

Free Public Library
Chariton, Iowa 50049

The Chariton Public Library board met on Monday,
July 15, ¹⁹⁹¹ in the library.

Present were president Doyle Gripp, Sherrill Garton, Helen Krutsinger, Jim Mefferd, Charlene Meyer, new member Jack Young, and librarian Rosemary Evans.

The financial report for June and the minutes of the last meeting were read and approved.

The June bills were discussed. Meyer moved, Garton seconded that the bills be paid. The motion carried. (\$6,446.52)

President Gripp reported that the building was ahead of schedule.

It was decided that the next regular board meeting would be on Thursday, August 8, at 5 P. M., in the library.

Young moved and Mefferd seconded that the meeting adjourn. The motion carried.

Helen Krutsinger
Helen Krutsinger, secretary

The Chariton Public Library board met on Thursday, August 8, 1991, in the library.

Present were President Doyle Gripp, Helen Krutsinger, Dave Baker, Sherrill Garton, Karen Matzen, Tim McGee, James Mefferd, Charlene Meyer, Jack Young, and librarian Rosemary Evans.

The financial report for June and the minutes of the last meeting were read and approved.

The annual report was read and approved.

The June bills were discussed. Meyer moved and Young seconded that the bills be paid. The motion carried.

General fund: \$5,674.32

Librarian Evans reported that Audubon, Callendar, and Edgewood were the winners of the building grants.

A discussion of the fees for using the VCR's was held, but no decisions were made.

President Gripp reported that the new addition was still running ahead of schedule and brought the board up-to-date on the recent meeting with the architect.

Mefferd moved and McGee seconded that the meeting adjourn. Motion carried.

Helen Krutsinger
Helen Krutsinger, Secretary

Free Public Library
Chariton, Iowa 50049

The Chariton Public Library board met on Thursday, September 5, 1991, in the library.

Vice-president Karen Matzen presided at the meeting. Present were members Dave Baker, Sherrill Garton, Helen Krutsinger, Tim McGee, James Mefferd, Charlene Meyer, Jack Young, and librarian Rosemary Evans.

The minutes of the last meeting were read and approved. The financial report for August was read. Mefferd moved and Meyer seconded that the bills be paid. The motion carried.

General fund: \$ 5,947.85

Open access was discussed. Librarian Evans promised to investigate the possibility of the Chariton Library being a part of the program.

After discussing the VCR rental fee, Garton moved and Meyer seconded that a fee of \$2.00 be charged for each rental.

Mefferd, McGee, and Evans were appointed as a committee to suggest rental fees for all audio-visual equipment.

Vice-president Matzen reported on the progress of the building fund. The completion date for the building is December 2.

Mefferd moved and Meyer seconded that the meeting be adjourned. The motion carried.

Helen Krutsinger, secretary

Helen Krutsinger

The Chariton Public Library board met on Thursday, October 3, 1991, in the library. President Doyle Gripp presided at the meeting. Present were members Karen Matzen, Sherrill Garton, Helen Krutsinger, Tim McGee, James Mefferd, Charlene Meyer, Jack Young, and librarian Rosemary Evans.

The minutes of the last meeting were read. McGee moved that the minutes be corrected and the motion and second pertaining to the VCR be rescinded. Meyer moved and Matzen seconded that the minutes be approved after this was done. The motion carried.

The financial report and bills for September were read. Garton moved and Young seconded that the bills be paid. The motion carried.

General fund: \$ 5,996.82

The VCR rental committee of Mefferd, McGee, and Evans made this recommendation: "The Chariton Public Library will continue to allow cardholder patrons to use audio visual equipment, including VCRs, free of charge." Matzen moved and Meyer seconded that the board approve this resolution. The motion carried.

A discussion of moving techniques for the library addition was held. Permanent decisions will be made after the building committee meets on October 7th.

Financial committees for next year are:

Budget: Helen Krutsinger, Charlene Meyer, Rosemary Evans

Salary: Charlene Meyer, Jim Mefferd, Tim McGee

Matzen moved and McGee seconded that the meeting adjourn.

The motion carried.

Helen Krutsinger
Secretary

The Chariton Public Library board met on Thursday, November 7, ¹⁹⁹¹ in the office of the board president, Doyle Gripp, who presided over the meeting. Also present were David Baker, Sherrill Garton, Tim McGee, Karen Matzen, James Mefferd, Charlene Meyer, Jack Young, ~~Helen~~ Krutsinger, and librarian Rosemary Evans.

The minutes of the last meeting were read. McGee moved and Young seconded that they be approved as read. The motion carried.

The financial report and bills for October were read. Meyer moved and Matzen seconded that the bills be paid. The motion carried. Total: \$6,920.44

The budget committee: Krutsinger, Meyer, and Evans, will meet this month.

President Gripp reported on the condition of the new addition. A spirited discussion was held concerning placement of stacks and furniture.

The salary committee recommended that the Chariton library adopt the same fiscal year used by the city of Chariton for salary and all physical projects. Mefferd moved and McGee seconded the motion, which carried. After discussing the proposed salary adjustments which were reported and will run from January 1, 1992, to June 30, 1993, Garton moved and Matzen seconded that they be approved. The motion carried.

Mefferd moved that prior to the board hiring a new librarian, when librarian Evans retires, that the position be advertised. Meyer seconded and the motion carried.

Young moved and McGee seconded that the meeting adjourn. Motion carried.

Helen Krutsinger
Helen Krutsinger, secretary

The Chariton Public Library board met in the office of the president, Doyle Gripp, on Thursday, December 5, 1991. President Gripp presided, with members Sherrill Garton, Tim McGee, Jim Mefferd, Charlene Meyer, Helen Krutsinger, Jack Young, and librarian Rosemary Evans present.

The financial statement and bills for last month were presented. Meyer moved and Mefferd seconded that the bills be paid. The motion carried.

General fund: \$ 6,128.00

Furniture selection for the new addition was discussed. Special attention was given to the shelves, security system, insurance, and prospective re-opening date. No decisions were made.

The budget for the coming fiscal year was presented. After a spirited discussion, Krutsinger moved and Young seconded that the budget be accepted as amended.

Meyer moved and Garton seconded that the meeting adjourn. The motion carried.


Helen Krutsinger, secretary

The board of trustees of the Chariton Public Library met on January 6, 1992 in the Gripp Chevrolet building, due to construction at the library. Those present: president Doyle Gripp, Karen Matzen, Sherrill Garton, Jack Young, Jim Mefferd, and Tim McGee.

The minutes of the last meeting were read and approved:

Mefferd moved and McGee seconded that the financial report and bills be approved. Motion carried. *General fund; ♀*

Librarian Evans reported that the new shelving and furniture has been ordered through LATTA of Cedar Falls, Iowa.

Doyle reported that we had a request to change the Dial-A-Story number, since it is close to another person's number, and they have asked us to change it. Sherrill moved and Mefferd seconded that we ask for a new number. Motion carried. Rosemary will ask for a new number.

The board decided where to place the telephones in the new library --- one in each office, one at the circulation desk, and one in the music room. There also will be a private line on another phone in the offices and music room, and another line for Dial-A-Story.

After speaking with Mr. Elam, Tim reported on the budget for the coming year and discussed several places where we could cut it down. After discussion, Matzen moved and Garton seconded that we present a second, amended budget to the city council, as presented by McGee. Motion carried.

The board discussed holding election of officers, which will be held at the February meeting, due to the absence of several members at this meeting.

Gripp reminded the board that the employees will work off the hours they were paid while the library was closed, as compensation time.

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City manager, Ed Elam, approved this as an appropriate method before the library was closed for construction. All employees were notified of this policy, and accepted it.

Matzen moved adjournment, Young seconded the motion.

Carried.

Karen Matzen

Karen Matzen, acting secretary.

The board of trustees of the Chariton Public Library met on February 6, 1992, in the Gripp Chevrolet building, due to construction at the library. Those present: President Doyle Gripp, Sherrill Garton, Karen Matzen, Tim McGee, Jim Mefferd, Helen Krutsinger, and librarian Rosemary Evans.

The minutes of the last meeting were read and approved.

Garton moved and Mefferd seconded that the financial report and the bills be approved. Motion carried.

General fund: \$ 7,112.27

Discussion concerning changing the Dial-A-Story telephone number was held. The board decided it was not an appropriate time to change the number, as requested by a patron who has a similar number. A letter will be written to the interested parties.

McGee reported on the amended budget.

"Open Access" was discussed. Tim McGee moved and Jim Mefferd seconded that we provide open access at our library. Motion carried.

Gripp reported that the building committee had met and that the moving-in process would begin Monday, February 10.

A resignation from librarian Rosemary Evans was read and accepted with regret. Matzen moved and Garton seconded that the board accept her resignation. Motion carried.

Progress on the new addition was discussed and plans made for putting everything back. A letter will be sent to the newspaper to inform the public that the librarians are trying to get everything back in order to reopen soon.

Motion made by Sherrill Garton and seconded by Tim McGee that the library hours change to 12:00 noon for opening during the week and 8:00 P.M. for closing. Motion carried.

Sherrill Garton moved and Tim McGee seconded that officers continue in their present offices for one more year. Carried.

Matzen moved and Mefferd seconded that the meeting be adjourned. Carried.


Helen Krutsinger, Secretary

The Chariton Public Library board of trustees met on Thursday, March 5, 1992, in the library board room. Present were: President Doyle Gripp, David Baker, Sherrill Garton, Helen Krutsinger, Tim McGee, Karen Matzen, Jim Mefferd, Jack Young, and Librarian Rosemary Evans. The minutes were read and approved. The financial report was presented; Jim Mefferd moved and Jack Young seconded that the monthly bills be paid. Motion carried..

General fund: 6738.97

Insurance was discussed and it was decided to check with the city council. The purchase of fire extinguishers, problems with security and garbage disposal were also discussed. It was decided to send a list of needed furnishings to the Regional Library Board to aid them in choosing a gift in memory of Ken Crist.

Librarian Evans reported that the 1992 Iowa Library Association says that cities up to 5,000 receive an average of \$90,000 per year from taxes, while cities from 5,000 to 10,000 usually receive around \$175,000.

Tim McGee moved and Jim Mefferd seconded that we decline with thanks the gift of a piano from Librarian Evans. In order to facilitate the opening of the library, President Gripp will appoint committees to work in various areas.

Jack Young moved and Tim McGee seconded that the meeting adjourn. The motion carried.

Helen Krutsinger

Helen Krutsinger, Secretary

The Chariton Library Board met in the board room of the library Thursday, March 26. Present were: PRESIDENT Doyle Gripp, Sherrill Garton, Helen Krutsinger, Karen Matzen, Tim McGee, James Mefferd, Charlene Meyer, and Librarian Evans.

Mefferd moved we direct the head librarian, Rosemary Evans, to consult with the city manager, Mr. Elam, for the purpose of determining any possible disciplinary action against Mrs. Taylor and to report back to the board at the next meeting, April 2. Matzen seconded the motion. Carried.

Garton moved that a thank you note be published in the Chariton paper for all who have contributed to the new building in any way. McGee seconded the motion. Carried.

Mefferd moved and Meyer seconded that the policy report be approved. Motion carried.

Librarian Evans reported that the Genealogical Society would contribute a \$2,000 Hundai computer to be installed in the genealogical room. It was recommended that this not be done until after the Genealogical Society met with the board representatives.

Plans for the book sale on Saturday, March 28, were finalized.

President Gripp reported that the contract with AAA on the security system had been signed.

Young moved and Meyer seconded that the meeting adjourn. Carried.

Respectfully submitted'



Helen Krutsinger

The Chariton Library Board met Thursday, April 2, 1992, in the board room of the library. Present were: President Doyle Gripp, David Baker, Sherrill Garton, Helen Krutsinger, Tim McGee, James Mefferd, Charlene Meyer, Jack Young, and Librarian Rosemary Evans. The minutes of the last meeting were read and approved. The financial report was read. Meyer moved and Mefferd seconded that the bills be paid. The motion carried. Garton moved and Meyer seconded that we enter the bills from White Electric for bulb removal and hand dryers for the bathrooms. The motion carried. Librarian Evans reported that \$181. had been netted from the book sale.

General Fund: \$7982.19

Discussion was held over the following: purchase of a typewriter table (tabled to next meeting); location of fire extinguishers (referred to the housing committee to determine type and number); the need for a fire/tornado drill; location of telephones; providing maps of the building for emergency use by the fire and police departments (Garton volunteered to provide such maps); landscaping; and the addition of a used pattern division (Garton and Krutsinger to work on this).

Evans suggested that the board consider having the seven employees work 20 hours each week instead of the 19 hours they now work. These employees have already signed a waiver of benefits. The matter was referred to the employment committee. Evans reported that with the additional area to be cleaned, the custodian was working 24 hours per week. This was also referred to the employment committee.

Meyer was appointed chairman of the open house, which will be held Sunday, May 3 from 1 - 4 o'clock. Garton and Krutsinger will also be on the committee.

Krutsinger moved and Meyer seconded that the Retired Teachers meeting will have a library tour based solely on prior commitment. The motion carried. Garton moved and Mefferd seconded that the employment committee be given permission to advertise on the dates set forth in their policy (April 30 and May 7). Carried.

Because of the expense of replacing the light bulbs and replacing flags, Baker moved and Meyer seconded that the present flagpole be removed and the flag mounted on the side of the building. The motion carried.

Baker moved and Mefferd seconded that the employment policy be accepted. The motion carried.

Meyer moved and Baker seconded that the extended education policy be accepted. The motion carried.

Mefferd moved and Meyer seconded that the genealogical policy be accepted. The motion carried.

Mrs. Kridelbaugh's adult reading group was given permission to use the extended education room on a temporary basis.

Mefferd moved and Baker seconded that the meeting adjourn. The motion carried.

Respectfully submitted,
Helen Krutsinger
Helen Krutsinger
Secretary

The Chariton Public Library Board met in the library board room Monday evening, April 13, 1992. President Doyle Gripp presided with the following members present: Sherrill Garton, Charlene Meyer, Tim McGee, James Mefferd, Karen Matzen, Jack Young, and Helen Krutsinger. Librarian Rosemary Evans was also present.

The minutes of the preceding meeting were not read. The following subjects were discussed: Summer hours; undecided; locks for power boxes: referred to the Building Committee; purchase of bulletin boards: referred to the Building Committee; purchase of hours sign: referred to Librarian Evans; .

The board reaffirmed their desire to adhere to the policy of having events only during the library hours. This would mean that no classes could tour the building during morning hours. McGee motioned and Garton seconded that we amend the policy for the use of the educational extension room to strike the wording "all social and church-related functions". *Carried.*

or organizations

Garton moved and Meyer seconded that we accept the JTPA offer to pay the salaries of one or two girls to help through the summer months. The motion carried.

The Regional Library will meet here in November.

Garton moved and Meyer seconded that we put Open House on hold and work toward Memorial Day, May 31, from 1-4 in the afternoon. Carried.

Garton reported that Bonnie Thatcher had requested that she and other teachers could help with the selection of books for all reading levels throughout the school system. Garton will get back to Thatcher and report.

McGee reported that the Employment Committee would meet with Yvonne and Rosemary, as well as other staff members.

The meeting adjourned after touring the building to decide placement of paintings. *H. Krutsinger*

The Chariton Public Library Board held its regular monthly meeting Thursday, May 7, 1992, in the library board room. President Doyle Gripp presided. All board members and Librarian Rosemary Evans were in attendance.

The minutes of the previous meeting were read and approved.

The financial report was approved and Meyer moved and Matzen seconded that the bills be paid. ^{Carried.} Garton moved and Young seconded that \$8,000 be withdrawn from the \$8,700 Children's Room Fund in the National Bank. This \$8,000 will be used to pay Latta for new shelving for the Children's Room. ^{Carried.}

General Fund: \$12,223.29

President Gripp noted that Open House would have to be postponed indefinitely because the top section of the front steps needs to be ^{repaired} repaired. He also reported that the north part of the roof for the old building needs to be re-done at an approximate cost of \$4,500.

Matzen moved and Baker seconded that the 1992 summer hours be; ^{Beginning} Monday, June 1, 12-6 everyday except Wednesday, 12-8, and Saturday, 10-4. ^{Carried.}

Young reported that the Fire Department would conduct a walk-through at 6:30 p.m., May 14. He also reported that five-pound fire extinguishers can be purchased for \$30 each. He was requested to do this. Meyer reported on the price of wall clocks and was given approval to purchase two clocks. Meyer also reported the need for a bulletin board for the downstairs.

The Regional Library Board will meet here on Wednesday, June 17, at 9:30 a.m. We discussed briefly the possibility of having a full meeting of the board and employees once a quarter. The custodial service wage was also discussed briefly.

McGee moved, Baker seconded that the meeting adjourn. Carried.

Helen Kautzinger
Secretary

Free Public Library

Chariton, Iowa 50049

The Chariton Public Library board of trustees met in the library board room on Thursday evening, June 4, 1992. Board members Baker, Gripp, Krutsinger, Matzen, McGee, Mefferd, Meyer, Young, and librarian Evans were present. Because of President Gripp's throat problem, Vice-President Matzen presided.

The minutes of the last meeting were read and the condition of the front steps was changed from "repoured" to "repaired." McGee moved and Young seconded that the minutes be accepted as corrected. Motion carried. The financial report was presented. Meyer moved, Mefferd seconded that the bills be paid. Motion carried.

General fund: \$ 23,175.70

Librarian Evans reported on the following: After the recent walk-through by the fire department, she was told the firemen will need front and back door keys, as well as an elevator key. The average daily circulation has made a rapid rise up to 3,777 for this month. The Regional Library Board meeting will be held in our library on Wednesday morning, June 17, at 9:30 A.M. Merle Crowl's niece has given the library \$1,000 in memory of new aunt, and Lucille Judd, executor of the late Melvin Judd's estate, has informed librarian Evans that there will be almost \$10,000 more contributed to the foundation later. Also, the librarian has interviewed several JTPA people; two will start soon. Evans made a last reminder that there should be a good copy of blue-prints to put in with the old one and that we mustn't forget a tree to honor Thelma Moon's work on the fund drive.

The Genealogical Society has presented a computer to the library. The general warranty should be in the library's name; and general programs should be paid for by the Genealogical Society. McGee will check on insurance.

An acknowledgement of the Fletcher donation will be put in the paper. This money was used mainly for the parking lot, sidewalk, lights, and landscape.

It was decided to have open house Sunday, June 28, from 1-4.

President Gripp gave a brief building committee report.

Mrs. Yvonne Taylor has inquired about her rights to cumulative sick leave of 21 days. Mefferd moved, Meyer seconded, that the board authorize and direct Librarian Evans to advise Mrs. Taylor in writing of her post-employment rights to vacation and sick leave, according to city practice. A letter of retirement will be necessary.

Gripp requested that Evans purchase a dehumidifier. A brief discussion of the summer Read to Me program was held.


Mefferd moved, and Young seconded, that an official thank you be placed in the minutes, thanking Rosemary Evans for her many years of service. Motion carried.

McGee moved, and Meyer seconded, that the position of head librarian/director be offered to Roberta Reynolds, with a minimum of 35 hours, up to 40 hours per week, with an annual salary of \$13,000. Motion carried.

Young moved, and Mefferd seconded, that the position of children's librarian be offered to Kristin Tyree, with a minimum of 35 hours, up to 40 hours per week, with an annual salary of \$11,000. Motion carried.

McGee will notify these employees. These positions will be in effect on Wednesday, July 1, 1992. Mefferd moved, Baker seconded, that the meeting adjourn. Motion carried.

Helen Krutsinger, secretary



Free Public Library
Chariton, Iowa 50049

The Chariton Library board met in the board room Tuesday, June 23, 1992, for a special meeting. President Gripp presided and all members, plus Librarians Rosemary Evans, Roberta Reynolds, and Kristin Tyree, were present.

The minutes of the previous meeting were read. Garton moved and Meyer seconded that they be approved as read. Motion carried.

It was brought to our attention that the reported \$10,000 from the Judd trust was in error and that the dehumidifier would not be purchased at the present time.

Garton and new Head Librarian Reynolds reported on the Regional Library meeting which had been held in Chariton, Wednesday, June 17. The Regional Library Board contributed the clock which is on the wall behind the circulation desk and will contribute a plaque for the clock in memory of Ken Crist, a member of the Regional Board.

McGee moved and Meyer seconded that we play hosts to continued education meetings for librarians on July 22, 1992, Nov. 14, 1992, and April 2, 1993. Motion carried.

A letter of resignation from Yvonne Taylor was read. Garton moved and Mefferd seconded that the resignation be accepted. Motion Carried.

Meyer moved and Mefferd seconded that the meeting adjourn. Motion carried.

Respectfully submitted
Helen Krutsinger
Helen Krutsinger

The Chariton Library Board met Thursday, July 2, 1992 in the library board room. Prsident Gripp presided. All members except McGee were present, as were librarians Reynolds and Tyree.

The minutes of the previous meeting were read. Meyers moved and Young seconded that they be approved. The motion carried. The financial report was discussed. Meyer moved and Meffered seconded that the bills be paid. The motion carried. General fund total is \$9,807.29.

The following items were discussed: Moving the juvenile non-fiction books to another location - this is the responsibility of the librarians. Starting a newspaper column with "Turning over a new leaf" as the proposed title (this, too, is up to the librarians.)

Purchasing new tables and chairs for the education extension room - referred to McGee, Mefferd, and Baker.

Questions concerning health insurance and paid vacations for the new librarians - referred to Matzen, Baker, and McGee, who in turn will report to the city clerk.

Expectations for Childrens librarian was asked by Tyree of the Board. Garton suggested that she confer with Bonnie Thatcher, a local teacher, concerning selection of books.

The court house has a table which the library can have. Nothing definite was decided about this.

Matzen moved, Meyer seconded that the meeting be adjourned. Motion carried.

Respectfully submitted,

Helen Krutsinger
Helen Krutsinger

The Chariton Public Library Board held its regular meeting in the board room Thursday, August 6, 1992. President Doyle Gripp presided; all members except Baker and Mefferd present. Also present were Librarians Reynolds and Tyree. Chariton Development Corporation representatives Bill Bruce, Shawn Garton, and Sharon Kline.

The minutes of the last meeting were read and approved. The financial report was given; McGee moved and Young seconded that the bills be approved. The motion carried. Bills paid from the General Fund: (128.64).

After Mr. Bruce's presentation of the Chariton Area's Vision Roadmap to the Future, a discussion was held concerning the library's part in this venture. A motion of endorsement was made by Krutsinger and seconded by Meyer. The motion carried. President Gripp appointed Garton, Krutsinger, and McGee to represent the library board.

Children's Librarian reported that 125 children are involved in the summer reading program. She requested throw pillows be provided for the children's knees because of the hard carpeting. She was given permission to obtain these. Tyree and Reynolds discussed possible ideas for the fall program. It was reported that Dial a Story was used 46 times from a Friday evening to Monday noon. Reynolds and the staff are working on a new over-all, over-due policy. There is also a need for additional helpers due to the close of the JTPA employees' work.

The custodian pay raise was referred to the employment committee.

Gripp requested that Young speak to the proper authorities to settle the fire extinguisher problem. The recommendations of the insurance company were gone over: Gripp will contact Bruce Wilson and Young will oversee the paint removal. *White*

Young moved and Matzen seconded that Reynolds should write a letter to Dick Frye concerning *the two signs noting the location of the library*. The motion carried.

Seconded
Garton moved and Matzen ~~moved~~ that the librarians should look into the purchase of a word processor for the office. The motion carried.

Krutsinger moved and Meyer seconded that a committee composed of Garton, Matzen, Mefferd, and Gripp meet to start a foundation. The motion carried.

Meyer moved and Young seconded that the meeting be adjourned. The motion carried.

Respectfully submitted,
Helen Krutsinger

The trustees of the Chariton Public Library held ^{their} its regular meeting Thursday, September 3, 1992, in the library board room. All members except Young were present, as were both librarians. President Gripp presided.

After the minutes were approved as read, the financial report was reviewed. Garton moved and Meyer seconded that all bills be paid. The motion carried. General Fund: -6,395.17

After a discussion about the need for a word processor, Gripp appointed McGee and librarians Reynolds and TYREE TO MAKE THE final decision.

Meyer moved and Garton seconded that the employee committee adjust the custodian's salary so that it reflects more fairly the hours she is working. The motion carried.

Gripp appointed McGee to join the budget committee.

He also requested that the building committee get bids for new shelves in the genealogical room and that Librarian investigate and recommend if there should be a change in the hours that the music room librarians work.

Librarian Reynolds told us that we would have a book sale on October 9-10, This will replace the usual float for the Homecoming parade. Chariton will host the Subcenter-Workshop on Wednesday, October 14.

Mefferd reported that Abe Haase will assist the committee in setting up a foundation.

Matzen reported that Lou Ann Mosbach wanted to present a red bud tree in memory of her grandmother. it was decided not to plant trees, but ~~but~~ to use low shrubs in the landscaping.

^(in front) Mefferd moved and Baker seconded that we adjourn. The motion carried.

Respectfully,
Helen Krutsinger
Helen Krutsinger

The Chariton Library Board held its regular monthly meeting Thursday, October 1, 1992, in the library board room. President Doyle Gripp presided. All board members except Baker and Matzen were present, as were Librarians Reynolds and Tyree.

The minutes were read and amended to read "trees in front of the library". The financial report was reviewed. Meyer moved and Garton seconded that the bills be paid. Motion carried. General Fund: ~~-11,253.73~~

Garton reported that three snowcloud crab trees had been purchased for the back of the library. It was decided that one tree would be dedicated to Thelma Moon ^{in appreciation} for her help in the fund drive and one would be dedicated to the memory of Ken Crist for his work on the library board.

LouAnn Mosbach wants to plant a tree in honor of her grandmother. She will be given the opportunity to purchase the third tree.

Young moved and Garton seconded that McGee be given approval to accept the bid for shelving. Motion carried. Garton reported that board member Mefferd had attended a workshop in Ames and that Mefferd, Gripp, and Garton would be meeting with Abe Haase sometime this month to begin work on a trusteeship.

Plans for the booksale, which will be held October 9, were discussed.

Garton moved, McGee seconded that Librarian Reynolds be given permission to buy a wet-vac, Motion carried. McGee moved, Meyer seconded that Librarian Reynolds purchase a camera for use in the library. Motion carried.

Young reported that he had purchased two new fire extinguishers which will be installed near the doors.

Librarian Reynolds reported the following: She plans to attend the city council meeting on October 5; the library has, and will be holding staff meetings twice each month; that due to an LSCA grant, which is a Southwest Regional grant, our library will be receiving an Iowa locator computer/ fax machine; Chariton will be hosting a trustee's workshop on November 14 from 9:30 - 4:30 p.m.

Librarian Tyree reported that pre-school story hour meets twice a week with about twenty in each class; and that the seventh grade classes were most appreciative of the tour of the library. She read several most-enthusiastic letters written by the seventh graders. Plans for the future include October: Columbus observations, November: Children's Book Week and Veterans' Day celebrations and December: an American Doll Victorian Tea on the second Saturday in the month is possible.

Young moved and Mefferd seconded that the meeting be adjourned. Motion carried.

Respectfully submitted,

Helen Krutsinger
Helen Krutsinger

The Chariton Library Board held its regular monthly meeting in the library board room Thursday, November 5, 1992. Vice-President Karen Matzen presided. Both librarians and all members, with the exception of Doyle Gripp, were present.

The minutes of the previous meeting were read. McGee moved and Mefferd seconded that the minutes be approved. Motion carried. The financial report was reviewed; McGee moved and Meyer seconded that the bills be paid. The motion carried.

General Fund: -\$ 12,633.74

It was decided that the money given for landscaping by the Mosbach and Wilson families (in memory of Hulda White) would be spent for two snowcloud crab trees.

The music room librarians submitted a circulation policy, which was reviewed. Mefferd moved and Meyer seconded that the policy be approved. The motion carried.

Ideas for using the extended education room were discussed. The committee of Garton and Krutsinger will meet with the librarians on Tuesday, November 17, to make more formal arrangements.

Christmas decorations were discussed with decisions made to have a tree on the stage, beside the fireplace, and in the extended education room.

Librarian Reynolds acquainted the board with several frustrations concerning the building: front door lock, east handrail, music room door slams too hard. Earlier, we had discussed the lack of a floodlight on the outdoor flag. The proper "fix-it" people will be notified.

Krutsinger moved and Baker seconded that the meeting be adjourned. The motion carried.

Respectfully submitted,
Helen Krutsinger
Helen Krutsinger

The Chariton Library Board held its regular monthly meeting Thursday, December 3, 1992, in the library board room. President Doyle Gripp presided. All board members except Garton and Matzen were present, as were Librarians Reynolds and Tyree.

The minutes of the previous meeting were approved as read. After the financial report was discussed, Meyer moved and Young seconded that the bills be paid. Motion carried.

General Fund: \$6,847.26

Gripp, representing the building committee, reported that only a few improvements needed to be made before the final bills would be paid.

The library's policy on closing time for the various holiday-eves was discussed, as were plans for the December use of the education-extension room. Krutsinger moved and Baker seconded that a microwave for the librarians' use be purchased. Motion carried.

A new job description for the custodian will be written. Also, her status as either a salaried or contract worker must be determined.

Budget chairman Meyer presented the proposed budget, which was approved after a motion was made by Meyer and seconded by Mefferd.

Meyer moved and Mefferd seconded that the meeting be adjourned. The motion carried.

Respectfully submitted,

Helen Krutsinger

Helen Krutsinger

The board of trustees of the Chariton Public Library held its regular monthly meeting Thursday, January 7, 1993, in the library board room. President Doyle Gripp presided. Both librarians and all board members, with the exception of Baker, Meyer, and Young, were present.

The minutes of the previous meeting were read and approved. After the financial report was presented. McGee moved and Mefferd seconded that the bills be paid. The motion carried.

During the course of the meeting, the following was discussed:

Shelving ~~hooks~~ ^{hooks} for brooms, rakes, etc.; McGee will look into this.

Replacing the large chair in the Children's room; Garton will see about this.

Future use of computers in the library

Various reading programs sponsored by the American Library Association to encourage children to read

The commercial energy audit, scheduled for Friday, January 8, to see if we qualify for a rebate

Krutsinger moved, Matzen seconded that clocks be purchased for the downstairs rooms. Motion carried. Garton and Gripp will attend to this.

Dorothy Kreeger, a former Chariton resident, sent a check for the building fund. The use of memorial funds was discussed.

McGee moved, Mefferd seconded, that the contract for the state-required annual inspection of the elevator be awarded to Montgomery Electric, the least expensive company.

Librarian Reynolds reported that due to greatly increased circulation, we are buying more books in big print, as well as stocking the Children's section more.

The annual election of officers was held with the following elected: President, Doyle Gripp; Vice-President, Dave Baker; Secretary, Helen Krutsinger.

Matzen moved, Mefferd seconded that the meeting adjourn. The motion carried.

Respectfully,

Helen Krutsinger

Helen Krutsinger

The Board of Trustees of the Chariton Public Library held its regular meeting Thursday, February 5, in the board room of the library. Vice President David Baker presided. All members and librarians were present with the exception of Gripp, Matzen, Mefferd, and Meyer.

The minutes of the previous meeting were read. Garton moved and Young seconded that they be approved as read. The motion carried.

The financial report was presented. McGee moved and Garton seconded that the report be approved. Motion carried.
General Fund:(\$302.22)

McGee suggested that librarian Reynolds write up a job description for the custodian.

The following was discussed:

- the heating system
- future use and locations of computers
- the commercial audit
- the possibility of receiving the Iowa locator (a CD rom disc in an IBM computer) from the Southwestern Regional Library
- the possible organization of Youth Volunteers (grades 6,7,8) this spring
- the summer reading program Story Spinners
- child care resource and referral program which will assist the care-givers in Lucas County by handing out reading promotional packets

Young moved and McGee seconded that the meeting be adjourned. Motion carried.

Helen Krutsinger

Helen Krutsinger

The Chariton Library board of trustees met Thursday, March 4, 1993 for its regular monthly meeting. President Doyle Gripp presided. All members with the exception of Garton and Meyer were present, as were both librarians.


The minutes were read and approved as read. The monthly financial report was given: McGee moved and Young seconded that the bills be paid. The motion carried. General Fund: \$(5,802.57).

Jack Young, of the building committee, was asked to get the windows in the genealogy room fixed. The job description of the custodian was reviewed.

The librarians announced that there will be another brown bag lunch at noon on March 26, with music students performing. The summer reading program will be June 14 through July 2 and July 12-30. Ruby Hanson is going to display some of her eggs in the display case in March. We have a new employee, Dick Jones, and two volunteers, Kim Deaton and Wilma Shelton.

Baker moved and Young seconded that the meeting adjourn. The motion carried.

Respectfully submitted,



Helen Krutsinger

The Chariton Public Library board held its regular monthly meeting in the library board room Thursday, April 1, 1993. Vice-President Dave Baker presided. All board members, with the exception of Gripp, Mefferd, and Meyer, were present, as were the two librarians.

The minutes of the previous meeting were read. Young moved and McGee seconded that the minutes be approved as read. The motion carried.

The financial report was presented. McGee moved and Garton seconded that the bills be paid. The motion carried. General Fund (14,037.29)

Business discussed included: a: the heating problem. Roberta Reynolds has contacted the contractor.

b Young will contact a painter to paint the west window and the front edge of the old wing of the library outside, along the edge.

c Librarian Reynolds will purchase a ceiling fan for the genealogy room.

d The student volunteers will begin work Monday, April 5
Matzen moved that Librarian Reynolds be given permission to spend about \$904 to purchase a 35 mil. film carrier and a bi-model kit which will enable us to print black/white film. This will make it possible to use the microfilm reader printer that was given us by Amoco Oil Company in West Des Moines. Garton moved and McGee seconded that the overdue letter ~~from~~ be accepted. (This letter states that after two months when overdue materials are not returned, it is a violation of the shoplifting law.) The motion was carried.

Freeda Faust submitted her resignation as custodian. The bids for maintenance were open and discussed. McGee moved and Young seconded that Sue McDonald be hired for the position. The motion carried.

Garton moved and McGee seconded that the meeting adjourn. The motion was carried.

Respectfully submitted

Helen Krutsinger
Helen Krutsinger

The Chariton Public Library board held its regular monthly meeting in the library board room Thursday, May 6, 1993. Vice-President Dave Baker presided. Members present were: Young, McGee, Garton, Baker, Meyer, and Matzen. Librarians present were Roberta and Kristin.

The minutes were approved as corrected. The financial report was presented. Garton moved bills be paid with Meyer seconding the motion. The General Fund is \$ 9,842.62

A ceiling fan was discussed. There is no support for it in the ceiling of the genealogy room. The matter was tabled until we see how the enlarging of the duct and fan system will work.

Contract for Sue McDonald was discussed. Tim moved we present contract to her for her approval. Young seconded.

Karen moved we apply for LSCA grant, McGee seconded. Motion carried.

Sherrill moved that we accept the TCI Cable Service free of charge. Young seconded. Motion carried.

Matzen moved we adjourn. Meyer seconded. Motion carried.

Respectfully submitted,


Charlene Meyer,

Secretary pro tem

The trustees of the Chariton Library met in the library board room for their regular monthly meeting June 3, 1993. All members with the exception of Baker and Matzen were present, as were the two librarians. The minutes of the last meeting were read and approved as read.

Gripp appointed McGee and Librarian Reynolds as an acquisition committee to purchase two computers, work stations, software, printers, etc. Librarian Tyree was requested to list any furniture needed.

Other old business: The custodian (Sue McDonald) has agreed to pay for cleaning supplies if we add an additional \$22 per month. Young moved and Meyer seconded that we do this. Meyer and Garton will send a plant to Freda Faust in recognition of her 15+ years as the library custodian. Gripp presented a letter from the Iowa Civil Rights Commission dated May 14, 1993, in regard to Yvonne Taylor's complaint on age discrimination. This complaint has been administratively closed and retired to the commission's inactive files as of May 14, 1993.

In new business: Librarian Reynolds was asked to get the city's recommendation for possible sick leave for Bonnie Stone.

At 6:20 p.m., McGee moved and Mefferd seconded that the board go into closed session for the purpose of conducting personnel (performance evaluation of employees) matters. At 6:36 p.m. McGee moved and Mefferd seconded that the board to an open meeting.

The salary committee met June 2, 1993, and made the following recommendations:

1. All employees, except the summer employees, will received a 3% raise, effective July 1, 1993. This increase is equal to the raise given all city employees.
2. Contingent upon the Board giving Librarian Reynolds satisfactory annual performance review, she will receive an additional 3% merit raise which will make her salary \$13,750.00.
- ✓ 3. Upon recommendation of Librarian Reynolds, Children's Librarian Tyree will receive an additional 3% merit raise for a total raise of 6%.

Mefferd moved and McGee seconded that the salary committee's recommendations be accepted. The motion carried.

Gripp appointed Garton and Meyer to work on plaques to honor contributors to the Children's Room.

The meeting went into recess.

Thurs. June 10, 1993-

The Chariton Library board reconvened its meeting at 5:00 in the board room. Both librarians and all members, with the exception of Baker and McGee were in attendance.

The financial report was presented. Meyer moved and Mefferd seconded that the report be accepted. The motion carried. General Fund: \$10,243.30.

Young moved and Garton seconded that Bonnie Stone be given

seven

~~four~~ hours sick leave per month. This is in keeping with the other city employees on her level. The motion carried. Young moved and Meyer seconded that the meeting adjourn. The motion carried.

Respectfully submitted,

A handwritten signature in cursive script that reads "Helen Krutsinger". The signature is written in dark ink and is positioned above the printed name.

Helen Krutsinger

The Chariton Library board of trustees held its regular monthly meeting Thursday, July 8, 1993, in the library board room. All members and librarians were present with the exception of Baker and Tyree.

Minutes of the previous meeting were read. Meyer moved and Garton seconded that the minutes be approved as read. The motion carried.

After the financial report was read, Mefferd moved and Meyer seconded that it be approved. The motion carried. *The general fund is (\$6734.40)*

President Gripp referred a letter from the city manager to the salary committee.

Mefferd moved and Young seconded that the library participate in the following programs: Open Access, Iowa Fax Network, and Access Plus. The motion carried.

On Tuesday, July 6, an accident which severely damaged the north light occurred in the parking lot. Repair of the light and possible police involvement were discussed.

McGee moved and Mefferd seconded that the meeting adjourn. The motion carried.

Respectfully submitted,

Helen Krutsinger

Helen Krutsinger

The Chariton Library board of trustees held its regular monthly meeting Thursday, August 5, 1993, in the library board room. All members and librarians were present with the exception of Matzsen, McGee, and Tyree.

Minutes of the previous meeting were read and approved as read.

After the financial report was given, Meyer moved and Young seconded that it be approved. The motion carried. The general fund is (\$13,184.93).

Young and Gripp will look into the gutter system and the west foundation.

Baker moved and Garton seconded that Librarian Reynolds be given permission to give the police some names of patrons who have long overdue books. They already have been sent a "special" letter. The motion carried. Librarian Reynolds told of plans to conserve on paper with the use of the new computer.

Garton moved and Meyer seconded that the meeting time of the board will be changed from five o'clock to seven o'clock, beginning the first Thursday of September. The motion carried.

Garton and Meyer led a discussion of the recognition wall.

Garton moved and Meffered seconded that the meeting be adjourned. The motion carried.

Respectfully submitted,



Helen Krutsinger

CHARITON LIBRARY BOARD MINUTES

The Chariton Library board of trustees held its regular monthly meeting Thursday, September 2, 1993, in the library board room. All members and librarians with the exception of Matzen and McGee were present.

Minutes of the previous meeting were read and approved as read.

After the financial report was given Meyer moved and Baker seconded that it be approved. The motion carried. The general fund is \$ (19,702.74).

A resignation letter from Karen Matzen, who has served as a library trustee for ten years, was read. Mefferd moved and Young seconded that it be accepted. The motion carried.

In regard to the printer on the computer, Mefferd moved and Meyer seconded that a charge be made of .25 per sheet using black ink, .50 per sheet using color printer be charged to students while adults must pay .75 for each colored sheet.

Garton moved and Baker seconded that the quicklines for use of the computer be approved. The motion carried.

Mefferd moved and Meyer seconded that the Chariton Library will not enroll in the adopt-a-book program. The motion carried.

Mefferd moved and Garton seconded that the board recommend to the city council that Susan Arnold be invited to take Karen Matzen's place on the library board. The motion carried.

Garton reported on the Lucas County Arts Council logo contest and Garton and Meyer reported on the Memorial plaque wall.

Meyer moved and Baker seconded that the meeting be adjourned. The motion carried.

Respectfully submitted,



Helen Krutsinger

CHARITON LIBRARY BOARD MINUTES

The Chariton Library board of trustees held its regular monthly meeting Thursday, October 7, 1993, at seven o'clock in the library board room. All members and librarians with the exception of McGee, Meyer, and Young were present. Vice-President Baker presided.

Minutes of the previous meeting were read and approved as read.

After the financial report was given. Garton moved and Mefferd seconded that it be approved. The motion carried. The general fund is \$ (26,209.49).

Garton announced that the architect for the memorial wall would be present at the next meeting. Mefferd moved and Baker seconded that we accept the gift of the genealogical society of the copy machine, with the understanding that the continued use and maintenace will be at the sole discretion of the head librarian.

The librarians reported that they are attending computer classes through Indian Hills Community College. They also reported on the pre-school story hour and the book sale. Librarian Reynolds will publish the criteria for discarding books.

Mefferd moved and Arnold seconded that the meeting adjourn. The motion carried.

Respectfully submitted,

Helen Krutsinger

Helen Krutsinger

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CHARITON LIBRARY BOARD MINUTES

The Chariton Library Board of trustees held its regular monthly meeting Thursday, November 4, 1993 at 7 p.m. in the library board meeting room. Present were McGee, Arnold, Young, Meyer, Gripp, Garton, Baker, Mefferd, librarians Reynolds and Tyree, and guest Pat Mescher.

Before the meeting began Pat Mescher gave a presentation of possible donor walls, in particular a donor tree.

The meeting commenced at 7:30 p.m. Minutes were read and approved. McGee moved that the bills be paid, Mefferd seconded the motion. The general fund is \$ (2,107.17).

Old business was a discussion of financial magazines. The librarians were told to make the decision on what magazines to purchase. Front door repairs were discussed.

New business: The board agreed to hire Stewart and Utter during the Christmas break.

A discussion of the Internet system was held. Librarians are to get more information.

Sherrill moved that the modems on the computers be hooked up to phone lines. Jack seconded.

The motion carried. If the phone lines are not in the blue prints then have Kurt Anderson do the work. Sherrill will contact Shawn to read the blueprints.

Jack Young showed a picture of Thomas Gay, great grandfather of Dorothy Tuttle. Mr. Gay was the one who convinced Andrew Carnegie to give the money to start a library in Chariton. This picture used to hang in the library. She would like to see it hang in the library again. Sherrill moved that we repair the picture of Thomas Gay and hang it in the library. Sue seconded the motion. Motion carried.

Sue Arnold was sworn in as a new member of the board.

Dave moved we adjourn, Sue seconded the motion.

Respectfully submitted,

Charlene Meyer
Charlene Meyer, pro tem

CHARITON FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES

The board of trustees of the Chariton library met at 7 p.m., Thursday, December 2, 1993, in the board meeting room. President Doyle Gripp presided over the meeting which was attended by both librarians and all board members except Mefferd and McGee.

Minutes of the last meeting were read and approved. The financial report was presented. Garton moved and Meyer seconded that the bills be paid. The motion carried. General Fund \$(8,391.07).

Garton reported that Gilbert Garton would give us his monthly issues of Forbes.

The broken light globe was discussed. Bruce White will put up the globe when the proper globe is sent from the supplier.

It was decided to have a special meeting Monday, December 27 at 7 p.m. to discuss the budget.

Meyer moved and Baker seconded that the library will be closed all day December 24 and 25, as well as December 31 and January 1. This will be announced in the local paper.

Librarian Reynolds was requested to get more information about fiber optics (Iowa Communications Network).

Young moved and Meyer seconded that the meeting be adjourned. The motion carried.

Respectfully submitted,



Helen Krutsinger

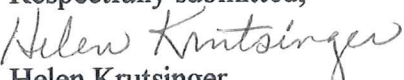
CHARITON PUBLIC LIBRARY BOARD
SPECIAL MEETING

The Chariton Library Board held a special meeting Monday, December 27, 1993 at 7 p.m. in the library board room. The purpose of the meeting was to present, study, and approve the budget for 1994-1995. All were present with the exception of Baker, Meyer and librarian Tyree. President Doyle Gripp presided.

The budget committee, composed of Mefferd, McGee, and librarian Reynolds presented the proposed budget. After a thorough discussion of each item, Mefferd moved and Garton seconded that the budget be approved as presented. The motion passed unanimously.

Young moved and Mefferd seconded that the meeting be adjourned.

Respectfully submitted,


Helen Krutsinger

CHARITON FREE PUBLIC LIBRARY
BOARD MINUTES

The Chariton Library Board held its regular monthly meeting Thursday, January 6, 1994, in the board room. Vice president David Baker presided. Gripp and Meyer were absent.

The minutes were read. Young moved and Garton seconded that they be approved as read. The motion carried.

The financial report was presented. Garton moved and Arnold seconded that they be approved as read. The motion carried.

The financial report was presented. Garton moved and Arnold seconded that the bills be paid. The motion carried. General Fund \$(6,456.70).

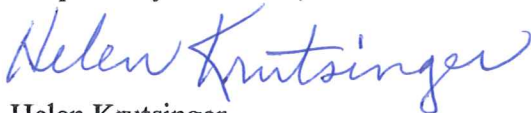
McGee moved and Young seconded that the officers for next year be Gripp, president, Baker, vice-president, and Mefferd, secretary. The motion carried.

A spirited discussion concerning the memorial wall for donors was held. We will wait for more information concerning the materials before making a final discussion.

Mefferd moved and Arnold seconded that the Chariton Library sponsor the Chariton GED classes. The motion carried unanimously.

Mefferd moved and McGee seconded that the meeting adjourn. The motion carried.

Respectfully submitted,



Helen Krutsinger

CHARITON FREE PUBLIC LIBRARY
BOARD MINUTES

The Chariton Library Board held its regular monthly meeting Thursday, February 3, 1994 in the board room. Present were Gripp, Young, Garton, Baker, McGee, Mefferd, Krutsinger, and librarians, Reynolds and Tyree.

Minutes were approved as read.

Financial report was read and approved. Garton moved, seconded by Young that the bills be paid. The motion carried. General Fund \$(12,869.12).

The board viewed a proposed drawing by Shari Susich. After discussing pros and cons of the drawing, President Gripp agreed to speak with Susich and give her the board's ideas.

McGee moved to purchase memorial wall in the proposal submitted by ASI of Grinnell (see attached). Young seconded. Gripp moved to table, seconded by Krutsinger a decision to proceed with the wall. * Source of funds for wall is from a sales tax refund from library addition construction.

Proposed budget was discussed.

Mefferd moved, seconded by McGee to allow the Genealogy Society to meet in the Educational room without charge once a month, in accordance with the meeting room policy, during library hours.

Baker moved, seconded by Young that the meeting be adjourned. Meeting adjourned.

Respectfully submitted,


James Mefferd

CHARITON FREE PUBLIC LIBRARY
BOARD MINUTES

The Chariton Library Board held its regular monthly meeting Thursday, March 3, 1994, in the board room. Present were Gripp, Garton, Baker, McGee, Young, Krutsinger, and librarians, Reynolds and Tyree.

The minutes were approved as read.

The financial report was read and approved. Garton moved and Baker seconded that the bills be paid. The motion carried. General Fund: \$(21,104.97).

Garton and Krutsinger will meet with Shari Susich to discuss the theme of the wall painting.

The memorial wall was discussed and tabled until the next meeting when more members would be present.

Baker suggested that we replace Kim Deaton (who has resigned) with another clerical worker who would work ten hours a week.

Librarian Reynolds explained the Southwest Regional Library System grant. The library will receive \$1,000 worth of nonfiction books for a cost of \$250.00. The board approved this action.

Young moved and Baker seconded that the meeting be adjourned. The motion carried.

Respectfully submitted,



Helen Krutsinger,
Secretary pro tem

CHARITON FREE PUBLIC LIBRARY
BOARD MINUTES

The Chariton Library Board held its regular monthly meeting Thursday 6:00pm, April 7, 1994 in the Chariton Public Library board room. Present were Baker, Young, McGee, Mefferd, Arnold, Garton, Krutsinger, Meyer and librarians, Reynolds and Tyree.

Minutes were read and approved.

Financial report was read and approved. McGee moved, Meyer seconded to pay the bills be paid. The motion carried. General Fund \$(25,708.58).

Old business: Board approved a proposed picture by Sheri Susich.

Discussion on the Memorial wall was deferred until next month.

The Board received a report about bids for the front entrance. Schoonover Tuckpointing and C.L. Tharpe will be submitting bids.

New business: Young moved and Krutsinger seconded to raise the wages of Denise Stewart from \$4.65 to \$5.00. Motion carried

Internet: Reynolds gave report on potential use of Internet. Kurt Anderson will install the phone lines.

Members of city council, mayor Bill Marner, and city manager, Ed Elam met with the library board to discuss items of common concern.

Vice President Baker directed budget committee to review budget status and report to board.

Vice President Baker directed Mefferd and McGee, and Baker to study library memorials.

Young moved to adjourn, Arnold seconded. Meeting adjourn.

Respectfully submitted,


James Mefferd

Chariton Library Board Minutes

The Chariton Library board held its regular meeting Thursday, May 5, 1994, in the board room. President Doyle Gripp called the meeting to order. Sherrill Garton, Tim McGee and Dave Baker were absent.

The minutes were approved as read. Meyer moved and Krutsinger seconded that the bills be paid. The motion carried.

Discussion was held on the bids for tuckpointing the east, south and west walls of the original building and waterproofing. Young moved to accept the bid of the C.L. Tharp Company. Arnold seconded. All approved.

Meyer moved to accept the bid of ASI Sign Systems, for \$9880.50, dated 1-31-94, to build a memorial wall with custom avonite leaves, provided the individual plaques can contain the individual lettering as desired by the donors.

Mefferd gave a budget update.

Librarian Reynolds reported on the new phone lines; also is studying the purchase of new software. Librarian Tyree reported on the children's summer incentive program.

Krutsinger moved to adjourn and Arnold seconded that the meeting adjourn. The motion carried.

Respectfully submitted,


Jim Mefferd

CHARITON PUBLIC LIBRARY
BOARD MINUTES
JUNE 2, 1994

The Chariton Library Board held its regular monthly meeting Thursday, June 2, 1994 in the board room. All members were present.

The minutes were approved as read.

The financial report was read and approved. General Fund \$10,730.90. Meyers moved to pay the bills. Krustsinger seconded, approved.

A letter from Jim Meyer concerning the use of the sales tax refund and the memorial wall was read.

President Gripp reported that the exterior face lift by the Tharpe Company will be completed by the end of June.

Librarian Tryree reported that she had visited all of the elementary schools and that the summer reading program was ready.

McGee moved and Meyer seconded that all employees receive a 2.7% salary increase starting July 1. Motion carried.

Arnold moved to amend the janitorial contract, section 2, to pay Sue McDonald \$480.00 per month effective July 1, 1994. Seconded by Krustsinger. Motion carried.

Board members who attended the Trustee's Library Workshop May 19 in Osceola reported on the meeting.

Meyer moved to adjourn, and Krustsinger seconded. Meeting adjourned 8:20 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'James B. Mefferd', is written over the typed name.

James B. Mefferd

CHARITON PUBLIC LIBRARY
BOARD MEETING
JULY 7, 1994

The Chariton Library Board held its regular monthly meeting Thursday, July 7, 1994 in the board room. Present were Gripp, Garton, Young, Meyer, Mefferd, Baker, Arnold, McGee and librarians, Reynolds and Tyree.

The minutes were approved as read.

The financial report was read and approved. General Fund \$5,841.02. Meyers moved, and Young seconded to pay the bills. Approved.

Old business

Discussion was held on bulletin board. President Gripp directed the Building Committee to inquire into options and report back at the next meeting.

Garton reported on the memorial wall.

Children's Librarian Tyree reported on the summer reading program. One hundred and fifty children have participated.

-Garton moved to ask city council to establish a separate line items to account for Memorial and Childrens Room receipts and expenditures. Seconded by Meyers . Approved.

Garton reported on the status of the foundation.

New business

Librarian Reynolds reported on the condition of the nonfiction shelving in the adult area. She will contact Brodart.

Reynolds spoke about the need for a new file cabinet and desk calculator. She was instructed to look into prices.

Meyers moved to adjourn. Young seconded. Meeting adjourned.

Respectfully submitted,

James Mefferd



CHARITON PUBLIC LIBRARY BOARD

AUGUST 4, 1994

Chariton Public Library Board held its regular meeting August 4, 1994 at 7:p.m. Present were President Gripp, Garton, Meyers, Arnold, Young, and Mefferd and librarian Reynolds.

The minutes were approved as read.

The financial report was read and approved. General Fund \$(3,009.96). Garton moved to pay the bills. Arnold seconded . Approved.

Librarian Reynolds reported that Latta-Brodart will fix the nonfiction shelving in the adult area.

Garton moved, Krutsinger second to purchase a file cabinet for \$300 and a Sharp table calculator for \$100. Approved.

Mefferd reported that the city manager will establish line items for memorial income and expenditures.

Arnold moved and Meyer seconded to purchase a plaque honoring the Genealogical Society for their contribution of a computer .

Garton reported on the foundation.

Krutsinger moved to adjourn, Young seconded. Adjourned.

Respectfully submitted,

James Mefferd



CHARITON PUBLIC LIBRARY BOARD
SEPTEMBER 8, 1994

The Chariton Public Library Board held its regular meeting, September 8, 1994 at 7 p.m.. Present were Arnold, Mefferd, Meyer, McGee, Garton, Gripp, Krutsinger, and Young and librarians, Reynolds and Tyree.

Minutes were read and approved.

The financial report was read and approved. General Fund \$(8,626.84). McGee moved to pay the bills. Meyer seconded. Approved.

Old Business

Garton reported on status of donor wall, construction is nearly complete; anticipate installation October 7.

Librarian Reynolds reported on INTERNET and Iowa First Search. McGee moved to purchase time on INTERNET for fifteen months and apply to participate in Iowa First Search provided the librarian can find funds in budget. Mefferd seconded. Approved.

Librarian Reynolds reported on plans for the upcoming book sale.

New Business

Mefferd moved to accept Baker's resignation, Meyers seconded.. Approved.

Garton moved to submit Danny Morrett's name to the mayor, to serve on the library board. McGee seconded. Approved.

McGee moved to drop insurance coverage; as shown on the attached memo. Krutsinger seconded . Approved.

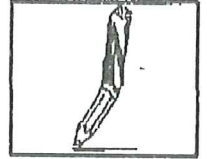
Meyer moved to elect McGee to fill Baker's unexpired term as vice president; Young seconded. Approved.

Meyer moved to adjourn; Mefferd seconded. Meeting adjourned.

Respectfully submitted,


James Mefferd

MEMO FROM THE CITY MANAGER



Please fax answer to 774-8695

To: Roberta Reynolds, Librarian
From: Edward W. Elam
Date: August 24, 1994
Subject: Insurance

I need dollar amounts

I have attached a list of items that we presently have insurance coverage on. Would you check and see if we should change any of these items. We have dropped some of the smaller items and will self insure those. If you have any changes or suggestions please let me know.

Table with columns: NO., YEAR, TYPE, MAKE, DEPT., VIN, and Prem. Rows include items like 'Colt Movie Walker VideoCassette Player' and '1987 Reader Printer w/ Fiche Handler'.

CHARITON PUBLIC LIBRARY
BOARD MINUTES
OCTOBER 6, 1994

The Chariton Library Board held its regular monthly meeting Thursday, October 6, 1994 in the board room . Vice President McGee called meeting to order at 7 p.m.. Present were McGee, Meyer, Garton, Krutsinger, Morrett, Young, Mefferd, Arnold and librarians Reynolds and Tyree.

Minutes of the previous meeting were read and approved.

Meyer moved to pay the bills, Krutsinger seconded. Approved.

OLD BUSINESS

Librarian Reynolds reported on INTERNET billing changes which became effective September 25, 1994.

Librarian Reynolds reported on forthcoming booksale.

NEW BUSINESS

Vice President McGee directed Librarian Reynolds to develop a policy for future giving to qualify a donor for a leaf on the donor wall.

Garton reported on the status of the wall renovation on the east side of the library.

Garton reported Sherri Susich's picture will be hung October 13.

Mefferd moved, Krutsinger seconded, to congratulate Librarian Reynolds on receipt of her Associate Arts Degree. Approved.

Discussion was held on the ICN Network Part III. Arnold moved, Meyer seconded, to submit a statement of intent stating we will be " room ready" by the Fall of 99.

Discussion was held on the main role of the library. Librarian Reynolds will report next month on the survey filled out by board members.

Young moved to adjourned, Krutsinger seconded. Adjourned.


Respectfully submitted,
James Mefferd

CHARITON PUBLIC LIBRARY
BOARD MINUTES
NOVEMBER 3, 1994

The Chariton Library Board held its regular monthly meeting in the board room Thursday, November 3, 1994. Vice President McGee called the meeting to order at 7 p.m. Present were Meyer, McGee, Garton, Young, Krutsinger, Mefferd, Librarians Reynolds and Tyree. Councilwoman Celise Garton and Susan Seufferer and Bill Bruce attended.

Minutes of the previous meeting were read and approved.

Meyer moved to pay the bills Young seconded. Approved.

Bill Bruce and Susan Seufferer presented information system possibilities.

Garton moved to appoint a committee at the December meeting to study the feasibility of the library connecting to the Iowa Communications Network. Mefferd seconded. Passed.

OLD BUSINESS

Librarian Reynolds reported on the results of the role of the library survey. Mefferd moved that the library adopt the following roles; first role, "Popular Materials Center", second role, "Preschool-Door to Learning" and third, "Reference". Meyer seconded. Passed.

Librarian Reynolds reported the heating system is not working in the Children's Wing or the Adult section. McGee will call Terlouw Heating and Plumbing.

McGee reported on the status of the roof.

NEW BUSINESS

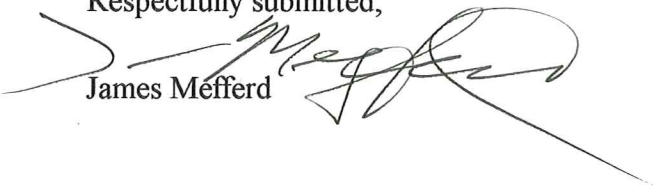
Budget: Mefferd gave budget committee report. Mefferd moved to accept the proposed budget as reposted by the committee. Garton seconded. Approved.

Garton read a letter from Shari Susich concerning her painting.

Krutsinger moved to adjourn, Young seconded. The meeting adjourned at 9:00 p.m.

Respectfully submitted,

James Mefferd



CHARITON PUBLIC LIBRARY
BOARD MINUTES
DECEMBER 1, 1994

The Chariton Library Board held its regular monthly meeting in the board room Thursday, December 1, 1994. President Gripp called the meeting to order at 7 p.m. Present were Gripp, Arnold, Meyer, McGee, Garton, Morrett, Mefferd, and librarians Reynolds and Tyreee.

Minutes of the previous meeting were read and approved.

McGee moved to pay bills, Meyer seconded. Approved.

OLD BUSINESS

McGee reported on the status of Terlouw Heating . Furnace fan is backordered.

Reynolds circulated a proposed letter to the newspaper from Nyla Nickell . At her request the board approved Rosemary Evans writing to the newspaper on the library's behalf.

Holiday closing-Arnold moved to close the library Saturday, December 24 and Saturday, December 31. Mefferd seconded. Passed.

Mefferd moved and Meyer seconded to purchase two used card catalog files from the Vinton Public Library for \$25 apiece. Approved.

President Gripp appointed an Iowa Communications Network (ICN) committee of Mefferd, McGee, Arnold and Librarian Reynolds.

President Gripp authorized the construction of shelves in the storage room by Alvin Halferty.

Librarian Reynolds reported she made four visits to the Manor last month and read for 30 minutes to 13 women each week. She further reported she is taking books to Autumn Park to be checked out.

Garton reported the Foundation is approved as an exempt organization.

Meyer moved to adjourn. Seconded. Adjourned at 8:15 p.m

Respectfully submitted,


Jim Mefferd

CHARITON PUBLIC LIBRARY
BOARD MINUTES
JANUARY 5, 1995

The Chariton Library board held its regular meeting Thursday evening, January 5, 1995, in the library board room. Present were members Arnold, Garton, Gripp, Krutsinger, McGee, Morrett, Mefferd and Young and librarians Reynolds and Tyree.

The minutes of the last meeting were read and approved.

The financial report was read and accepted. Young moved and Krutsinger seconded that the bills be paid. The motion carried.

The proposed shelving to be constructed by Alvin Halferty and the used card catalogues which were purchased from Vinton, Iowa were discussed. It was decided to try to find other card files which are in better condition.

President Gripp appointed Dan Morrett to serve with Tim McGee and Jim Mefferd on the budget committee. To meet expenses, the following motions were made: McGee moved and Garton seconded that \$2.50 be charged for handling each book on the Inter-Library Loan service. Motion carried.

Young moved and Morrett seconded that students be charged 10 cents per sheet for copying material. The motion passed with one "no" vote.

Arnold moved and Garton seconded that fines be raised to 10 cents per day for adults and 5 cents per day for children and that Fine Free Friday be eliminated. The motion carried.

Garton moved and Arnold seconded that we charge \$5.00 for each child and \$10.00 per family for participation in the reading program. The motion carried.

Garton moved and Young seconded that a rental charge of \$3.00 per day be charged for use of any audio-visual equipment. The motion carried.

Mefferd moved and McGee seconded that the library charge for line charge plus a markup of 20% plus 25 cents a copy for printing charge, however the library will not charge for the patrons use of the computer or the library staff's research on the patron's behalf. The motion carried.

Garton moved and Young seconded that the Christmas Tea and Santa Claus continue. The

motion carried.

Arnold moved and Young seconded that the present officers, namely President Gripp, Vice President McGee and Mefferd, Secretary were unanimously reelected. Motion carried.

Morrett moved and Arnold seconded that the meeting adjourn. The motion carried.

Respectfully submitted,

A handwritten signature in cursive script that reads "Helen Krutsinger". The signature is written in dark ink and is positioned above the typed name.

Helen Krutsinger, protem

**CHARITON PUBLIC LIBRARY
BOARD MINUTES
FEBRUARY 2, 1995**

The CHARITON Library board held its regular meeting Thursday evening, February 2, 1995, in the library board room. Present were members Arnold, Garton, Krutsinger, McGee, Morrett, Mefferd, Young and librarians Reynolds and Tyree.

The minutes of the last meeting as corrected were approved.

The financial report was submitted. Garton moved and Krutsinger seconded to pay the bills.

Mefferd gave an update on the library's budget submission to city council.

OLD BUSINESS

Mefferd moved and McGee seconded to rescind so much of the resolution made January 5, 1995, that provides for a line charge plus a markup of 20% plus 25¢ for use of the Iowa First Search Network. Approved.

NEW BUSINESS

Reynolds reported that the Alarm Service submitted a bid of \$15 per month. The library will change effective April 1, 1995.

Librarian Reynolds will write a policy covering Iowa First Search.

Young moved to adjourn. Morrett seconded. The meeting adjourned at 8:30 p.m.

Respectfully submitted,


James Mefferd
SECRETARY

**CHARITON PUBLIC LIBRARY
BOARD MEETING
MARCH 2, 1995**

The Chariton Library Board held its regular monthly meeting in the board room Thursday, March 2, 1995. Vice President McGee called the meeting to order at 7:00 P.M. Present were McGee, Garton, Young, Krutsinger, Mefferd, Arnold, Morrett, and Librarians Reynolds and Tyree.

Minutes of the previous meeting were read and approved.

Financial report was submitted. Young moved to pay the bills. Krutsinger seconded. Approved.

Vice President McGee directed the Librarians to ensure that all new best sellers are placed on the shelf within two weeks of receipt.

OLD BUSINESS

Mefferd moved to adopt the following policy: any patron owing more than \$5.00 in outstanding fines will not be allowed to check out any new material until all outstanding fines are paid. Young seconded. Passed.

Librarian Reynolds reported on the status of the Iowa Communications Network legislation.

NEW BUSINESS

Garton moved to charge \$1.00 for replacement library cards. Morrett seconded. Approved.

Arnold moved to adopt the following: the board of trustees rejects a proposal that the library seek a 27 cents per thousand property tax increase for support of the library at this time. Krutsinger seconded. Approved.

Morrett moved to adopt the first search policy and Iowa locator policy as recommended by Librarians Reynolds. (copy attached) Garton seconded. Approved.

Krutsinger moved to adjourn. Seconded. Meeting adjourned at 8:00 P.M.

Respectfully submitted,



James Mefferd
SECRETARY

**CHARITON PUBLIC LIBRARY
BOARD MEETING
APRIL 6, 1995**

The Chariton Library Board held its regular monthly meeting in the board room Thursday, April 6, 1995. President Gripp called the meeting to order at 7:00 P.M. Present were Gripp, McGee, Meyer, Garton, Young, Krutsinger, Mefferd, Morrett, and Librarians Reynolds and Tyree.

Minutes of the previous meeting were read and approved.

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

OLD BUSINESS

The board discussed library employees and AAA Security Company.

Mefferd moved to continue the library's subscription to the Ottumwa Courier. Krutsinger seconded. The ayes carried. The secretary recorded one no vote.

NEW BUSINESS

Mefferd moved to purchase the items (shown on the attached list minus the desktop publishing software) recommended by Librarian Reynolds using the balance of the sales tax refund not needed for the outside wall and to apply any remaining balance toward purchase of a commercial grade vacuum cleaner. McGee seconded. Approved.

Krutsinger moved to adjourn. Meyer seconded. The meeting adjourned at 8:15 P.M.

Respectfully submitted,



James Mefferd
SECRETARY

CHARITON PUBLIC LIBRARY
BOARD MINUTES
MAY4, 1995

The library board of the Chariton Public Library held its regular meeting at 7p.m., Thursday, May 4, 1995 in the board meeting room. President Gripp presided. Present were Arnold, Garton, Gripp, Krutsinger, Meyer, Morrett, Young, and Librarians Reynolds and Tyree.

Minutes of the previous meeting were read. Garton moved and Meyer seconded that they be approved as read. The motion carried.

The financial report was presented by Librarian Reynolds. Meyer moved to pay the bills; Morrett seconded. Motion carried.

After a discussion it was decided to keep the AAA security system in place. Circulation statistics were discussed.

Alvin Halferty's bid for music room shelving was discussed. Young moved, Meyer seconded that we take this bid. The motion carried with one "no" vote.

Krutsinger will ask Kay Ulrich to head up the endeavor to get our library on the National Register of Historic Places. We hope to have this done by 2004, our 100th birthday.

Automation-retro conversion was discussed and put on hold because of lack of finances. The policy committee will meet soon to write and update policies. Mefferd, Krutsinger, and Reynolds are on this committee.

Librarian Tyree reported on the summer reading program. We will cooperate with the Arts Council in presenting workshops for "Shakespeare in the Park," July 14. This year a charge will be made for all summer programs. The Arts Council will do the advertising for Shakespeare workshop. Arnold moved that \$500 be given Librarian Tyree for the summer reading program. Meyer seconded. Motion carried.

Arnold moved, Morrett seconded that we serve rolls, juice and coffee for the continuing education meeting will be held here Friday, May 12.

Thank you and appreciation notes from Jason Mikesell, and Mary Stierwalt were read. Board member Morrett treated the board with his homemade rhubarb pie.

Krutsinger moved and Young seconded that the meeting adjourn. The time was 8:40 p.m.

Respectfully submitted,

Helen Krutsinger

Helen Krutsinger

Secy. Pro Tem.

CHARITON PUBLIC LIBRARY

Board Minutes

June 1, 1995

The Chariton Library board held its regular meeting Thursday evening, June 1, 1995, in the library board room at 7:00pm. Present were members, Gripp, Meyer, Garton, McGee, Morrett and Arnold.

The minutes of the last meeting were read and approved.

The financial report was read and accepted. Garton moved and Meyer seconded that the bills be paid. The motion carried.

A thank you note was read from Helen Morgan.

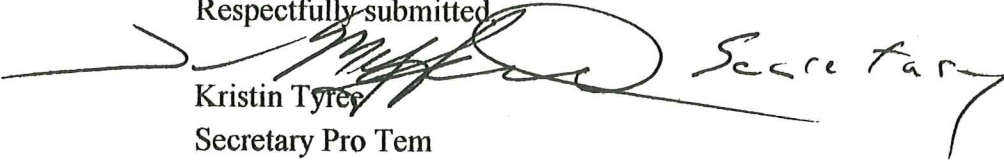
Librarian Tyree reported on the progress of plans for the summer library program.

A note was read from Charlene Meyer resigning from the library board at the end of her term. Terms of Charlene Meyer, Jack Young, and Sue Arnold are expiring. Jack Young and Sue Arnold have agreed to stay if approved. The mayor will appoint someone to fill the empty seat.

McGee moved and Morrett seconded that the library be closed July 3 & 4 in honor of Independence Day. All approved.

Meyer moved and Arnold seconded that the meeting be adjourned. All approved.

Respectfully submitted,


Kristin Tyree

Secretary Pro Tem

Secretary

CHARITON PUBLIC LIBRARY

BOARD MEETING
JULY 6, 1995

The Chariton Library Board held its regular monthly meeting in the board room Thursday, July 6, 1995. President Gripp called the meeting to order at 7:00 P.M. Present were Gripp, McGee, Garton, Young, Krutsinger, Mefferd, Morrett, Arnold, and Librarians Reynolds and Tyree.

Minutes of the previous meeting were read and approved.

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

OLD BUSINESS

Garton moved, Arnold seconded to accept Charlene Meyer's resignation. Approved.

Garton moved, Krutsinger seconded to ask the Mayor to reappoint Young and Arnold to new terms of six years. Approved.

The Board discussed potential new board members.

The Board discussed employee hours.

NEW BUSINESS

Mefferd moved and Garton seconded that the sense of the library board is that the library is growing in patron use, number of books acquired and that as a result the number of employees required to operate the library is growing and that further some employees are nearing retirement and consequently the library needs to train their replacements. Approved.

Gripp moved and Arnold seconded that inasmuch as this is the second summer that two of the seven air conditioners do not work properly and that the bathroom exhaust fan has never worked properly and after repeated attempts to informally remedy the deficiencies, the Board recommends that the city council take whatever action they deem appropriate. Approved.

Librarian Tyree reported on the summer reading program.

Mefferd moved and Krutsinger seconded to give the library employees a 2% raise effective July 1, 1995. Approved.

Morrett moved and McGee seconded to pay the registration fees for Kay Ulrich and Sherrill Garton plus mileage for Ulrich to attend the State Historical Society meeting for the purpose of getting the library on the National Registry of Historical Places. Approved.

Librarian Reynolds reported on the Iowa Union List of
Serials project.

Krutsinger moved to adjourn. Arnold seconded. The meeting
adjourned at 8:15 P.M.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read 'J. Mefferd', is written over the typed name. The signature is fluid and cursive, with a large loop at the end.

James Mefferd
SECRETARY

CHARITON PUBLIC LIBRARY
BOARD MEETING
AUGUST 3, 1995

The Chariton Library Board held its regular monthly meeting in the board room Thursday, August 3, 1995. Vice President McGee called the meeting to order at 7:10 P.M. Present were McGee, Garton, Young, Krutsinger, Mefferd, Morrett, and Librarian Reynolds.

Minutes of the previous meeting were read and approved.

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

OLD BUSINESS

Librarian Reynolds on the status of the Dial a Story machine.

Librarian Reynolds also reported on the status of the air conditioner and exhaust fan repair.

NEW BUSINESS

Mrs Krutsinger moved to direct Librarian Reynolds to complete the current ICN Phase III survey and submit it to the state library commission. Mefferd seconded. Approved.

The board discussed automation.

Young moved, Krutsinger seconded, to allow the library to sell and install mylar covers on patron's books. Approved.

Garton moved to charge the replacement price for lost books. Mefferd seconded. Approved.

Young moved to adjourn. Krutsinger seconded. The meeting adjourned at 8:15 P.M.

Respectfully submitted,



James Mefferd
SECRETARY

**CHARITON PUBLIC LIBRARY
BOARD MEETING
SEPTEMBER 7, 1995**

The Chariton Library Board held its regular monthly meeting in the board room Thursday, September 7, 1995. President Gripp called the meeting to order at 7:00 P.M. Present were Gripp McGee, Garton, Arnold, Young, Krutsinger, Mefferd, Morrett, Lynch and Librarians Reynolds and Tyree.

President Gripp, on behalf of the board of trustees, welcomed new member, Rick Lynch.

Minutes of the previous meeting were read and approved.

Librarian Reynolds submitted the financial report. Garton moved to pay the bills. McGee seconded. Approved.

OLD BUSINESS

1. **Waiting list.** Garton moved to adopt the following policy: "The Chariton Public Library will no longer maintain a waiting list for current year fiction." Krutsinger seconded. Approved.

2. **Book covers.** Mefferd moved to charge \$2.00 per book to cover patron's books with mylar. McGee seconded. Approved.

3. **Air conditioner/ exhaust fan repair.** Librarian Reynolds reported on the status of the air conditioner and exhaust fan repair.

NEW BUSINESS

1. **Employee position change.** Krutsinger moved to change Bonnie Stone to a salaried position at \$875.00 per month for 35 hours per week based upon Librarian Reynold's recommendation.

2. **Automation.** McGee moved to purchase the "bibliofile" file system software as recommended by Librarian Reynolds. Young seconded. Approved.

3. **Fine letters.** Librarian Reynolds will send a letter to all patrons with fines in excess of \$2.00.

McGee moved to adjourn. Young seconded. The meeting adjourned at 8:10 P.M.

Respectfully submitted,


James Mefferd
SECRETARY

**CHARITON PUBLIC LIBRARY
BOARD MEETING
OCTOBER 5, 1995**

The Chariton Library Board held its regular monthly meeting in the board room Thursday, October 5, 1995. President Gripp called the meeting to order at 7:00 P.M. Present were Gripp McGee, Arnold, Krutsinger, Mefferd, Morrett, Lynch, Young, and Librarians Reynolds and Tyree.

Minutes of the previous meeting were read and approved.

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

OLD BUSINESS

1. Librarian Reynolds will purchase a Windows interface for the bibliofile system. The purchase price is \$32.50.
2. **ICN.** The board discussed the library's participation in the ICN Network. McGee will ask the chamber to conduct a survey to determine the expected usage in to order to assist the library in determining the feasibility of the library's participation.

NEW BUSINESS

1. **Genealogy Society Expansion.** President Gripp reported that the Genealogy Society has asked for more room. They specifically would like the custodian's room. McGee moved to allow the Genealogy Society to have the custodian's room if possible. Young seconded. Mefferd moved to table. Motion to table failed. Motion carried by the following vote; five in favor, three opposed.

McGee moved that the Genealogy Society expansion be at no expense to the library. Young seconded. Motion carried.

2. Young moved to adjourn. Krutsinger seconded. The meeting adjourned at 8:10 P.M.

Respectfully submitted,


James Mefferd
SECRETARY

CHARITON PUBLIC LIBRARY
BOARD MINUTES

The Chariton Library Board held its regular monthly meeting in the board room Thursday evening, November 2, 1995. Vice-president Tim McGee presided. Present were Lynch, Garton, Krutsinger, McGee, Morrett, Young and librarians Reynolds and Tyree.

Minutes of the previous meeting were read and approved.

Librarian Reynolds submitted the financial report which was discussed in some depth. Garton moved to approve the financial report, Young seconded the motion. The motion carried.

Morrett moved that we pay the monthly bills; Lynch seconded the motion. The motion carried.

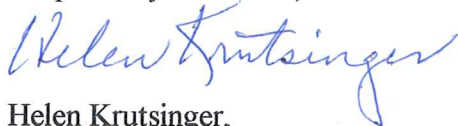
It was decided that Morrett, Lynch, Young, and McGee would put up shelves for the new janitor's room. They will also put up a Christmas tree on the Grand and Braden corner for Christmas Walk around the square. The library will have an open house that evening, November 24, as part of the celebration.

Librarian Reynolds reported that we had sold a total of \$509 worth of books at the book sale. She also announced that at our regular December meeting (December 6,) that we would have an automation software demonstration. We will invite the council members to be ~~out~~ guests at this meeting. *our*

The budget committee has met once and will finalize the budget before the December meeting.

Young moved that the meeting adjourn. Krutsinger seconded the motion. The motion carried.

Respectfully submitted,



Helen Krutsinger,
Secretary Pro Tem

**CHARITON PUBLIC LIBRARY
BOARD MEETING
DECEMBER 6, 1995**

The Chariton Library Board held its regular monthly meeting in the board room Thursday, December 6, 1995. President Gripp called the meeting to order at 5:15 P.M. Present were Gripp McGee, Arnold, Mefferd, Morrett, Lynch, Garton and Librarians Reynolds and Tyree. Following members were absent: Krutsinger and Young

Minutes of the previous meeting were read and approved.

Librarian Reynolds submitted the financial report. McGee moved to approve the financial report and pay the bills. Mefferd seconded. Approved.

OLD BUSINESS

ICN. Arnold moved to approve the ICN contract presented by the state subject to review by Mefferd and the city attorney. Garton seconded. Approved.

NEW BUSINESS

1. **Library budget.** McGee moved to approve the proposed library budget. Mefferd seconded. Approved.

2. **Memorial book.** The librarian will purchase a copy of Cultural Gems, in memory of Mrs. Tennant.

3. **Patron letter.** Vice President McGee read a letter from Mrs. Trimble asking the library to reestablish a waiting list. Librarian Reynolds will reply.

4. President Gripp appointed a nominating committee of Arnold and Morrett.

5. McGee moved to adjourn. Lynch seconded. The meeting adjourned at 6:30 P.M.

Respectfully submitted,



James Mefferd
SECRETARY

Free Public Library
803 Braden
Chariton, Iowa 50049

The Chariton library board held its regular monthly meeting in the board room Thursday, January 4, 1996. President Gripp presided. Present were Gripp, Garton, McGee, Lynch, Young, Morrett, and Krutsinger. Absent were Arnold and Mefferd. CeCe Garton was a guest.

The meeting was preceded by a meeting with the city council and Alan McHose, salesman for Computer Services, Inc.

The minutes of the previous meeting were read and approved.

Librarian Reynolds presented the financial report. McGee moved and Young seconded that the bills be paid. The motion carried.

McGee presented a report from Mefferd concerning the ICN contract presented by the state. After review by city attorney Ray Meyer and Jim Mefferd, Mr. Crandall at the state agreed that we could remove our name if we didn't have the money needed. McGee moved, Morrett seconded, that we attach a recommendation cover letter to our fiber optic agreement with the state of Iowa. The motion carried.

The nominating committee of Arnold and Morrett recommended that we keep the same officers: Gripp, president, McGee, Vice-president, Mefferd, secretary. There were no other nominations. Young moved and Krutsinger seconded that the nominations cease. The motion carried.

McGee moved and Lynch seconded that we apply for the computer grant through the Iowa library system. The motion carried.

Garton moved and Morrett seconded that we ask the city council for permission to have a second board member from the county if and when a vacancy occurs.

CeCe Garton reported on the proposed "rollback" by the state and urged the board to write to the state house in protest.

McGee moved and Young seconded that the meeting adjourn. The motion carried.

Respectfully submitted,



Helen Krutsinger
Secretary pro tem

CHARITON PUBLIC LIBRARY

Board Minutes
February 1, 1996

The Chariton Library Board held its regular monthly meeting in the board room, Thursday, February 1, 1996. Vice-president McGee presided. Present were McGee, Lynch, Morrett, Krutsinger and Young. Absent were Garton, Gripp, Arnold and Mefferd. Both librarians were also in attendance.

The minutes of the previous meeting were read and approved.

Librarian Reynolds presented the financial report. Morrett moved and Lynch seconded that the bills be paid. The motion carried.

McGee requested that Librarian Reynolds, with city attorney, Ray Meyer, research the qualifications necessary for a board-appointed member.

Miscellaneous maintenance problems were discussed as were plans for the Morman Trail Wagon Ride, July 1,2.

The proposed budget was discussed briefly.

Young moved and Krutsinger seconded that the meeting be adjourned. The motion carried.

Respectfully submitted,

 Secretary
Helen Krutsinger,
Secretary Pro Tem

**CHARITON PUBLIC LIBRARY
BOARD MEETING
MARCH 7, 1996**

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

Minutes of the previous meeting were read and approved.

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

OLD BUSINESS

1. Continuing maintenance needs discussed; status of Terleow and Halferty-s work discussed.
2. Discussion was held concerning whether to ask for a special election to change the city ordinance to allow an additional county member.

NEW BUSINESS

1. **Patron Information**; Vic-President McGee directed Librarian Reynolds to draft a Patron Information Policy for the Board's consideration.
2. **Internet Unlimited Access**; Mefferd moved to send a letter to Area Education Agency 15 stating that we support AEA's grant application that will give libraries unlimited Internet access. Krutsinger seconded. Carried.
3. **Special Sesesquentennial Civil War Event**; Garton moved to ask Steven Meyer, Civil War author, to speak at the library July 1 for \$100.00. Morrett seconded. Carried.
4. **Adjournment**; Lynch moved to adjourn. Young seconded. The meeting adjourned at 8:05 P.M.

Respectfully submitted,


James Mefferd
SECRETARY

CHARITON PUBLIC LIBRARY

APRIL 4, 1995/1996

The Chariton Library Board held its regular monthly meeting Thursday, April 4, 1996 in the library board room. President Doyle Gripp presided. Six members, Garton, Krutsinger, McGee, Morrett and Young were present, as was librarian Reynolds.

Because of the absence of the secretary, the minutes of the previous meeting were not read. The financial report was given; McGee moved that the bills be paid, Young seconded the motion. The motion carried.

Discussion of new-card applications: Morrett and Krutsinger volunteered to assist librarian Reynolds in drawing up a policy concerning this problem. Gripp volunteered to look for a camera for identification of patrons without drivers licenses.

We discussed the retroconversion process and the Bibliofile with no firm decisions made.

President Gripp will talk to the city attorney about the Trane systems (air conditioning). We will request that a letter be mailed insisting that the promised work be done.

Garton moved, Young seconded that librarian Tyree look into the services of Ozzie Izzard, the "wacky wizard" as part of the summer reading/sesquiscentennial programs. Motion carried.

McGee suggested that the library furnish light refreshments during the July 1 speech by Civil War historian Steve Meyer. No real decisions were made, but the plan was met with enthusiasm.

President Gripp asked approval to install a children's addition and library renovation plaque.

Morrett moved that this approval be given, seconded by McGee. Motion carried.

Young moved and McGee seconded that the meeting adjourned. The motion carried.

Respectfully submitted

Helen Krutsinger, Pro Tem

 Secretary

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

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

Minutes of the March and April meetings were read and approved.

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

OLD BUSINESS

1. Morrett moved to accept the proposed library card issuance policy (copy of policy attached). Krutsinger seconded. Approved.

2. President Gripp reported on the status of Terleow Plumbing and Heating unfinished work.

3. Discussion was held concerning whether to ask for a special election to change the city ordinance to allow an additional county member.

4. The bills omitted the purchase of the Lucas County flag, purchase of which was approved.

NEW BUSINESS

1. "The board discussed the current waiting list policy.

2. **Best seller check out policy.** Garton moved to adopt a policy of allowing books on the current New York Times Best Seller list to be checked out only for one week. Krutsinger seconded. Adopted.

3. **Genealogy request for shelves.** It was the board's consensus that there is no money in this budget year to purchase shelves for the Genealogy Room.

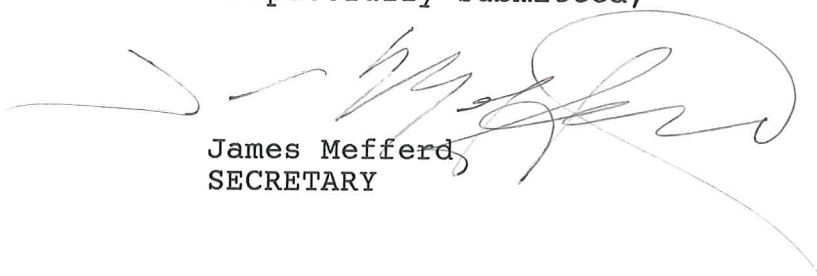
4. **Dial a Story.** The Young family will purchase a new "Dial a Story machine.

5. **Adult Discussion Group grant.** Librarian Reynolds reported on her application for a special grant of \$150.00 for an Adult Discussion Group, "Choices for the 21st Century.

6. **Summer reading program.** Librarian Tyree reported on the summer reading program.

7. **Adjournment.** Young moved to adjourn. Lynch seconded.
The meeting adjourned at 8:50 P.M.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'James Mefferd', written over a large, light-colored scribble or mark.

James Mefferd,
SECRETARY

**CHARITON PUBLIC LIBRARY
BOARD MEETING
JUNE 6, 1996**

The Chariton Library Board held its regular monthly meeting in the board room Thursday, June 6, 1996. President Gripp called the meeting to order at 7:00 P.M. Present were Gripp, McGee, Krutsinger, Mefferd, Lynch, Morrett, Garton, and Librarians Reynolds and Tyree. Members absent were Young and Arnold. Also present were members of the public, Mrs. Ella Herald and Mrs. Kathy Hermann and Library Clerk Sharon Shipley.

Minutes of the May meeting were read and approved.

Librarian Reynolds submitted the Financial report. President Gripp submitted an additional bill \$679.00 bill for purchase of an Electrolux vacuum cleaner. Librarian Reynolds submitted an additional bill for \$25.00 for purchase of a surge control for Dial a Story. McGee moved to pay the bills. Krutsinger seconded. Approved.

OLD BUSINESS

1. **Terleow.** President Gripp reported that the city attorney sent a letter to Terleow Plumbing and Heating directing them to complete unfinished work.

2. **Internet.** Librarian Reynolds reported on the status of a prospective grant for Internet access.

3. **Summer Reading Program.** Librarian Tyree reported on the Summer Reading Program. One hundred twenty young adults are attending.

NEW BUSINESS

1. **Waiting List Policy.** The board discussed the current waiting list policy.

2. **Best Seller Check out Policy.** Garton moved to adopt a policy of allowing books on the current New York Times Best Seller list to be checked out only for one week. Krutsinger seconded. Adopted.

3. **Genealogy request for shelves.** It was the board's consensus that there is no money in this budget year to purchase shelves for the Genealogy Room.

4. **Dial a Story.** The Dick Young family will purchase a new "Dial a Story" machine.

5. **Adult Discussion Group grant.** Librarian Reynolds reported on her application for a special grant of \$150 for an Adult Discussion Group, "Choices for the 21st Century".

6. **Summer Reading Program.** Librarian Tyree reported on the summer reading program.

7. **Recess.** The meeting recessed until later in June upon further call of the President.

President Gripp called the meeting back to order at 7:00 P.M. June 20, 1996. Present were Gripp, McGee, Krutsinger, Mefferd, Lynch, Morrett, Garton, Young and Librarians Reynolds and Tyree. Member absent was Arnold.

FURTHER OLD BUSINESS

1. Additional bills were submitted. McGee move to pay the bills as revised. Lynch seconded. Approved.

2. The committee appointed by President Gripp to review the library's waiting list policy gave its report.

3. McGee moved to adopt the following: It is the policy of the Chariton Public Library that there shall be no waiting list for fiction. Mefferd seconded. Approved.

4. Mefferd moved to rescind the previous board resolution providing for a one week check out period. Garton seconded. Approved.

NEW BUSINESS

1. Mefferd moved, Lynch seconded that the library shall close July 4, 1996 through July 6, 1996. Approved.

2. President Gripp declared that the next two board meetings shall be July 11, 1996 and August 8, 1996.

3. Garton moved to adopt the following policy for the listening center: A person may use the listening center for one hour at a time and no more than 3 times per week. Krutsinger seconded. Approved.

4. Mefferd moved to purchase an annual bibliofile subscription for audio visual holdings for \$995. Young seconded. Approved.

5. Librarian Reynolds announced the annual book sale will be the week of September 27, 1996.

6. **Adjournment.** Morrett moved to adjourn. Lynch seconded.
The meeting adjourned at 8:20 P.M.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'James Mefferd', written over a horizontal line.

James Mefferd
SECRETARY