

July 10, 2003  
Chariton Public Library Board Minutes

The Chariton Public Library Board held its regular meeting in the boardroom Thursday, July 10, 2003, pursuant to notice given under the Iowa Open Meetings law. The July 3, 2003 meeting had been postponed to July 10 due to a lack of quorum. The meeting was called to order at 5:10 P.M. Members Davis, Egeland, Mefferd, Morrett, Mosbach, Rich and Young were present along with librarian Reynolds.

The minutes of the last regular meeting were read. Egeland moved to accept the minutes as read. Mosbach seconded and the motion carried unanimously.

There was no correspondence.

The financial report was reviewed. Mefferd moved to accept the financial statement. Davis seconded and the motion carried unanimously.

The bills were read. Mefferd moved to pay the bills, Davis seconded and the motion carried unanimously.

Librarian Reynolds updated board members on the progress of the heating/cooling improvements.

Library employee salaries were discussed. Mefferd moved to give employees a 3% cost of living increase as to match other city employees. Egeland seconded and the motion carried unanimously.

Two items in the overdue fines policy were reviewed. Juvenile overdue rates were discussed. Egeland moved to change overdue fines for all books and periodicals to 10 cents per day. Mosbach seconded and the motion carried unanimously. The other item considered involved patrons with unpaid fines. After much discussion, Mefferd moved to revise the policy to say "Library patrons who owe more than \$5 in fines may not use another person's card to check out items." Egeland seconded and the motion carried unanimously. The revised policy will be posted in the library.

The Children's Librarian job description was reviewed. It was moved by Mefferd, seconded by Davis to change the job title from Children's Librarian/Assistant Librarian to Youth Services Librarian/Assistant Librarian. Motion carried unanimously. Mefferd also moved to make this a part-time position for the fiscal year, ending June 30, 2004, because of budget constraints. Davis seconded and the motion carried unanimously.

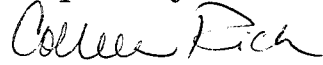
The subject of internet filtering was again discussed. The intent of the library is that we not filter computers, and accordingly, Mefferd moved to decline to accept the E-rate discount and LSTA funds. Davis seconded the motion and it carried unanimously.

Librarian Reynolds reported that the city council has reinstated \$2000 to the library

budget. Discussion followed on how best to use the money. Davis moved to put the \$2000 back in the book budget. Mefferd seconded the motion and it carried unanimously. New hours, started July 1, will remain in effect at this time.

Young moved to adjourn the meeting, Rich seconded and the meeting was adjourned at 6:40 P.M.

Respectfully submitted,

A handwritten signature in cursive script that reads "Colleen Rich".

Colleen Rich  
Secretary Pro-tem

August 12, 2003  
Chariton Public Library Board Minutes

The Chariton Public Library Board held its regular meeting in the boardroom Tuesday August 12, 2003, pursuant to notice given under the Iowa Open Meetings law. The August 7, 2003 meeting had been postponed to August 12, due to a lack of quorum. The meeting was called to order at 7:00 P.M. Members Davis, Egeland, Mefferd, Morrett, Mosbach, Rich and Young were present along with Librarian Reynolds.

Minutes the last regular meeting, along with minutes for the June 19th and June 23rd special meetings were read. Mefferd moved to accept the minutes as read. Davis seconded and the motion carried unanimously.

In correspondence, a note from Helen Krutsinger was read, thanking board members for a book donated to the library in her name.

The financial report was reviewed. It was noted that the statement does not reflect the correct numbers for revenue.

The bills were read. Mefferd moved to pay the bills, Mosbach seconded and the motion carried unanimously.

In new business, a letter of resignation from Joyce Blass was read. Young moved, Rich seconded to accept the resignation. Motion carried.

Changes in the internet use policy were discussed. No action was taken at this time, but Librarian Reynolds asked board members to look it over and submit any changes that they would like to see made.


Budget and security concerns were discussed. Librarian Reynolds reported that the Youth Services Librarian position had been cut to 13 hours per week to help meet budget cutbacks. She also reported that a representative from ADT Security would be visiting to give suggestions on updating library security measures.

Meeting times were discussed. After discussion about meeting attendance, it was decided to continue with a 5:00<sup>pm</sup> meeting time.

Librarian Reynolds also reported on some new activities that she was planning to implement in the near future, including a book club and a reading buddy program.

Young moved to adjourn the meeting, Davis seconded and the meeting was adjourned at 8:10 P.M.

Respectfully submitted,

  
Colleen Rich  
Secretary Pro-tem

September 4<sup>th</sup>, 2003  
Chariton Public Library Board Minutes

The Chariton Public Library Board held its regular meeting in the boardroom Thursday, September 4<sup>th</sup>, pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:06 p.m. Members Davis, Egeland, McGee, Mefferd, Morrett, Mosbach, Swarthout, and Young were present along with librarian Reynolds.

The minutes of the last regular meeting were read. McGee moved to accept the minutes as read. Davis seconded and the motion carried.

There was no correspondence.

The financial statement was read. McGee moved to accept the financial statement. Mosbach seconded and motion carried.

The bills were read, Mefferd moved to pay the bills, Egeland seconded and the motion carried.

Old business : The borrowing limits and borrower responsibilities policies were review and approved on a motion by Young and seconded by Mefferd. Ayes: Davis, Egeland, McGee, Mefferd, Morrett, Mosbach, and Swarthout. Nays: none. See attached.

Librarian Reynolds reported that the library had received its accreditation certificate from the State Library of Iowa.

New Business: Dee Swarthout was sworn in and welcomed by President Morrett.

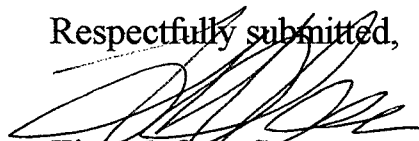
The board reviewed the letter that will be sent to the Vredenburg Foundation by President Morrett.

President Morrett appointed McGee to serve as secretary to the board until Dec. 31, 2003, 11:59 p.m.

There was no other business.

Young moved to adjourn the meeting. Davis seconded the motion and the meeting was adjourned at 6: 10 p.m.

Respectfully submitted,



Tim McGee, Secretary

The Chariton public Library Board held it's regular monthly meeting in the board room Thursday, October 2, 2003, pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:04 p.m. Members, McGee, Mefferd, Morrett, Mosbach, Rich, Swarthout and Young were present along with Librarian Reynolds. Motion by McGee, seconded by Jim to accept adoption of agenda. Motion carried. The minutes of the last regular meeting were read. Jack moved to accept the minutes as read. Jim seconded and the motion carried.

No correspondence.

The financial statement was read. Tim moved to accept the financial statement, LuAnn seconded and the motion carried.

The claims were read. Jim moved to pay the claims, Dee seconded and the motion carried.

Director's Report was read.

Committee Reports: Centennial committee, Colleen reported on the homecoming parade and activities planned for this next year.

Old Business-President Morrett appointed Jack and Dee to the nominating committee.

Election of officers will be held in December. New terms will begin in January 2004.

New Business-President Morrett opened the bids for insulation. Jim moved, seconded by Colleen to accept the low bid from the McCormicks for \$3,967.00. Motion carried by all present.

Jack moved that McGee and Reynolds be appointed to a committee to research grant writing. Jim seconded. Motion carried by all present.

President Morrett will contact Delores Ranshaw concerning participating with Thrivant and their matching fund program and find out their plans.

Jim moved and Dee seconded that we close Feb. 14<sup>th</sup> at 3 p.m. for employee, Karen Coon's Wedding.

Jack moved, seconded by Dee to adjourn. Motion passed. Meeting was adjourned.

The Chariton Public Library Foundation met with the library board for discussion about Communication and their funding polices.

Respectfully submitted,



Tim McGee, Secretary

The Chariton Public Library Board held it's regular monthly meeting in the board room Thursday, November 6, 2003, pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members, Sarah Davis, Tim McGee, Jim Mefferd, Dany Morrett, Dee Swarhout and Jack Young were present along with Librarian Reynolds. Jim made a motion to adopt agenda, seconded by Sarah. Motion passed.

The minutes of the last regular meeting were read. Sarah moved to accept the minutes as read. Dee seconded and the motion carried.

There was no correspondence.

The financial statement was read. Tim moved to accept the financial statement, Sarah seconded and the motion carried.

The claims were read. Jim moved to pay the claims, Dee seconded and the motion carried.

Director's report was read and discussed.

Committee Reports-The nominating committee of Dee and Jack presented the following slate of officers for the year 2004. They are Jim Mefferd, President, Gene Egeland, Vice President and Sarah Davis, Secretary. This slate of officers will be voted on in December.

Borrower eligibility policy was read, reviewed and changes made to it (see attached).

After discussion of changes, Sarah moved and Jack seconded to approve the Borrower eligibility policy with new changes.

There was no Foundation report.

No old business.

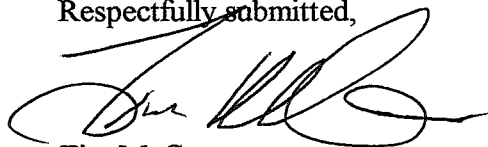
New Business-Jim Mefferd spoke on the need for one board member to be an active trustee advocate. An e-mail and article from the SWILSA web page were read. We will be hearing more about this from the State Library of Iowa.

National Register of Historic Buildings-Reynolds reported that Molly Naumann, of Ottumwa, was willing to take on this project for the library. Librarian Reynolds was told to send a letter to her asking for a firm bid.

It was decided to hold the annual Christmas party, December 4th , after the board meeting. Librarian Reynolds will contact the city council members and staff.

Jack moved to adjourn the meeting, Sarah seconded and the meeting was adjourned at 6:05 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Tim McGee', written in a cursive style.

Tim McGee

The Chariton Public Library Board held its regular monthly meeting in the board room Thursday, December 4, 2003, pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m.. Members Tim McGee, Jim Mefferd, Dan Morrett, LuAnn Mosbach, Colleen Rich Dee Swarthout and Jack Young were present along with Librarian Reynolds. Motion made by Jack, seconded by Dee to approve agenda. Motion passed.

The minutes of the last regular meeting were read. Colleen moved to accept the minutes as read. Jack seconded and the motion carried.

There was no correspondence.

The financial report was read. Jim moved to accept the financial statement. LuAnn seconded and the motion carried.

The claims were read. Jim moved to pay the claims, as amended. Colleen seconded and the motion carried.

Roberta gave the Director's report.

Committee Reports: Centennial Committee reported on their activities including the Homecoming parade, Christmas window in Gilworth's before the lighted Christmas parade. They have contacted a storytelling group from Oskaloosa. They will contact the State librarian, Mary Weagner and Regional librarian, Karen Burns to attend our Birthday Party or come and speak at an early time in 2004. Christie Vilsack will be invited to attend an event in 2004.

New Business-Motion made by Jim Mefferd to purchase the Follett Software for \$1,499, seconded by Colleen. Motion passed.

Election of officers was held. The nominating committee of Jack Young and Dee Swarthout presented the slate of officers. Dee moved that they be instated, was seconded by Jack. Motion carried. See attached sheet.

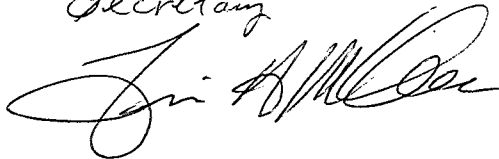
Jim moved and LuAnn seconded that the next business meeting meet Thursday, January 8<sup>th</sup> at 5 p.m.

Jim moved and Dee seconded that the budget be approved and submitted to the city.

Jim moved to give a vote of thanks for a job well done to Dan Morrett. Motion carried.

Jack moved and Tim seconded that the meeting be adjourned. Meeting adjourned at 6:03 p.m.

*Secretary*

A handwritten signature in cursive script, appearing to read "Jim McGee".

# Chariton Free Public Library

January 8, 2004

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, January 8, 2004. President Mefferd called the meeting to order at 5:00 p.m. Members Jim Mefferd, Tim McGee, LuAnn Mosbach, Dee Swarthout, Gene Egeland, Jack Young, Sarah Davis, and Librarian Roberta Reynolds were present. Dan Morrett arrived at 5:32 p.m.

The minutes of the last regular meeting were approved as read. A motion was made by McGee and seconded by Mosbach to accept the financial statement. Motion carried unanimously.

Thank you notes from Kathy Wallace, Gene Egeland, and Mary Stierwalt were read.

**Directors Report:** See attached

**Old Business:** President Mefferd asked the Centennial Committee and the Librarian to meet and recommend a date for the 2004 library centennial celebration.

**New Business:** Notice was received that Harold Swanson willed one-third of his estate to the City of Chariton for the use of the Chariton Free Public Library.

Discussion was held on filling the position of Assistant Librarian.

Jack Young made a motion to close the library Monday, January 26, 2004 for staff development. The motion was seconded by McGee and approved unanimously.

A motion to engage the services of Molly Myers Naumann for \$1,200 to prepare the paperwork for nomination of the Chariton Library for placement on the National Register of Historic Places was made by Morrett and seconded by Egeland. Motion carried unanimously. A copy of Ms. Naumann's letter outlining the services she will perform is attached.



Morrett made a motion to have Librarian Reynolds to submit an application to the Chariton Public Library Foundation by September 1, 2004 for \$1,200 to defray the costs of placing the library on the National Register of Historic Places. The motion was seconded by McGee and approved unanimously.

President Mefferd appointed a committee of McGee, Librarian Reynolds, and Swarthout to study the operating hours of the library and make a recommendation to the Board of any changes needed.

**Discussion Items:** President Mefferd encouraged the librarian and board members to join the Iowa Library Association.

Computer use will be added to the monthly statistics.

Publicity on the Gates Foundation grant will be forthcoming.

Young moved to adjourn the meeting. Swarthout seconded and the meeting was adjourned at 6:16 p.m by unanimous vote.



Sarah Davis  
Secretary

# Chariton Free Public Library

February 12, 2004

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, February 12, 2004. President Mefferd called the meeting to order at 5:02 p.m. Jim Mefferd, Tim McGee, LuAnn Mosbach, Gene Egeland, Coleen Rich, Jack Young, Sarah Davis, Librarian Roberta Reynolds, and Chariton City Manager, Tim Vick were present.

The minutes of the last regular meeting were approved as read. A motion was made by McGee and seconded by Egeland to accept the financial statement. Motion carried unanimously. A motion made by McGee to pay the claims was seconded by Young and approved unanimously.

## **New Business**

The Summer Reading program, which will have a Lewis and Clark theme, was discussed. President Mefferd asked Librarian Reynolds to prepare a recommendation for hiring a Summer Reading Program Director to include both duties and cost.

Magazine subscriptions and renewals were discussed. Librarian Reynolds will make the choices.

A motion to approve the Damaged or lost/Stolen Items Policy was made by Rich seconded by Mosbach and approved unanimously. See Attached.

Young moved to accept the bid from Drake Electric in the amount of \$1,689.00 to provide and install a new parking lot post light. The motion was seconded by Rich and approved unanimously. Replacing the lights at the front of the library was discussed.

## **Reports**

See the attached Directors Report.

Mosbach moved to set the library centennial celebration date as October 23, 2004 commencing at 1:00 p.m. The motion was seconded by Rich and approved unanimously. The Centennial Committee described plans for that day plus March and April 2004 events leading up to the October 23<sup>rd</sup> celebration.

Chariton City Manager, Tim Vick reported that the city's portion of the library budget for the year 2004-2005 would be \$62,500 plus employee benefits.

The meeting was adjourned at 6:10 p.m.



Sarah Davis  
Secretary

# Chariton Free Public Library

March 4, 2004

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, March 4, 2004. President Mefferd called the meeting to order at 5:00 p.m. Jim Mefferd, Tim McGee, Gene Egeland, Coleen Rich, Jack Young, Sarah Davis, Danny Morrett, Dee Swarthout, and Librarian Roberta Reynolds were present.

The minutes of the last regular meeting were approved as read. The Financial Statement was approved as read. A motion made by Morrett to pay the claims was seconded by Young and approved unanimously with the exception of the claim for Marcus McIntosh. The Friends of the Library will cover the costs of his visit.

## **Correspondence**

Thanks you notes from Head Start and three high school students were read.

## **Old Business**

Librarian Reynolds outlined the Summer Reading program, which will be conducted by the library staff. The program will be for three weeks on Tuesdays and Thursdays commencing June 14<sup>th</sup>, ending July 1<sup>st</sup>. Each child will attend once a week. Dee Swarthout volunteered to help.

## **New Business**

McGee moved to copy and place the library historical documents on compact disk for the purpose of placing the library on the National Register of Historic Buildings. The motion was seconded by Egeland and approved unanimously.

## **Reports**

See the attached Directors Report.

Rich reported the Centennial Committee has invited Mrs. Vilsack, wife of Governor Vilsack, to attend the library Centennial celebration in October.

**Discussion Items:** The length of time videos may be checked out was discussed.

Young moved to adjourn the meeting. Swarthout seconded and the meeting was adjourned at 5:45 p.m. by unanimous vote.



Sarah Davis  
Secretary

CHARITON FREE PUBLIC LIBRARY  
APRIL 1, 2004

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, April 1, 2004. President Mefferd called the meeting to order at 5:00 p.m. Jim Mefferd, Tim McGee, Coleen Rich, Jack Young, Dee Swarthout, Danny Morrett and Librarian Roberta Reynolds were present.

The minutes of the last regular meeting were read. The minutes were accepted as read.

Correspondence Frank Mitchell thanked the library staff and board for the reception held in December 2003 in his honor. See attached on file.

The financial statement was read. Tim moved to accept the financial statement. Colleen seconded and the motion carried.

The claims were read. Danny moved to pay the claims. Dee seconded and the motion carried with the Scholastic and Upstart invoices removed. The Friends of the Library will pay these.

Director's Report was read.

Old Business: On a motion made by Tim, seconded by Danny to approve expenditures to exceed \$500 to Beeline + Blue for scanning historical documents. All members present, voted aye. Motion carried.

Jack moved to adjourn the meeting, Dee seconded and the meeting was adjourned. Motion carried.

*Respectively Submitted*  
*Tim A McGee*  
*Sec - pro tem*

The Chariton Public Library held its regular monthly meeting in the board room Thursday, May 6<sup>th</sup>, pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members Gene Egeland, Tim McGee, Jim Mefferd, Dan Morrett, Colleen Rich, Dee Swarthout and Jack Young were present along with Librarian Reynolds.

Gene moved, Jack seconded to adopt agenda. Motion passed.

The minutes of the last regular meeting were read and accepted.

Correspondence: A letter was received from Kiddie Kampus, Turtle AM and PM class, thank you was read.

The financial statement was read. Colleen moved to accept the financial statement. Gene seconded and the motion carried.

The claims were read. Tim moved to pay the claims, Danny seconded and the motion carried.

Director's report-see attached.

Committee Reports: Centennial Committee reported that a bus museum will be here, Friday, May 14<sup>th</sup>, from 10:30 to 1:00 p.m. on the east side of the Courthouse for the public to view. Posey the clown will be here Saturday, May 22 at 1:00 p.m.

Old business was discussion about the upcoming Centennial activities. The committee needs help with setting up the invitation list.

New business: Library card registration policy was reviewed and changed to delete age requirement on the application. See attached draft. Danny made a motion, seconded by Dee to approve the change. Motion passed.

Motion made by Danny, seconded by Colleen to close on July 3.

Skylar Hobbs, Lucas Conservation Director, will be helping out with the summer reading program.

Tim, Dan, and Dee were appointed to new librarian selection committee.

Jack moved to adjourn the meeting, Gene seconded and the meeting was adjourned at 5:46.

*Sarah Davis*

# Chariton Free Public Library

June 3, 2004

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, June 3, 2004, pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members Davis, Mefferd, Morrett, Mosbach, and Young were present along with Librarian Reynolds.

Young moved to adopt the agenda. Morrett seconded the motion, which was approved unanimously.

The minutes were approved as read. The financial statement was read and approved unanimously on a motion by Morrett seconded by Mosbach. Morrett moved the claims be accepted. Young seconded and the motion was approved unanimously.

**Correspondence:** A letter from the Coons Foundation, containing a \$1,000 donation, was read.

**Committee Reports:** The librarian search committee has not met.

Mosbach, reporting for the Centennial Committee, announced that Posey the Clown will be present for the Centennial celebration. The library will be represented in the 4<sup>th</sup> of July parade.

**Directors Report:** See attached.

Morrett moved to adjourn the meeting. Young seconded and the meeting was adjourned at 5:35 p.m.



Sarah Davis  
Secretary

# Chariton Free Public Library

July 1, 2004

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, July 1, 2004; pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members Davis, Mefferd, Morrett, Swarthout, Egeland, Mosbach, McGee, Rich and Young were present along with Librarian Reynolds and Chariton City Manager, Tim Vick.

The minutes were approved as read. The financial statement was read. McGee moved to pay the claims. Rich seconded and the motion was approved unanimously.

Tim Vick went over the library budget and explained the City of Chariton contributions.

**Old Business:** McGee handed out the 1992 Employment Committee Report to members of the Librarian Search Committee and requested they look over the report during the next 30 days.

**New Business:** Morrett moved library employees be given a 3% cost of living increase. Young seconded the motion, which was approved unanimously.

**Directors Report:** See Attached

President Mefferd appointed a DEKKO Foundation Committee of Egeland, Morrett and Librarian Reynolds to study library needs and prepare an application for the DEKKO Foundation grant.

Mefferd appointed Egeland to prepare a nomination application for the library to be considered for the Southwest Iowa Library Service Area, Library Board Vision Award.

Young moved to adjourn the meeting. Swarthout seconded and the meeting was adjourned at 5:45 p.m.



Sarah Davis  
Secretary



# Chariton Free Public Library

July 20, 2004

The Chariton Free Public Library Board held a special meeting in the boardroom Thursday, July 20, 2004; pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members Davis, Mefferd, Swarthout, Egeland, Rich and Young were present along with Librarian Reynolds.

The purpose of the meeting was to consider the application for a DEKKO Grant for Public Libraries in the amount of \$30,000. See attached. A motion to approve the application was made by Young, seconded by Rich. Motion approved unanimously.

Young moved to adjourn the meeting. Swarthout seconded and the meeting was adjourned at 5:20 p.m.



Sarah Davis  
Secretary

# Chariton Free Public Library

August 5, 2004

The Chariton Free Public Library Board met in the boardroom Thursday, August 5, 2004; pursuant to notice given under the Iowa Open Meetings law. Vice President Gene Egeland called the meeting to order at 5:00 p.m. Members Davis, McGee, Egeland, Mosback, Morrett, and Young were present along with Librarian Reynolds, Chariton City Manager, Tim Vick and Gary Mullen from ImageTek Des Moines, Iowa.

The minutes of the July 1, 2004 were unanimously approved on a motion by Young and seconded by Morrett. The minutes of the special meeting held July 20 were unanimously approved on a motion by McGee and seconded by Mosbach. The financial statement was read. Morrett moved to pay the claims. McGee seconded the motion, which was approved unanimously.

**Correspondence:** A \$30,000 grant from DEKKO was received.

**Old Business:** The Board directed Librarian Reynolds to apply to the Library Foundation by September 1, 2004 for \$1,200 to pay the fee of Molly Naumann for preparing the information to place the library on the Register of National Historic Places. The Board unanimously approved this action at the January 8, 2004 Board meeting.

**New Business:** Gary Mullen gave a presentation on the scanning and digitizing by ImageTek of 4,808 library historical documents.

New State of Iowa library standards were discussed. McGee volunteered to be in charge of the community analysis requirement.

McGee moved to approve the library technology mission statement as stated below.

**The Chariton Free Public Library exists to provide materials and services that will help residents of the city of Chariton and Lucas County meet personal, educational, and professional needs. The Library strives to provide residents with up-to-date information, which improves and broadens their lives and fulfills their cultural, intellectual, educational, and recreational needs. The inclusion of the wide variety of technologies currently available is essential to the Library's ability to meet the needs of the community.**

The motion was seconded by Young and approved unanimously.

Changes in the technology plan were discussed.

Morrett moved to accept the \$30,000 DEKKO Grant. The motion was seconded by Mosbach and unanimously approved.

**Director's Report:** See attached.

Reporting for the Centennial Committee, Mosbach announced that Mrs. Vilsack, wife of Iowa's governor, has been invited to attend the October 23, 2004 centennial celebration. The Board was requested to bring their list of names to receive invitations for the event to the September meeting. School children will be asked to make centennial posters to display around town. McGee suggested volunteers, Friends of the Library, Genealogy, and the Library Foundation be recognized at the celebration.

The meeting was adjourned at 6:40 p.m. on a motion by Young seconded by Morrett.

A handwritten signature in cursive script that reads "Sarah Davis".

Sarah Davis  
Secretary

# Chariton Free Public Library

September 2, 2004

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, September 2, 2004; pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members Davis, Mefferd, Morrett, Mosbach, Egeland, Rich, Swarhout, McGee, and Young were present along with Librarian Reynolds.

McGee moved to approve the agenda. Morrett seconded and the motion was approved unanimously.

**Correspondence:** Letters were received from attorney Raymond Meyer concerning the estates of Harold Swanson and Louise Ambelang. See Attached.

The minutes of the last regular meeting were approved as corrected. The financial statement was read and approved unanimously on a motion by McGee seconded by Swarhout. The claims were read and approved on a motion by McGee seconded by Morrett.

**Old Business:** Librarian Reynolds explained staffing, collection and services from the "In Service to Iowa Public Library Measures of Quality", which will become effective October 1, 2004

Morrett moved to accept the Mission Statement and overall Technology Plan for 2005 - 2006. The motion was seconded by Egeland and approved unanimously. See Attached.

McGee moved to purchase four computers from Willis PC for \$1,028.87 each. The motion was seconded by Young and approved unanimously. See Attached.

**New Business:** Morrett moved to rescind the motion made at the August 5, 2004 Board meeting to ask the Foundation for \$1,200 to pay Molly Naumann for her work on placing the Library on the National Register of Historic Places. McGee seconded and the motion was approved unanimously. Her fee will be paid from the money received from the DEKKO grant.

The following resolution was approved unanimously on a motion made by Young and seconded by Morrett.

**The Library accepts the gift of \$10,271.89 from Julia Judd in memory of her mother Martha Lucille Judd. The Chariton Public Library and Board of Trustees expresses its thanks to Julia Judd for her generous gift to the Chariton Public Library in memory of her mother. The Library will place an appropriate plaque on the Donor Tree to signify this gift.**

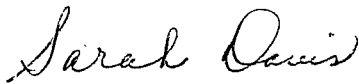
On a motion from Morrett seconded by Swarthout, The Chariton Public Library Board unanimously approved the use the gift from Julia Judd in memory of her mother as follows.

**The entire gift will be put on deposit in an account that is of the type authorized for investment by municipal governments. The Chariton Public Library will use the interest received annually to purchase books for the library or other materials (tapes, music, or audio visual material) for the Music Room, software, to subscribe to periodicals, or for any other acquisitions to the library's collection. Since the gift contains no restrictions, the Chariton Public Library reserves the right to use any of the principal or all of the principal, if necessary, for capital improvements or major repairs to the Library. It is the intent of the Chariton Public Library Board of Trustees that neither the gift nor its proceeds be used to pay for the normal day to day operating expenses of the Library.**

**Director's Report:** See attached

**Committee Reports:** The Centennial Committee of the whole discussed the invitation list and other plans for the October 23, 2004 Centennial celebration. The theme of the celebration is "Celebrating 100 years of Opening New Pages in Your Life"

The meeting was adjourned at 6:50 p.m. on a motion from Young seconded by McGee.



Sarah Davis  
Secretary

# Chariton Free Public Library

October 7, 2004

The Chariton Free Public Library held its regular monthly meeting in the board room Thursday, October 7, 2004 pursuant to notice given under the Iowa Open Meetings Law. President Jim Mefferd called the meeting to order at 5:00 p.m. Others present were board members Sarah Davis, Gene Egeland, Tim McGee, Danny Morrett, LuAnn Mosbach, Coleen Rich, Dee Swarthout, Jack Young and Librarian Roberta Reynolds.

Egeland moved to approve the minutes of the September 2, 2004 meeting. Swarthout seconded the motion, which was approved unanimously. McGee moved to pay the claims. The motion was seconded by Young and approved unanimously.

## **Committee Reports:**

The search committee will advertise for a new Library Director.

Plans were discussed for the Centennial Celebration program.

**Directors Report:** See attached.

The meeting was adjourned at 6:20 p.m. on a motion by Young seconded by Swarthout.



Sarah Davis  
Secretary

# Chariton Free Public Library

November 4, 2004

The Chariton Free Public Library held its regular monthly meeting in the board room Thursday, November 4, 2004 pursuant to notice given under the Iowa Open Meetings Law. President Jim Mefferd called the meeting to order at 5:00 p.m. Others present were board members Sarah Davis, Gene Egeland, Tim McGee, Dee Swarthout, Jack Young, Librarian Roberta Reynolds, Molly Nauman, and City Manager Tim Vick.

McGee moved to adopt the agenda, seconded by Egeland and passed unanimously. The minutes of the last regular meeting were approved as read. The financial statement was read and approved unanimously on a motion by McGee seconded by Swarthout. Young made a motion to pay the claims, which was seconded by Egeland and approved unanimously.

**Correspondence:** A letter was received from Christy Vilsack, wife of the Iowa Governor, which was read at the Centennial Celebration.

**Old Business:** Molly Nauman explained the process of placing our library on the National Register of Historic Places.

**New Business:** Bookmark entries from the Centennial Celebration were judged. In the 5 to 8 year-old division, 1<sup>st</sup> place Mikayla Plank, 2<sup>nd</sup> place Madison Offenburger. 9 to 10 year-olds, 1<sup>st</sup> place Ben Cohen, 2<sup>nd</sup> place Jonathan Plank. 14 year-olds, 1<sup>st</sup> place Lesley Chambers.

Collection Standards from the Public Library Measures of Quality were discussed.

The Budget Committee will meet November 23 at 4:00 p.m. in Jim Mefferd's office.

The Nominating Committee will meet in November.

The staff will set a date for the Christmas party.

The following resolution was passed unanimously on a motion by Mefferd, seconded by Swarthout.

**The Chariton Public Library and Board of Trustees expresses its thanks to the family of Harold & Dorothy Swanson for the generous bequest to the Chariton Public Library of \$237,359.13. The Library will place an appropriate plaque on the Donor Tree to signify this gift.**

The following resolution was passed unanimously on a motion by Mefferd, seconded by Egeland.

**The Chariton Public Library and Board of Trustees expresses its thanks to the family of Raymond & Louise Ambelang for the generous bequest to the Chariton Public Library of \$194,915.34. The Library will place an appropriate plaque on the Donor Tree to signify this gift.**

On a motion from Mefferd seconded by McGee, The Chariton Public Library Board unanimously approved the use of the bequests as follows:

**The entire amount of the two bequests will be put on deposit in an account that is of the type authorized for investment by municipal governments. The Chariton Public Library will use the interest received annually to purchase books for the library or other materials (tapes, music, or audio visual material) for the Music Room, software, to subscribe to periodicals, or for any other acquisitions to the library's collection. Since the gift contains no restrictions, the Chariton Public Library reserves the right to use any of the principal or all of the principal, if necessary, for capital improvements or major repairs to the Library. It is the intent of the Chariton Public Library Board of Trustees that neither the gift nor its proceeds be used to pay for the normal day to day operating expenses of the Library.**

**Reports:** Directors Report: See Attached.

Search Committee: The Search Committee reported nine applications received for the position of Library Director.

The meeting was adjourned at 6:30 p.m. on a motion from Young seconded by McGee.



Sarah Davis  
Secretary



# Chariton Free Public Library

December 2, 2004

The Chariton Free Public Library held its regular monthly meeting in the board room Thursday, December 2, 2004 pursuant to notice given under the Iowa Open Meetings Law. President Jim Mefferd called the meeting to order at 5:00 p.m. Others present were board members Sarah Davis, Gene Egeland, Tim McGee, Danny Morrett, Coleen Rich, Dee Swarthout, Jack Young, Librarian Roberta Reynolds, and City Manager Tim Vick.

Morrett moved to adopt the agenda. The motion was seconded by Rich and approved unanimously.

The minutes of the last meeting were approved as read. The financial statement was read and approved unanimously on a motion by McGee seconded by Morrett. McGee moved to pay the claims. Morrett seconded and the motion was approved unanimously.

**Correspondence:** Letters of congratulation on the occasion of the Library's Centennial Celebration were read from First Lady Laura Bush, the Library Foundation and Sherrill Garton.

A letter of resignation effective December 31, 2004 from Library Director Roberta Reynolds was received.

**New Business:** The Nominating Committee nominated the following slate of officers. President, Jim Mefferd; Vice President, Gene Egeland; Secretary, Sarah Davis. Young moved nominations cease. The motion was seconded by McGee and approved unanimously. A motion by McGee for unanimous acceptance of the slate of officers was seconded by Young and approved.

Swarthout moved to accept Reynolds resignation as Library Director with reluctance and appreciation. Rich seconded the motion, which was approved unanimously.

A motion by McGee to purchase a scanner not to exceed \$1,000 using DEKKO Grant funds was seconded by Egeland and approved unanimously.

Mefferd presented the proposed budget for the year starting July 1, 2005. See attached. It was approved unanimously on a motion by McGee seconded by Morrett.

**Committee Reports:** The Library Director Selection Committee will interview 8 candidates. Salary for the position was discussed.

**Directors Report:** See attached.

A handwritten signature in cursive script that reads "Sarah Davis".

Sarah Davis  
Secretary

# Chariton Free Public Library

December 13, 2004

The Chariton Free Public Library Board held a special meeting in the boardroom Thursday, December 13, 2004; pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:05 p.m. by the president. Board members Jack Young, Gene Egeland, Danny Morrett, Sarah Davis, Dee Swarhout, LuAnn Mosback, and Jim Mefferd were present.

The purpose of the meeting was to select a Library Director. Jim Mefferd reported for the Interview Committee of Gene Egeland, Sarah Davis and himself. A motion was made by Egeland to offer Kristina J. Murphy the position of Library Director at a salary of \$24,000 subject to completing criminal history records check, reference check, verification of college diploma, and drug and alcohol screen. The motion was seconded by Morrett and unanimously approved.

The meeting was adjourned at 5:30 on a motion by Young seconded by Swarhout.



Sarah Davis  
Secretary

# Chariton Free Public Library

January 13, 2005

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, January 13, 2005 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:05 p.m. Members Davis, Mefferd, Morrett, Egeland, and Young were present. Roberta Reynolds and Librarian Kris Murphy were also present.

Young moved to approve the agenda. Egeland seconded and the motion was approved unanimously. Morrett moved to approve the minutes of the December 2, 2004 regular meeting. Egeland seconded and the motion was approved unanimously. Morrett moved to approve the minutes of the December 13, 2005 special meeting. Egeland seconded and the motion was approved unanimously. Egeland's motion to accept the financial statement was seconded by Morrett and approved unanimously. Egeland moved to pay the claims including the current Alliant Energy bill. The motion was seconded by Young and approved unanimously.

**Correspondence:** Reynolds read a thank you for condolences and flowers on the death of her father. A letter of resignation from Library Trustees LuAnn Mosbach was read.

**New Business:** New Librarian Kris Murphy was introduced. Young moved to accept the resignation of LuAnn Mosbach with regret. The motion was seconded by Morrett and approved unanimously.

**Other Business:** There is a leak in the roof between the old and new buildings. The city will send someone over to fix it after the ice melts. City Clerk Ruth Ryun and City Manager Tim Vick will be invited to a future meeting to explain library investments. Membership in the Iowa Library Association was discussed.

**Directors Report:** Reynolds reported on the Children's Christmas Party. Reynolds is working on cleaning out her office and finishing up memorials. Murphy is enrolled in Public Management I.

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



Sarah Davis  
Secretary

# Chariton Free Public Library

February 3, 2005

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, February 3, 2005 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members Davis, Mefferd, Morrett, Rich, Swarthout, McGee, and Young were present. Librarian Kris Murphy was also present. Roberta Reynolds came in at 5:15 p.m.

The agenda was adopted unanimously on a motion by McGee seconded by Morrett. The minutes were approved as corrected. McGee moved to accept the financial statement. Rich seconded and the motion was approved unanimously. The claims were approved for payment unanimously on a motion by Morrett seconded by Swarthout.

**New Business:** Librarian Murphy requested shelves be put in the staff office cloakroom. A contractor will be contacted. Murphy discussed some issues she has with the Saturday shift staffing. She will make the appropriate changes within the existing budget.

**Director's Report:** See attached.

**President's Report:** Mefferd encouraged the Trustees to attend Library Day on March 2<sup>nd</sup>. Trustees were also encouraged to contact legislators on "Lobby From Home Day" February 16<sup>th</sup> on behalf of Iowa libraries.

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



Sarah Davis  
Secretary

# Chariton Free Public Library

March 3, 2005

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, March 3, 2005 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members Davis, Egeland, Mefferd, Morrett, Rich, McGee, and Young were present. Librarian Kris Murphy and Chariton City Manager Tim Vick were also present.

The agenda was adopted unanimously on a motion by McGee seconded by Morrett. McGee moved the minutes be approved as read. Rich seconded the motion, which was approved unanimously. McGee moved to accept the financial statement. Egeland seconded and the motion was approved unanimously. The claims were unanimously approved for payment on a motion by Young seconded by Morrett.

**New Business:** Young made a motion to approve paying the dues for Librarian Murphy for membership in the Iowa Library Association of \$55 and the American Library Association of \$50. The motion was seconded by Rich and approved unanimously.

The donations of periodicals to the library was discussed.

Tim Vick informed the Trustees that the City of Chariton is changing its method of paying employees. Effective April 1, 2005 library employees will be paid biweekly.

**Directors Report:** See attached.

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



Sarah Davis  
Secretary

# Chariton Free Public Library

April 7, 2005

The Chariton Free Public Library Trustees held their regular monthly meeting in the boardroom Thursday, April 7, 2005 pursuant to notice given under the Iowa Open Meetings law. President Mefferd called the meeting to order at 5:10 p.m. Members Davis, Egeland, McGee, Mefferd, Morrett, Rich, and new Trustee Leslie Goldsmith were present. Librarian Murphy was also present.

A motion made by Morrett to adopt the agenda was seconded by Egeland and approved unanimously. The minutes of the last regular meeting were read. McGee moved the minutes be approved. Rich seconded the motion, which was approved unanimously.

Egeland moved to accept the financial statement. Morrett seconded the motion, which was approved unanimously. Morrett moved to approve payment of claims. Rich seconded the motion, which was approved unanimously.

**Old Business:** The 2004 Chariton Public Library Survey was reviewed. Another survey will be done in August 2005.

**New Business:** Leslie Goldsmith was welcomed as a new Library Trustee.

A special public meeting of the Library Trustees will be held in the Library Education Room May 3, 2005 at 5:00 p.m. The purpose of the meeting is to review the nomination of the Chariton Library for the National Register of Historic Places.

Egeland moved to adopt the policy on **Waiting Lists, Reserves, and Holds**. (See Attached) Rich seconded the motion and the roll was called. Those voting yes were Davis, Egeland, Mefferd, Morrett, Rich, and Goldsmith. McGee voted no. Motion approved.

Librarian Murphy discussed the use of DEKKO grant funds concerning additional staff hours to work on library automation. Details will be worked out with the Chariton City Manager.

**Directors Report:** See attached. Library building leaks were discussed. City Manager, Tim Vick, will be contacted.

The meeting was adjourned at 6:15 p.m.



Sarah Davis  
Secretary

# Chariton Free Public Library

May 3, 2005

Two library trustees, Colleen Rich and Sarah Davis, were present at a special meeting held May 3, 2005 in the library meeting room in conjunction with the Chariton Historic Preservation Committee. Historic Preservation Committee members present were Alyse Hunter, Melody Wilson, Larry Clark, Sharon Welch, and Kay Ulrich. Also present were Librarian Kris Murphy, Janet Clark, Chariton Mayor John Braida and architectural historian, Molly Naumann.

Molly Naumann presented the nomination of the Chariton Library to the National Register of Historic Places that she will present to the State Nomination Review Committee June 10. The Chariton Historic Preservation Committee voted unanimously to proceed with the nomination to the state level.



Sarah Davis  
Secretary



# Chariton Free Public Library

May 5, 2005

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, May 5, 2005 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:03 p.m. Members Davis, Mefferd, Morrett, Goldsmith, and Young were present. Trustees Egeland and Swarthout arrived at 5:10 p.m. Librarian Kris Murphy was also present.

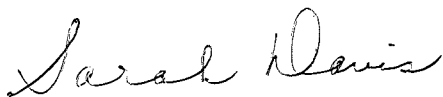
Young moved to approve the agenda. The motion was seconded by Morrett and approved unanimously. The minutes of the last regular meeting were approved as read. The financial statement was approved as read. Young moved to approve payment of the claims. Swarthout seconded the motion, which was approved unanimously.

## **Correspondence:**

- Notification from the State Historical Society of Iowa of the nomination to the National Register of Historic Places and Agenda for the June 10, 2005 meeting at which time the nomination of the Chariton Library will be presented to the State Nomination Review Committee.
- A copy of the Library's nomination Materials to be made available for public perusal from Molly Naumann.
- Letter from the Chariton City Clerk, Ruth Ryun, confirming the appointment of Leslie Goldsmith to the Library Trustees.

**New Business:** Library sources of funding were discussed.

The meeting was adjourned at 5:30 p.m.



Sarah Davis  
Secretary

# Chariton Free Public Library

June 2, 2005

The Chariton Free Public Library held its regular monthly meeting in the boardroom Thursday, June 2, 2005, pursuant to notice given under the Iowa Open Meetings Law. The meeting was called to order at 5:08 p.m. Members Goldsmith, McGee, Mefferd, Rich, Swarthout, and Young were present. Librarian Kris Murphy was also present.

The agenda was approved on a motion by Rich, seconded by Young. The minutes of the last regular meeting were reviewed. The minutes of a special meeting held May 3, 2005, for the presentation of the Library's nomination to the National Historic Register were reviewed. McGee moved that the minutes of both meetings be approved as read. Swarthout seconded the motion, which was approved unanimously.

## Correspondence:

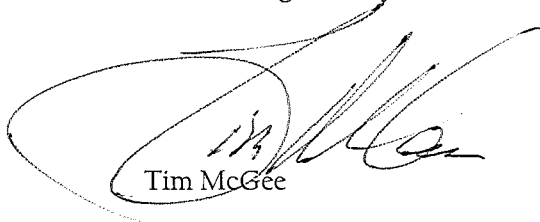
- A letter from the Coons Foundation, donating \$1000.00 to the library was reviewed. We are most grateful for their continuing support! See letter attached.

The financial statement was read. McGee moved to accept the financial statement. Rich seconded the motion, which was approved unanimously. The claims were reviewed. Young moved to approve payment on the claims. Goldsmith seconded the motion, which was approved unanimously.

## New Business:

- Swarthout moved to approve amendments to the February 2005, March 2005, and April 2005 Claims in order to reflect gross wages paid rather than net wages paid. Rich seconded the motion which was approved unanimously.
- Discussion was held on needed roof repairs. Bids are being gathered for the July meeting.
- Library circulation and income statistics for county and city portions of the budget were reviewed by the librarian.

The meeting was adjourned at 6:38 p.m. on a motion from Young, seconded by Rich.



Tim McGee

# Chariton Free Public Library Special Meeting

June 23, 2005

The Chariton Free Public Library held a special meeting in the boardroom Thursday, June 23, 2005, pursuant to notice given under the Iowa Open Meetings Law. The meeting was called to order at 5:05 p.m. Members Egeland, Goldsmith, Mefferd, Rich, and Swarthout, were present. Librarian Kris Murphy was also present.

The agenda was approved by consent. Swarthout made a motion to close the library on July 2, 2005. Egeland seconded the motion which was approved unanimously.

The meeting was adjourned at 5:08 p.m.

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

Kris Murphy

# Chariton Free Public Library

July 7, 2005

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, July 7, 2005 pursuant to notice given under the Iowa Open Meetings law. Members Davis, Egeland, Goldsmith, McGee, Mefferd, Rich, Swarthout, and Young were present. Librarian Kris Murphy, Chariton City Manager, Tim Vick, and David Ray from Wood Roofing and Sheet Metal were also present.

Prior to calling the meeting to order, David Ray explained Wood Roofing's proposal for correcting the library roof problems. A discussion was held.

President Mefferd called the meeting to order at 6:10 p.m. Young made a motion to approve the agenda. The motion was seconded by Rich and approved unanimously. McGee moved to approve the minutes of the June 2, 2005 regular meeting. The motion was seconded by Goldsmith and approved unanimously. McGee moved to approve the minutes of the June 23 special meeting. Goldsmith seconded the motion, which was approved unanimously. McGee moved to accept the financial statement. Swarthout seconded and the motion, which was approved unanimously. Young moved to approve payment of the claims. Rich seconded the motion, which was approved unanimously.

**New Business:** Egeland made a motion to allow the Chariton Public Library sign a contract with Wood Roofing to install a new membrane roof between the north and south buildings and to re-roof the north part of the tile roof on the original building for \$18,650 plus Alternate #1 if necessary for \$2,200 for a total of \$20,850 pursuant to Wood Roofing's proposal of June 24, 2005; plus miscellaneous carpentry at Wood Roofing's material cost plus 10% plus labor at \$40 per man hour; patch or repair the west and east gutter on the original building as necessary at Wood Roofing's material cost plus 10% plus labor at \$40 per man hour. Young seconded the motion and the roll was called. Voting yes were Davis, Egeland, Goldsmith, McGee, Mefferd, Rich, Swarthout, and Young. The motion was approved unanimously. See attached proposal.

President Mefferd appointed a Building Committee of Young, Egeland and McGee.

**Directors Report:** See attached.

The meeting was adjourned at 6:50 p.m.



Sarah Davis  
Secretary

# Chariton Free Public Library

August 4, 2005

The Chariton Free Public Library held its regular monthly meeting in the boardroom Thursday, August 4, 2005, pursuant to notice given under the Iowa Open Meetings Law. The meeting was called to order at 5:00 p.m. Members Egeland, Goldsmith, Mefferd, Morrett, Rich, and Young were present. Librarian Kris Murphy was also present.

The Agenda was approved on a motion by Egeland, seconded by Young. The minutes of the last regular meeting were reviewed. Goldsmith moved the minutes be approved as read. Rich seconded the motion, which was approved unanimously.

## Correspondence:

The contract with Wood Roofing, as altered and signed by board president Mefferd, and faxed to David Ray on July 21, 2005, was reviewed. A letter of notification concerning the discontinuation of subscription service for *Iowa Heritage Illustrated*, from the State Historical Society of Iowa was reviewed. There was a brief discussion of the Library's future membership in the Society, which would secure continued receipt of the periodical. Further discussion and a vote on membership will take place at the time when our current subscription ends.

The financial statement was not available at the time of this meeting. The claims were reviewed. Young moved to approve payment on the claims. Rich seconded the motion, which was approved unanimously.

## New Business:

Allocation of funds for payment of the roof repair was discussed. Rich motioned to use the "Library Children's Room Fund", of \$5,498 first, before pulling funds from any other library accounts or investments, for payment on the roof repair. Egeland seconded the motion, which was approved unanimously.

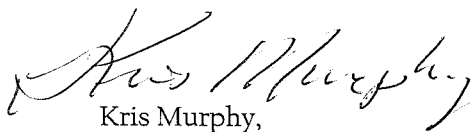
A final draft of the application for funding, for roof repair expenses, from the Chariton Public Library Foundation was reviewed. Goldsmith motioned to submit the grant application to the Foundation. Rich seconded the motion, which was approved unanimously.

A final draft of the application for funding, to pay for new patron barcoded cards, from the Coons Foundation was reviewed. Young motioned to submit the grant application to the Coons Foundation. Egeland seconded the motion, which was approved unanimously.

The Enrich Iowa letter of agreement was reviewed. Enrich Iowa is a program allotting state funding to libraries who comply with the letter of agreement, reimbursing expenses incurred in participating in the Open Access and Access Plus programs, and providing funding for improvement of library services. Egeland motioned to approve the Library's participation in the program. Goldsmith seconded the motion which was approved unanimously. Board President Mefferd signed the letter of agreement.

Director's Report: see attached.

The meeting was adjourned at 6.00 p.m. on a motion from Young, seconded by Morrett.



Kris Murphy,

Director

# Chariton Free Public Library

September 1, 2005

The Chariton Free Public Library held its regular monthly meeting in the boardroom Thursday, September 1, 2005, pursuant to notice given under the Iowa Open Meetings Law. The meeting was called to order at 5:00 p.m. Members Goldsmith, McGee, Mefferd, Morrett, Rich, and Young were present. Librarian Kris Murphy was also present.

The Agenda was approved on a motion by Goldsmith, seconded by Morrett. The minutes of the last regular meeting were reviewed. McGee moved the minutes be approved as read. Young seconded the motion, which was approved unanimously. The financial statement was accepted as read. The claims were reviewed. Morrett moved to approve payment on the claims. Young seconded the motion, which was approved unanimously.

## Old Business:

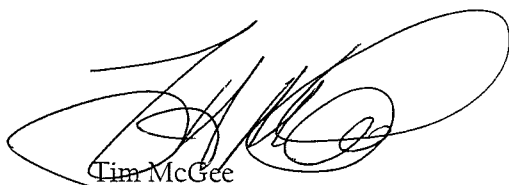
Progress on the roof repair was discussed. David Ray, of Wood Roofing, visited the roof on Wednesday, August 31<sup>st</sup>. He was joined on the roof, by board members Mefferd and McGee, and by Garry Gwinn of the City. Mefferd supplied photographs detailing the work on the roof for board members unable to attend. Board members were satisfied with the work already done and discussed, with David Ray, the small amount of work still remaining to be done under the current contract. Garry Gwinn will be asked to inspect the roof again when the work is completed. The Change Order from Wood Roofing for work on the gutters was not yet available at the time of this meeting, and will be addressed at a later date.

## New Business:

A request from Jill Naylor, of Pipers, for permission to use the Library's image on postcards to be sold at Pipers, was discussed and shelved until a later date, for further consideration of issues over licensing rights and/or royalty fees.

Director's Report: see attached.

The meeting was adjourned at 5:44 p.m. on a motion from Young, seconded by Rich.



Tim McGee

Secretary pro-tem

# Chariton Free Public Library

October 6, 2005

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, October 6, 2005 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:02 p.m. Members Davis, Egeland, Goldsmith, Mefferd, Morrett, Rich, Swarthout, and Young were present. Librarian Kris Murphy was also present.

The agenda was approved on a motion from Goldsmith, seconded by Morrett. The minutes of the last regular meeting were approved on a motion from Rich, seconded by Young. The financial statement was accepted as read. Swarthout moved to approve payment of the claims. Rich seconded the motion, which was approved subject to verifying completion of Wood Roofing's work.

**Correspondence:** Letter from the State Historical of Iowa notifying the Trustees of placement of the library on the National Register of Historic Places effective August 24, 2005.

Letter of resignation as library clerk from Irene Fuller.

Letter from the Chariton Library Foundation Board denying the libraries request for a grant in the amount of \$5,000 for roof repairs.

**Old Business:** A non-exclusive non-assignable license was granted to Jill Naylor of Pipers for a period of one year regarding the use of the library image for the purpose of commercial use and sale of postcards. The motion was made by Morrett and seconded by Rich. Motion approved unanimously.

And discussion of the September 20, 2005 of the Chariton Library Foundation was held.

**New Business:** The following **Library Conflict of Interest Policy** was approved on a motion by Davis seconded by Swarthout. The roll was called with Davis, Egeland, Goldsmith, Mefferd, Morrett, Rich, Swarthout and Young voting yes.

**Services against Chariton Public Library prohibited.**

**Chariton Public Library employees shall not receive, directly or indirectly, enter into any express or implied agreement for the appearance or rendition of services by that person or another against the interest of the Chariton Public Library. This includes membership in any organization or entity that solicits funds for the benefit of the library that otherwise might be paid to the Chariton Public Library.**  
Adapted from 68B.6 Iowa Code

Discussion was held on Alternative Grant Opportunities/Applications. The Trustees will be meeting with Tracie Miller from the Chariton Valley Planning and Development Agency Friday October 7, 2005 at 1:30 p.m. for this purpose.

President Mefferd signed the State Library Cataloging Supplement Letter of Agreement giving the library \$400 for use in cataloging.

The meeting was adjourned at 6:42 p.m.

  
Sarah Davis

Secretary

*Approved November 11, 2005*  
*SD*

# Chariton Free Public Library

November 3, 2005

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, November 3, 2005 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:11 p.m. Members Davis, McGee, Mefferd, Swarthout, and Young were present. Librarian Kris Murphy was also present.

McGee moved to approve the agenda. The motion was seconded by Young and approved unanimously. The minutes were approved as read. Swarthout moved to accept the financial statement. McGee seconded the motion, which was approved unanimously.

**Correspondence:** A donation of \$3,000 was received from the Coons Foundation to be used for bar coding. A letter from the Library Foundation was received notifying the Trustees of the Foundation meeting to be held October 31, 2005 at 7:00 p.m.

**Old Business:** President Mefferd appointed McGee, Morrett, and Rich to the Nominating Committee and Egeland, Davis, and McGee to the Budget Committee.

**New Business:** McGee moved the Library be closed over the holiday season on December 24, 26, 31 and January 2. Swarthout seconded the motion, which was approved unanimously.

Young moved to approve spending of no more than \$3,000 to purchase 10,000 bar coded Patron's Cards from Creative Data Products. The motion was seconded by Swarthout and approved unanimously.

A discussion was held on city and county library funding and statistics.

The Library Facility Plan and Library Long-Range Plan were presented for study. See attached.

**Directors Report:** See attached.

The meeting was adjourned at 6:37 p.m.



Sarah Davis  
Secretary



# Chariton Free Public Library

December 1, 2005

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, December 1, 2005 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:03 p.m. Members Davis, Egeland, Goldsmith, Mefferd, Morrett, Swarthout, and Young were present. Director Kris Murphy was also present.

The agenda was approved unanimously on a motion by Egeland seconded by Goldsmith. The minutes of the last regular meeting were approved as read. Morrett moved to accept the financial statement as read. Young seconded the motion, which was approved unanimously. Young moved to approve payment of the claims. Morrett seconded the motion, which was approved unanimously.

**Correspondence:** A letter was received notifying the Trustees that Library Director Kris Murphy has been certified by the State of Iowa as a level IV Public Librarian.

**New Business:** The nominating committee presented the following slate of officers.

Secretary--Colleen Rich  
Vice President--Sarah Davis  
President—Gene Egeland

Young made a motion to accept the slate of officers by acclamation. Swarthout seconded and the motion, which was approved unanimously.

The Library Annual Report to the Chariton City Council was presented for approval. Morrett moved to approve the report. Goldsmith seconded the motion, which was approved unanimously.

A discussion was held on city and county funding and contracts.

Kay Brown has been hired as Library Clerk.

**Directors Report:** See attached.

The meeting was adjourned at 6:17 p.m.



Sarah Davis  
Secretary

# Chariton Free Public Library

January 5, 2006

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, January 5, 2005 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members Davis, Egeland, McGee, Mefferd, Morrett, Rich and Young were present. Librarian Kris Murphy was also present.

Young moved to approve the agenda. The motion was seconded by Morrett and approved unanimously. The minutes were approved as read. McGee moved to accept the financial statement. Mefferd seconded the motion, which was approved unanimously.

**Correspondence:** There was no correspondence.

**Old Business:** There was no old business.

**New Business:** Mefferd moved to negotiate a contract, in the amount of \$28,800, with the Lucas Co. Board of Supervisors to provide library services for rural residents, commencing July 1, 2006. McGee seconded the motion, which was approved unanimously.

Mefferd moved to adopt the Building Facility Plan as presented by Librarian Murphy. Davis seconded the motion. After some discussion, the motion passed unanimously.

Librarian Murphy presented the final bar-coded patron card sample. Young moved to approve the cards for printing. Morrett seconded the motion, which passed unanimously.

**Directors Report:** See attached.

The meeting was adjourned at 6:15 p.m.



Colleen Rich  
Secretary

# Chariton Free Public Library

February 2, 2006

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, February 2, 2005 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members Davis, Egeland, Goldsmith, Mefferd, Morrett and Young were present. Librarian Kris Murphy was also present. Chariton City Manager Nels Christensen was also present.

Young moved to approve the agenda. The motion was seconded by Davis and approved unanimously. The minutes were read. Davis moved the minutes be approved as read. Morrett seconded the motion, which was approved unanimously. The financial statement was read. The claims were reviewed. Morrett moved to approve payment on the claims. Goldsmith seconded the motion, which was approved unanimously.

**Correspondence:** A thank you card was received from Music Librarian, Bonnie Stone, for the floral arrangement sent by the board and staff on the day of her automobile accident. A thank you card was received from former Librarian Irene Fuller for the floral arrangement she received and the honor books placed in the Library to commemorate her years of service with the Library.

## **New Business:**

Morrett moved to table the vote on the County Contract until revisions can be made. Young seconded the motion, which passed unanimously.

Young moved to approve the Operations Policy as updated and changed. Davis seconded the motion, which passed unanimously.

The Internet Policy was tabled.

Goldsmith moved to approve the Collection Development Policy. Young seconded the motion, which passed unanimously.

Mefferd moved to rescind the existing Library Personnel Policy and to adopt the City of Chariton's Personnel Manual and relevant policies thereto. Davis seconded and the motion was approved unanimously.

The Chariton Public Library Board of Trustees Bylaws were reviewed.

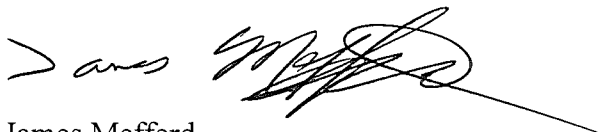
Goldsmith moved to adopt the American Library Association's Library Bill of Rights, Freedom to Read, and Freedom to View statements for inclusion in the Library's policy manual. Morrett seconded and the motion was approved.

Goldsmith moved to approve a bid from Alex Drake for installation of new floodlights in front of the Library. Davis seconded. The motion passed with Davis, Egeland, Goldsmith, Mefferd, and Young voting yes. Morrett voted against.

Davis moved to submit a grant application for the amount of \$5,000 to the South Central Iowa Community Foundation to replace a portion of the front steps of the Library. Young seconded and the motion passed.

**Directors Report:** See attached.

The meeting was adjourned at 6:55 p.m.



James Mefferd  
Secretary pro-tem.

# Chariton Free Public Library

March 2, 2006

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, March 02, 2006 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members Davis, Egeland, Goldsmith, McGee, Morrett, Rich, Swarthout, and Young were present. Librarian Kris Murphy was present, as well as Clarence Gee, representing the Lucas County Board of Supervisors.

McGee moved to approve the agenda. The motion was seconded by Goldsmith and approved unanimously. The minutes were read. Young moved the minutes be approved as read. Morrett seconded the motion, which was approved unanimously. The financial statement was read. McGee moved to accept the financial statement, seconded by Swarthout, and passed unanimously. The claims were reviewed. Young moved to approve payment of the claims. Morrett seconded the motion, which was approved unanimously.

**Correspondence:** There was no correspondence.

**Old Business:** Members reviewed the Library Director Evaluation Summary and the director's goals for the coming year.

Davis moved to approve the Internet Use Policy and the Children's Internet Access Agreement. Goldsmith seconded the motion, which passed unanimously.


**New Business:** Clarence Gee, from the County Board of Supervisors, was present to discuss the proposed contract with the Chariton Public Library Board. He reported that though the county could not agree to the contract as presented for 2006-07, they would be willing to work on negotiating a contract for the 2007-08 fiscal year. Morrett made a motion to begin negotiations for the 07-08 contract with an amount of \$20,000. Young seconded the motion, which passed unanimously.

Morrett moved to approve the Library Conduct Policy and the Child Safety Policy. Morrett also moved to approve the Patron Appeal form, with a change in the wording. Young seconded and the motion was approved unanimously.

A proposed amendment to the Chariton Public Library Board of Trustees Bylaws was discussed. Written changes were submitted by Librarian Murphy. See attached.

**Directors Report:** See attached.

The meeting was adjourned at 6:15 p.m.

  
Colleen Rich  
Secretary

# Chariton Free Public Library

April 6, 2006

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, April 6, 2006 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members Davis, Egeland, Goldsmith, McGee, Mefferd, Morrett, and Swarthout were present. Librarian Kris Murphy was also present.

Morrett moved to approve the **Agenda**. The motion was seconded by Goldsmith and approved unanimously. The **Minutes** were read. McGee moved the minutes be approved as read. Mefferd seconded the motion, which was approved unanimously.

**Correspondence:** A letter from Teresa Plank concerning Library hours was read (see attached) and discussed. A letter of resignation from Library clerk, Barbara Pruiett, was read. Davis moved to accept the resignation with regret. Morrett seconded, and the motion was approved unanimously.

**Financial Statement:** The financial statement was read. Morrett moved to accept the financial statement, which was seconded by Mefferd, and passed unanimously. The claims were reviewed. Morrett moved to approve payment of the claims. Goldsmith seconded the motion, which was approved unanimously.

**Old Business:** Goldsmith made a motion to amend Article VI of the Library Board Bylaws by removing sections 1 and 2, and to begin the article with the current section 3. Morrett seconded, and the motion passed unanimously.

Morrett made a motion to rescind his motion to begin contract negotiations, listed under new business in the March 2, 2006 meeting. Goldsmith seconded and the motion passed unanimously.

**New Business:** Morrett motioned to approve the new Library mission statement: “The Chariton Free Public Library provides information to help patrons meet personal, educational and professional needs”. Mefferd seconded the motion, which passed unanimously.

The Library’s Long-Range Plan was approved on a motion from Davis, seconded by Goldsmith and approved unanimously.

Morrett motioned to accept the Follett Software Quote to purchase MARC Entry Records and Barcodes for \$19,600. Swarthout seconded the motion which passed unanimously.

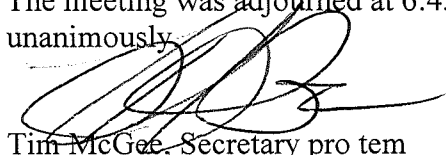
Goldsmith moved to approve an amount of \$587.71 for the purchase and installation of a mounted television from Best Buy, Mefferd seconded and the motion was approved unanimously.

McGee moved to approve the bid from Duke’s Concrete to repair and replace the lower portion of the front Library steps for \$2,200. Mefferd seconded and the motion passed unanimously.

McGee made a motion to direct Librarian Murphy to apply for grant funds from the Vredenburg Foundation by April 21, 2006. Mefferd seconded and the motion was approved unanimously.

**Directors Report:** See attached.

The meeting was adjourned at 6:45 p.m. on a motion from Morrett, seconded by Goldsmith and passed unanimously.



Tim McGee, Secretary pro tem

# Chariton Free Public Library

May 4, 2006

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, May 4, 2006 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members Davis, Egeland, McGee, Mefferd, Morrett, and Young were present. Librarian Kris Murphy was also present.

The **Agenda** was adopted on a motion from Mefferd, seconded by McGee. The **Minutes** of the last regular board meeting were reviewed, and approved as amended on a motion from McGee, seconded by Mefferd.

**Correspondence:** (see attached: the following items) A letter of response to Teresa Plank concerning Library hours was read and discussed. An invitation to Celebrate Community History Month at the State Historical Building, on May 8, 2006, in order to accept a certificate documenting the Library's placement on the National Historic Register, was read. A response from Ray Meyer concerning the receipt of the Library's grant application to the Vredenburg Foundation was read. The letter of application to the South Central Iowa Community Foundation for grant funds was reviewed. A letter of denial to our request to submit an application to the Alliant Energy Foundation was read.


**Financial Statement:** The financial statement was read. McGee moved to accept the financial statement, which was seconded by Young, and passed unanimously. The claims were reviewed. Morrett moved to approve payment of the claims. Mefferd seconded the motion, which was approved unanimously.

**Old Business:** Future negotiation procedures for the county contract were discussed.

**New Business:** Mefferd made, and Davis seconded, a motion to donate a large, framed photograph of the Alma Clay School, once donated to the Library, to the Lucas County Historical Museum. The motion passed unanimously.

**Directors Report:** See attached.

The meeting was adjourned at 6:20 p.m. on a motion from Young, seconded by Morrett and passed unanimously.

Tim McGee  
  
Secretary pro tem



# Chariton Free Public Library

June 1, 2006

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, June 1, 2006 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Trustees Davis, Egeland, Goldsmith, McGee, Mefferd, Morrett, and Young were present. Librarian Kris Murphy was also present.

The **Agenda** was approved on a motion from Morrett, seconded by Young. The **Minutes** of the last regular board meeting were reviewed, and approved on a motion from Mefferd, seconded by Goldsmith.

**Correspondence:** (see attached: the following items)

A letter of resignation from trustee Colleen Rich.

A letter from the Coons Foundation awarding the Library \$1,500 was a pleasant surprise.

A letter of grant award notification for \$5,000 from the Vredenburg Foundation was read.

Thank you letters will be sent to both foundations.

The FirstSearch Participation letter of Agreement was read.

Also shared, but not attached, thank you notes from Mefferd and Murphy for the flowers sent in memory of their lost loved ones.

**Financial Statement:**

The **Financial Statement** was read. Morrett moved to accept the financial statement, which was seconded by Young, and approved unanimously. The **Claims** were reviewed. Morrett moved to approve payment of the claims. Davis seconded the motion, which was approved unanimously.

**Old Business:**

Roof repairs and possible contract were discussed.

**New Business:**

McGee moved to increase the salary of Library Director to \$27,500. Goldsmith seconded, and the motion passed unanimously.

McGee moved to grant all other employees a 3% raise. Mefferd seconded, and the motion passed unanimously.

McGee moved to raise the amount of the contract with Sue Linn, for custodial services, to \$435 per month. Mefferd seconded, and the motion passed unanimously.

McGee moved, and Young seconded, to accept the base price bid of \$22,650, and misc. carpentry if required, from Wood Roofing. The motion passed unanimously.

Replacement of the handrail for the front steps was discussed. Murphy will secure a bid for the job.

**Directors Report:** See attached.

The meeting was adjourned at 6:16 p.m. on a motion from Goldsmith, seconded by Mefferd, and passed unanimously.

Tim McGee  
Secretary pro tem

# Chariton Free Public Library

June 26, 2006

The Chariton Free Public Library Board held a special meeting in the boardroom Monday, June 26, 2006 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Trustees Davis, Egeland, Goldsmith, Morrett, and Young were present. Librarian Kris Murphy was also present.

## **New Business:**

### **a. Library Step Handrail Bid:**

The vote on the bid for replacement of the Library's front step handrail was tabled until the regular July meeting due to concerns about the steps themselves. G. Gwinn will be consulted.

### **b. July Holiday Closings:**

Goldsmith moved to close the library on July 1<sup>st</sup> and 3<sup>rd</sup>. Davis seconded the motion which passed unanimously.

The meeting was adjourned at 5:15 p.m.

Librarian,  
Kris Murphy

