being no more business. Gripp made a motion and seconded by Gross that the meeting be adjourned. Meeting adjourned