

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

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

The minutes of the May and June meetings were read and approved as corrected. There was no correspondence.

**Financial Statement** was read. The Board discussed a possible audit problem.

**Bills.** Gross moved to pay the bills. Young seconded. Approved unanimously.

**OLD BUSINESS**

1. **Cost of living increase.** Mefferd moved, Gripp seconded, to give the library employees a 2.71% cost of living increase commensurate with the increase given other city employees. Approved unanimously.

**NEW BUSINESS**

1. **West wall water leak.** Vice President Morrett directed that Librarian Reynolds refer this issue to the City Manager.
2. **Heating & cooling system.** Discussed.
3. **School Board letter.** Discussion was held concerning a proposed letter to the Chariton School Board expressing the Library Board's support of the school library.
4. **Copy Machine.** The board directed Librarian Reynolds to make a recommendation concerning a replacement copy machine.
5. **Friends of the Library.** Lois Jessen reported on the Friends upcoming membership drive.
6. **Adjournment** There being no further business to come before the board, the Chariton Public Library Board adjourned at 6:15 p.m.

Respectfully submitted,

  
James Mefferd,  
SECRETARY

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

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

The minutes of the July meeting were read and approved as corrected. There was no correspondence.

**Financial Statement** was read.

**Bills.** President McGee directed Librarian Reynolds to refer the heating and cooling problems to the City Manager. Mefferd moved to pay the bills. Blass seconded. Approved with Garton voting nay concerning the Halvorsen bill.

**OLD BUSINESS**

1. **Trane Halvorsen.** President McGee will talk to the City Manager concerning the repair or replacement of the heating system or its components.
2. **Internet Policy.** The Internet Policy committee will submit a proposed policy at the next meeting.

**NEW BUSINESS**

1. **Friends of the Library.** Lois Jessen reported on the upcoming Friends membership drive.
2. **Adjournment** There being no further business to come before the board, the Chariton Public Library Board adjourned at 8:15 p.m.

Respectfully submitted,

  
James Mefferd,  
SECRETARY

**CHARITON PUBLIC LIBRARY  
BOARD MEETING  
SEPTEMBER 7, 2000**

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

The minutes of the August meeting were read and approved. There was no correspondence.

**Financial Statement** was read.

**Bills.** Garton moved to pay the bills. Gripp seconded. Approved unanimously.

**OLD BUSINESS**

1. **Internet Policy.** Gross submitted the proposed Internet policy and moved its acceptance. Blass seconded. The roll of the Board was called and the vote was as follows: Blass, yes; Garton, abstain; Gripp, no; Gross, yes; McGee, yes; Mefferd, yes ; Young, yes. The president declared the votes as 5 yes, 1 no, and 1 abstain and the Internet policy approved.

**NEW BUSINESS**

1. **Library Centennial Committee** will meet in October at 6:30 p.m.
2. **Library Survey.** President McGee appointed Blass and Rich to a committee to prepare a new library survey and present it to the board for its consideration in October.
3. **Friends.** The Friends of the Library will have a booth at the Chariton Schools Open House. Results of their membership drive was reported.
4. **Adjournment** There being no further business to come before the board, the Chariton Public Library Board adjourned at 7:40 p.m.

Respectfully submitted,

  
James Mefferd,  
SECRETARY

**CHARITON PUBLIC LIBRARY  
BOARD MEETING  
OCTOBER 5, 2000**

The Chariton Public Library Board held its regular monthly meeting in the board room Thursday October 5, 2000, pursuant to notice given under the Iowa Open Meetings law. Present were Garton, Gripp, Gross, McGee, Mefferd, Morrett, Rich, Young, and Librarians Reynolds and Tyree. Absent: Blass. President McGee called the meeting to order at 7:00 p.m.

The minutes of the September meeting were read and approved. There was no correspondence.

**Financial Statement** was read.

**Bills.** Garton moved to pay the bills. Young seconded. Approved unanimously.

**OLD BUSINESS**

1. **Library Survey.** Deferred to November meeting.

**NEW BUSINESS**

1. **Friends.** The Friends of the Library will have a booth at the Chariton Arts Festival on October 14.
2. **Book sale** generated revenue of \$1,251.
3. **Bonnie Stone.** Librarian Reynolds reported that Bonnie is to return to work on December 4. President McGee directed Librarian Reynolds to have a plan for replacing Bonnie after she retires.
4. **Adjournment** There being no further business to come before the board, the Chariton Public Library Board adjourned at 7:55 p.m.

Respectfully submitted,

  
James Mefferd,  
SECRETARY



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

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

The minutes of the October meeting were read and approved. There was no correspondence.

**Financial Statement** was read.

**Bills.** Gross moved to pay the bills. Mefferd seconded. Approved unanimously.

**OLD BUSINESS**

1. **Library Survey.** Blass presented the Library Survey and moved its acceptance. Young seconded. Approved unanimously.

**NEW BUSINESS**

1. **Nellie Baker Bequest.** Librarian Reynolds reported Nellie Baker left a bequest of \$500 to the library in her will. Young moved, Blass seconded to purchase an oak media cabinet for the music room with a plaque honoring Nellie Baker. Approved unanimously.
2. **Enrich Iowa.** Librarian Reynolds reported that the library received \$2,757 from Enrich Iowa. She reported that her first priority is the purchase of a new copy machine. She will ask for bids.
3. **Christmas on the square.** The Board discussed our participation and whether we would have an open house during this time.
4. **Employee Christmas party.** The Board discussed different options.
5. **Adjournment** There being no further business to come before the board, the Chariton Public Library Board adjourned at 8:30 p.m.

Respectfully submitted,

  
James Mefferd,  
SECRETARY

**CHARITON PUBLIC LIBRARY  
BOARD MEETING  
DECEMBER 14, 2000**

The Chariton Public Library Board held its regular monthly meeting in the board room Thursday December 14, 2000, pursuant to notice given under the Iowa Open Meetings law. Present were Blass, Gross, McGee, Mefferd, Morrett, Young, and Librarians Reynolds and Tyree. Absent: Garton, Gripp, and Rich. President McGee called the meeting to order at 7:00 p.m.

The minutes of the November meeting were read and approved. There was no correspondence.

**Financial Statement** was read.

**Bills.** Young moved to pay the bills. Blass seconded. Approved unanimously.

**OLD BUSINESS**

1. **Library Survey.** Library survey results were distributed.
2. **Centennial.** Librarian Reynolds reported that she is trying to find a coordinator.
3. **Budget.** Mefferd submitted the budget committee's proposed budget and moved its acceptance. Blass seconded. Approved unanimously.

**NEW BUSINESS**

1. **Election of Officers** will be held in January pursuant to the Bylaws.
2. **Adjournment** There being no further business to come before the board, the Chariton Public Library Board adjourned at 7:45 p.m.

Respectfully submitted,

  
James Mefferd,  
SECRETARY

**CHARITON PUBLIC LIBRARY  
BOARD MEETING  
JANUARY 4, 2001**

The Chariton Public Library Board held its regular monthly meeting in the board room Thursday, January 4, 2001, pursuant to notice given under the Iowa Open Meetings law. Present were Blass, Garton, Gross, McGee, Mefferd, Morrett, Rich, Young, and Librarians Reynolds and Tyree. Absent: Gripp. President McGee called the meeting to order at 7:00 p.m.

The minutes of the December meeting were read and approved. There was no correspondence.

**Financial Statement** was read.

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

**OLD BUSINESS**

**Copier bids.** Librarian Reynolds reported she has two bids for a new copy machine: Bailey Office Products for \$1,695 and a service agreement for \$700/year; and IKON for \$2,438 including a trade in allowance of \$900. Garton moved to purchase a Sharp copy machine from Bailey Office Products for \$1,695 including a one year warranty for parts and labor. Rich seconded. Approved unanimously.

**NEW BUSINESS**

1. **Election of Officers.** Rich reported that the Election committee recommended the following slate of officers: Morrett, President; Mefferd, Vice President; and Gross Secretary and moved to nominate the slate accordingly. Young moved, Blass seconded, that nominations cease and for election of the slate by acclamation. Approved unanimously.
2. **Magazine subscriptions.** Discussion was held.
3. **Adjournment** There being no further business to come before the board, the Chariton Public Library Board adjourned at 8:10 p.m.

Respectfully submitted,

  
James Mefferd,  
SECRETARY

## Chariton Free Public Library Board Minutes

February 1, 2001

The meeting was called to order at 7:05 P.M. Members Blass, Garton, Gross, Mefferd, Morrett, and Young were present along with librarians Reynolds and Tyree.

The minutes of the last regular meeting were read. Mefferd moved to accept the minutes as read, Blass seconded and the motion carried unanimously.

There was no correspondence.

The Financial Statement was read.

The Bills were read. Garton moved to pay the bills, Young seconded and the motion carried unanimously.

### **Old Business**

- There was no old business.

### **New Business**

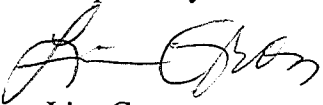
- The Annual Volunteer Luncheon was discussed. This luncheon is held each year to honor the numerous people who gladly volunteer their time at the library. In the past members of the board have financially supported the event. Mefferd moved that the cost up to \$100 be picked up by the library. Gross seconded and the motion carried unanimously.
- A date for the luncheon was also discussed. The board agreed that Reynolds, Garton and Gross will decide on a date and the librarians will send out the invitations.
- The service agreement for the new copier was discussed. Originally, as stated in the January minutes, it was reported that the warranty that came with the copier was one year in length. However, it has been determined that the actual warranty is only three months leading to a discussion of the purchase of a service agreement as it must be purchased before the expiration of the warranty. The service agreement in question includes all maintenance costs except paper. Items covered include: mileage, developer, drums, toner, parts, and labor. Gross moved to purchase the maintenance contract at \$480/year. Blass seconded and the motion carried unanimously.
- All board members who were able were asked to attend the following meetings to ask for increased financial support of the library:
  - Board of County Supervisors - Friday, February 2 at 10:30 A.M.
  - City Council - Monday, February 5 at 7:00 P.M.

### **Other Business**

- The Friends of the Library will hold a general meeting on Tuesday, February 27 at 7:00 P.M. Items on the agenda will include the \$2000 the group has to spend, the volunteer luncheon, and the Centennial Celebration.

Young moved to adjourn the meeting, Gross seconded and the meeting was adjourned at 7:48 P.M.

Respectfully Submitted.



Lisa Gross  
Secretary



## Chariton Free Public Library Board Minutes

March 1, 2001

The meeting was called to order at 7:02 P.M. Members Blass, Garton, Gross, Mefferd, Morrett, Rich and Young were present along with librarians Reynolds and Tyree.

The minutes of the last regular meeting were read. Garton moved to accept the minutes as read, Rich seconded and the motion carried unanimously.

There was no correspondence.

The Financial Statement was read.

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

### **Old Business**

- Librarian evaluation. Both librarians need to be evaluated yearly by the board. Reynolds will mail out two forms, one for each librarian, to each board member. Completed forms should be returned to President Morrett.
- Centennial Celebration was discussed. Several people from the community have been approached to chair the planning of the celebration but the outline of the year long event seemed too vague. Garton and Gross volunteered to put together a tentative schedule of possible events with the help of one other board member yet to be named. The board then brain-stormed ideas for events. They are as follows:
  - Book passing.
  - Author/Poet/Writer's workshops
  - Pictures for the meeting room.
  - Reading event with prizes for the number of pages read.
  - costumes of children's book characters.
  - Storyteller
  - Donating pennies.
  - Huge birthday cakes and open house in October.
  - a "Sub Party" for teens.
  - Specially designed book marks.
  - Floats in the Homecoming Parade, 4th of July Parade, and any others.
  - Something concerning literacy.
  - Art in the Park/Shakespeare in the Gazebo.
  - Time capsule.

### **New Business**

- Reynolds has a good CPU at home that she is willing to bring in for the library to use. To use this we would need a monitor and printer. Reynolds will bring specific specs for approval at the next meeting.

Young moved to adjourn the meeting, Gross seconded and the meeting was adjourned at 7:45 P.M.

Respectfully Submitted.



Lisa Gross  
Secretary

**Chariton Free Public Library Board Minutes**

April 5, 2001

The meeting was called to order at 7:04 P.M. Members Garton, Gross, McGee, Mefferd, Rich and Young were present along with librarians Reynolds and Tyree. In the absence of President Morrett, Vice-President Mefferd served as President protem.

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

There was no correspondence.

The Financial Statement was read.

The Bills were read. Garton moved to pay the bills, Rich seconded and the motion carried unanimously.

**Old Business**

- McGee moved to purchase Bibliofile ITS for \$675 of the Enrich Iowa funds. Gross seconded and the motion carried unanimously.

**New Business**

- Wednesday May 2 is Clean Up Day. Board members will meet Tuesday, May 1 at 5:00 P.M. to clean the library lot so the city will be able to haul any brush or garbage away.
- The volunteer luncheon was held today. 38 volunteers were honored. Mayor Mary Steirwalt also attended.
- There will be a continuing education program held for trustees in Anita on May 8. Topics include: library advocacy, goal setting strategies, state/local issues effecting libraries, outreach strategies, and lobbying.
- Dial-A-Story has quit working. Librarian Reynolds is going to include a new Dial-A-Story system in a DEKKO grant along with a new computer to house Bibliofile ITS.
- The Summer Reading Program is entitled "Reading Road Trip USA" and will begin June 12.

Young moved to adjourn the meeting, Gross seconded and the meeting was adjourned at 7:52 P.M.

Respectfully Submitted.



Lisa Gross  
Secretary

Chariton Free Public Library Board Minutes

May 3, 2001

The meeting was called to order at 7:07 P.M. Members Garton, Gripp, Gross, McGee, Mefferd, Morrett and Young were present along with librarians Reynolds and Tyree.

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

Thank you were notes with regard to the Volunteer Luncheon were read from both Elgin Stewart and Mayor Mary Steirwalt.

The Financial Statement was read.

The Bills were read. McGee moved to pay the bills, Young seconded and the motion carried unanimously.

**Old Business**

- All librarian evaluations have not been turned in to President Morrett. This should be done before the next meeting.

**New Business**

- Garton moved to advertise for a temporary part-time employee to start July 1. Mefferd seconded and the motion carried unanimously.
- Internet filtering was discussed. The American Library Association considers CIPA unconstitutional based on the idea that if libraries filtered the whole library, we could be empty and therefore recommends no action on CIPA until a judgment is reached. We will follow this recommendation at this time.

Young moved to adjourn the meeting, Gripp seconded and the meeting was adjourned at 7:51 P.M.

Respectfully Submitted.



Lisa Gross  
Secretary

## Chariton Free Public Library Board Minutes

June 7, 2001

The meeting was called to order at 7:10 P.M. Members Blass, Garton, Gripp, Mefferd, Morrett, Rich and Young were present along with librarians Reynolds and Tyree.

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

The Financial Statement was read.

The Bills were read. Gripp moved to pay the bills, Rich seconded and the motion carried unanimously.

### **Old Business**

- There was no old business.

### **New Business**

- Librarian Tyree requested a change to part time hours: 22 hours a week, prorated for benefits. Gripp moved to grant this request, Young seconded and the motion carried unanimously.
- The terms of Gross, Rich and Young all expire this summer. The Board recommends reappointment of all three members.
- City employees are receiving a 3.7% cost of living raise. Mefferd moved to also grant a 3.7% cost of living raise to library employees. Gripp seconded the motion and it carried unanimously.
- Garton moved to advertise for a part-time library clerk with 19 hours maximum. Blass seconded the motion and it carried unanimously.

### **Other Business**

- We now will have a free internet connection through the water department.
- For the July 5th meeting, meeting time will be 5:00 p.m.
- Library received full Enrich Iowa Funds
- Open Access will not be for the same amount as last year.

Young moved to adjourn the meeting, Blass seconded and the meeting was adjourned at 7:51 P.M.

Respectfully Submitted.



Lisa Gross  
Secretary



Chariton Free Public Library Board Minutes

July 5, 2001

The meeting was called to order at 5:03 P.M. Members Garton, Gross, McGee, Mefferd, Morrett, Rich and Young were present along with librarians Reynolds and Tyree.

The minutes of the last regular meeting were read. Mefferd moved to accept the minutes as corrected, Garton seconded and the motion carried unanimously.

There was no correspondence.

The Financial Statement was read.

The Bills were read. Young moved to pay the bills, Rich seconded and the motion carried unanimously.

**Old Business**

- The search for a part-time employee is ongoing. The ad will run again this month.

**New Business**

- There was no New Business.

**Other Business**

- The Southwest Regional Library System Service Area now includes AEA's. The system is also soliciting new board member applications.
- The Friends of the Library have hired Larry Mitzner to build a new set of library shelves to match those already in the library. These will be done soon and an article will be put in the paper.

Young moved to adjourn the meeting, Gross seconded and the meeting was adjourned at 5:35 P.M.

Respectfully Submitted.



Lisa Gross  
Secretary

**Chariton Free Public Library Board Minutes**

August 2, 2001

The Chariton Public Library Board held its regular monthly meeting in the board room Thursday, August 2, 2001, pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:05 P.M. Members Gripp, Gross, McGee, Mefferd, Morrett, Rich 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, Rich seconded and the motion carried unanimously.

There was no correspondence.

There was no Financial Statement due to illness at City Hall.

The Bills were read. McGee moved to pay the bills, Gross seconded and the motion carried unanimously.

**Old Business**

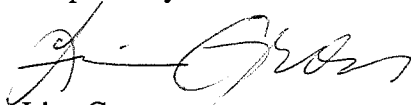
- Reynolds will begin making calls for interviews.
- The Southwest Regional Board Member ballot was received. Votes can be sent in until August 10. Gripp moved to cast our vote for Jim Mefferd. Young seconded and the motion carried unanimously.

**Other Business**

- Enrich Iowa funds for the next fiscal year are expected to be about \$3389.

Young moved to adjourn the meeting, Gross seconded and the meeting was adjourned at 5:33 P.M.

Respectfully Submitted.



Lisa Gross  
Secretary

**Chariton Free Public Library Board Minutes**

September 6, 2001

The Chariton Public Library Board held its regular **monthly meeting** in the board room Thursday, September 6, 2001, pursuant to notice given under the Iowa **Open Meetings** law. The meeting was called to order at 7:25 P.M. Members Blass, Garton, Gripp, Gross, McGee, Mefferd, Morrett, and Young were present along with librarians Reynolds and Tyree.

The minutes of the last regular meeting were read. McGee moved to accept the minutes as corrected, Blass seconded and the motion carried unanimously.

There was one piece of correspondence: a letter from Mefferd concerning the **Library Foundation**.

The Financial Statement was read.

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

**Old Business**

- Garton moved that **an adult candidate** be interviewed for the position currently open at the library. Gripp seconded. **The** motion failed with a vote of 3 for and 4 against.
- President Morrett directed librarian Reynolds to interview viable candidates for the **thirteen hour** position **currently** open at **the library** and hire.

**New Business**

- **It has been** suggested by Charles Hughes of Siemens Building Technology that we add a smoke alarm to the book drop box. There is currently a heat detector there, but with a smoke alarm, problems may be detected earlier and damage limited. He also suggested new batteries in the alarm wall panel to ensure that any signal reach Des Moines

Young moved to adjourn the meeting, Blass seconded and the meeting was adjourned at 8:20 P.M.

Respectfully Submitted.



Lisa Gross  
Secretary

## Chariton Free Public Library Board Minutes

October 4, 2001

The Chariton Public Library Board held its regular monthly meeting in the board room Thursday, October 4, 2001, pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 7:10 P.M. by Vice-President Mefferd. Members Blass, Gripp, McGee, Mefferd, Rich and Young were present along with librarians Reynolds and Tyree.

The minutes of the last regular meeting were read. McGee moved to accept the minutes as read, Rich seconded and the motion carried unanimously. It was discussed that, from now on, the secretary's report will reflect a vote tally for each motion raised.

### **Correspondence**

- A thank you note was received from Linda Neer. She thanked the board for the memorial book in memory of her father, Lloyd Bell.
- A letter of resignation from the board was received from Sherrill Garton.

The Financial Statement was read.

The Bills were read. Gripp moved to pay the bills, Young seconded and the motion carried unanimously.

### **Old Business**

- There was no old business.

### **New Business**

- Vice-President Mefferd directed Librarian Reynolds to contact Midwest Alarm Company, Des Moines, to get a bid on the work needed on the system. This will include the smoke detector in the drop book room. If the bid is greater than \$500, Reynolds is to ask for a special meeting.
- Vice-President Mefferd appointed a Gripp and Young as a Building Committee to oversee building maintenance.

### **Other Business**

- Mefferd gave a report on the Southwest Iowa Library Service Area Board Meeting that he attended.

Young moved to adjourn the meeting, Gripp seconded and the meeting was adjourned at 8:05 P.M.

Respectfully Submitted.



Joyce Blass  
Secretary, Pro Tem



## Chariton Free Public Library Board Minutes

November 1, 2001

The Chariton Public Library Board held its regular monthly meeting in the board room Thursday, November 1, 2001, pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 7:05 P.M. Members Blass, Gross, McGee, Mefferd, Morrett, Rich and Young were present along with librarians Reynolds and Tyree.

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

There was no correspondence.

The Financial Statement was read.

The Bills were read. Gross moved to pay the bills, Blass seconded and the motion carried unanimously.

### **Old Business**

- Midwest Alarm has not yet replied since looking at the alarm system.

### **New Business**

- McGee moved to adopt a Rental Policy for Educational Videos as follows:  
"Educational videos may be checked out for two weeks. If needed, educational videos may be checked out for an extended length of time to be determined by the borrower's needs and the librarian. The following subjects will be defined as educational: Travel, Art, Nature, Safety, Environment, Health, How To, Exercise, Musical, Sports, Wars, Photography, Cultures, History, Gardening and Enrichment videos geared toward Preschool learning."  
Mefferd seconded the motion and it carried unanimously.
- McGee moved to accept the resignation of Sherrill Garton from the Chariton Public Library Board, Gross seconded the motion and it carried unanimously. In honor of her dedication to and support of the library, McGee requested the following be added to the minutes:  
"Sherrill became a member of this board on August 8, 1974. She was elected secretary in March, 1975, vice-president in 1979, and president in 1984. She served as president until January, 1990. Sherrill was the driving force behind the Children's Addition to the Library which was completed in 1992. We thank Sherrill for her many years of dedicated service to this Library and community."
- President Morrett will request that Mayor Steirwalt make a new appointment to the Board.

### **Other Business**

- The Library will again host an Open House with coffee and cookies in conjunction with the events taking place on the square the day after Thanksgiving.
- The Christmas Tea will be at 2:00 P.M. on Saturday, December 8. This year's theme will be "a Toy Parade"

Young moved to adjourn the meeting, Gross seconded and the meeting was adjourned at 8:00 P.M.

Respectfully Submitted.



Lisa Gross  
Secretary

## Chariton Free Public Library Board Minutes

December 6, 2001

The Chariton Public Library Board held its regular monthly meeting in the board room Thursday, December 6, 2001, pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 7:00 P.M. Members Blass, Gripp, Gross, Mefferd, Rich and Young were present along with librarians Reynolds and Tyree.

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

There were 3 pieces of correspondence: A thank you from the family of Ginny Egeland for the donation of an audio book in her memory, and a thank you from the CB&Q Freight House Board for support of the restoration project.

The Financial Statement was read.

The Bills were read. Gross moved to pay the bills, Blass seconded and the motion carried unanimously.

### **Old Business**

- Mefferd directed librarian Reynolds to refer the fire alarm/smoke detector issues to the City Manager, Ed Elam.

### **New Business**

- Young moved to use the \$407.17 from the Iowa Infrastructure and the \$2852.00 from Enrich Iowa to purchase a Bibliofile upgrade and a new computer and related peripherals for the circulation desk, Gross seconded. It was the consensus of the Board that Bibliofile and computers and peripherals would be the items purchased, however, the motion was withdrawn pending a list of specific items and exact amounts. The librarians will consider the options for the amount of money, make a list, and bring it to the Board for final approval.
- Mefferd appointed a Budget Committee of Blass, Mefferd, McGee, and Morrett, ex-officio. They will be assisted by Librarian Reynolds.

### **Other Business**

- Gene Egeland was appointed by Mayor Steirwalt to replace Sherrill Garton on the Board.

Young moved to adjourn the meeting, Gross seconded and the meeting was adjourned at 7:48 P.M.

Respectfully Submitted.



Lisa Gross  
Secretary

## Chariton Free Public Library Board Minutes

January 3, 2002

The Chariton Public Library Board held its regular monthly meeting in the board room Thursday, January 3, 2002, pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 7:00 P.M. Members Blass, Egeland, Mefferd, Morrett, Rich and Young were present along with librarians Reynolds and Tyree.

The minutes of the last regular meeting were read. Mefferd moved to accept the minutes as read, Rich seconded and the motion carried unanimously.

There was a letter of correspondence from Laura Engelhardt.

The Financial Statement was read.

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

### **Old Business**

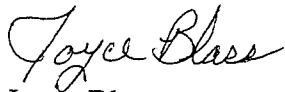
- Librarian Reynolds gave an update stating that Bibliofile is up and running.

### **New Business**

- Election of Officers: Mefferd nominated the current slate of officers. Rich seconded the nomination. Young moved the nominations cease. Rich seconded the motion. The current slate of officers were elected by a unanimous vote.
- The budget committee submitted a proposed budget for the next fiscal year. Mefferd moved to accept the budget and present it to the city. Blass seconded and the motion carried unanimously.

Young moved to adjourn the meeting, Mefferd seconded and the meeting was adjourned at 7:30 P.M.

Respectfully Submitted.



Joyce Blass  
Secretary Pro Tem

## Chariton Free Public Library Board Minutes

February 7, 2002

The Chariton Public Library Board held its regular monthly meeting in the board room Tuesday, February 7, 2002, pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 7:05 P.M. Members Blass, Egeland, Gross, McGee, Mefferd, Morrett, Rich and Young were present along with librarians Reynolds and Tyree.

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

There was no correspondence.

The Financial Statement was read.

The Bills were read. Gross moved to pay the bills, Rich seconded and the motion carried unanimously.

### **Old Business**

- Gene Egeland took the oath of office.
- President Morrett appointed the following committees:
  - Building Committee:** consults with Librarian on maintenance of building, grounds and fixtures.  
Doyle Gripp  
Danny Morrett  
Jack Young
  - Budget Committee:** meets with Librarian in November to devise the fiscal year budget for the upcoming year and presents the budget to the board for approval. Consults with Librarian at other times as needed.  
Joyce Blass  
Gene Egeland  
Jim Mefferd
  - Employee and Salary Committee:** Reviews employee policies. Makes recommendations to the Board for wage and salary changes.  
Tim McGee  
Jim Mefferd
  - Nominating Committee:** Responsible for slate of Library Board Officers each year (nominations also accepted from the floor). Seeks advice and recommendations for Board vacancies. Contacts potential Trustees for willingness to serve and presents list to the Board.  
Lisa Gross  
Tim McGee  
Colleen Rich
  - Centennial Committee:** Responsible for planning and coordination of building centennial activities and celebration. Consults with Librarian and Board as needed.  
Joyce Blass  
Lisa Gross  
Colleen Rich
- It has been noticed that the south side of the building needs to be painted. President Morrett directed Librarian Reynolds to request bids.

### **New Business**

- Larry Wilkinson, Rathbun Regional Water Association, will not be here until the March meeting to discuss a wireless connection and what it will take to connect the library.
- The following policy changes were proposed:
  - Registration for Library Card**  
Gross moved and Blass seconded that, on page 2 of 3, the policy be changed to read: “(deleted sentence) Application will ask for full name, home address and telephone number, work name, address and telephone number and a local personal reference. It is a policy of the Library



Board that the librarian photocopy the patron's photo ID and attach it to the back of the application. Cards may be issued without identification only at the discretion of the librarian. Patrons shall read (or have read to them) and agree to conditions in the Borrower responsibility and Waiver of confidentiality agreement. A patron who reports a lost borrower card may re-register at the circulation desk. Identification is required. There is a \$1 fee."

The motion carried unanimously.

**Confidentiality of Library Records**

McGee moved and Mefferd seconded that this policy been changed to read: "Circulation records are confidential by law. Library employees shall not make such records available to any individual or group including any agency of local, state or federal government. The exception is that as part of the Library borrowing contract, patrons must agree to waive confidentiality requirements of Iowa Code Section 227(13) to extent necessary for collection of overdue fines or assessments for lost or damaged Library materials or equipment."

The motion carried unanimously.

Young moved to adjourn the meeting, Gross seconded and the meeting was adjourned at 7:55 P.M.

Respectfully Submitted.



Lisa Gross  
Secretary

## Chariton Free Public Library Board Minutes

March 12, 2002

The Chariton Public Library Board held its regular monthly meeting in the board room Tuesday, March 12, 2002, pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 7:00 P.M. Members Blass, Egeland, Gross, McGee, Mefferd, Morrett, Rich and Young were present along with librarians Reynolds and Tyree.

The reading of the minutes was postponed until the April Meeting.

There was no correspondence.

The Financial Statement was read.

The Bills were read. Blass moved to pay the bills, McGee seconded and the motion carried unanimously.

### **Old Business**

- Board members Egeland, McGee and Mefferd shared some ideas for themes and activities for the Centennial Celebration. These were given to the Centennial Committee.

### **New Business**

- Larry Wilkinson, Rathbun Regional Water Association (RRWA), spoke about wireless technology: how it works and how the Library would fit in to the system. A question was raised regarding the usage policy as outlined by RRWA. State law prohibits the Library from adopting a policy which excludes protected materials. Mr. Wilkinson will raise this issue with the RRWA Board. The other possible problem discussed was the addition of the antenna to the Library building and how it might effect the possibility of the Library being listed on the National Register. A team from RRWA will come to the Library and check all possible "lines of sight" and then present them to Librarian Reynolds along with specs on size of equipment.
- McGee moved and Mefferd seconded to allow Librarian Reynolds to buy two new computers from Century Systems for \$2110.92 plus the cost of two ethernet cards. The motion carried unanimously.
- McGee moved and Young seconded that the Library policies be changed as follows:
  - Damaged or Lost/Stolen Items:** no change.
  - Fines:** the first sentence in the final paragraph to read: "There is a maximum fine of \$5 per item, excepting equipment."
  - Borrower Responsibilities:** no change.
  - Borrower Eligibility:** fourth sentence to read: Persons under 14 must have a parent or guardian sign the application form."
  - Borrower Limits:** the limit for video tapes will be changed to: "3 per family or household, 6 on weekends."
  - Renewals:** no change.

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

Respectfully Submitted.



Lisa Gross  
Secretary

## Chariton Free Public Library Board Minutes

April 4, 2002

The Chariton Public Library Board held its regular monthly meeting in the board room Thursday, April 4, 2002, pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 7:05 P.M. Members Blass, Egeland, Gross, Mefferd, Morrett, Rich and Young were present along with librarian Reynolds.

The minutes of both the February and March meetings were read. Rich moved to accept the minutes as read, Blass seconded and the motion carried unanimously.

There was no correspondence.

The Financial Statement was read.

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

### **Old Business**

- Mefferd moved to change the following policies as noted:
  - ◇ Allender Memorial Music Room - In the sixth paragraph, a third sentence will be inserted to read: "Instructional video tapes may be kept for a period of one week."
  - ◇ Inter-Library Loans - no change.
  - ◇ Chariton Free Public Library Hours - In the first sentence, total number of hours will be changed to "46" and "40" respectively. In the list of Winter and Summer hours, times on Friday will be changed to "10-6" for both lists.

Blass seconded and the motion carried unanimously.

### **New Business**

- Librarian Reynolds will put a thank you ad in the Chariton Paper for Volunteer Week, April 21-27. The library will also send out a personal thank you note to each volunteer.
- The library recently received an anonymous gift of \$1000. Since we have often had to borrow several tables from other sources, Young moved to purchase 6 new folding tables from Monroe Manufacturing with this money. Gross seconded and the motion carried unanimously.

### **Other Business**

- There will be an ICN class for Library Trustees on July 18.
- The Spring Book Sale begins Monday, April 8.

Young moved to adjourn the meeting, Gross seconded and the meeting was adjourned at 7:50 P.M.

Respectfully Submitted.



Lisa Gross  
Secretary

Chariton Free Public Library Board Minutes

May 2, 2002

The Chariton Public Library Board held its regular monthly meeting in the board room Thursday, May 2, 2002, pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 7:00 P.M. Members Blass, Egeland, Gross, McGee, Mefferd, Morrett, Rich and Young were present along with librarians Reynolds and Tyree.

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

There was no correspondence.

The Financial Statement was read.

The Bills were read. Gross moved to pay the bills, Blass seconded and the motion carried unanimously.

**Old Business**

- Roberta will have the city attorney review the SIRIS Acceptable Use Policy before we accept or decline the opportunity to have wireless technology at the library.
- The air conditioning unit on the second floor south is not functioning properly. Since the cost to fix it is high, Roberta will talk to the city manager to see about options.

**New Business**

- There was no new business.

**Other Business**

- The class "Library Budget Perspectives" will be held at the Osceola Library May 7 at 7:00 P.M.
- The class "Customer Relations" will be held here May 9, all employees will attend with volunteers staffing the desk.
- The theme for the Library's centennial will be: "Chariton Public Library - 100 Years of Opening New Pages in Your Life."

Young moved to adjourn the meeting, Mefferd seconded and the meeting was adjourned at 7:45 P.M.

Respectfully Submitted.



Lisa Gross  
Secretary

## Chariton Free Public Library Board Minutes

June 6, 2002

The Chariton Public Library Board held its regular monthly meeting in the board room Thursday, June 6, 2002, pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 7:00 P.M. Members Blass, Egeland, Gripp, Gross, McGee, Mefferd, Rich and Young were present along with librarians Reynolds and Tyree.

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

There were two pieces of correspondence. The first was a letter from John Witt of St. Louis, MO. He is writing a book on the 100 Carnegie libraries that are still standing in Iowa and was grateful for the time and information given by our librarians. He was also impressed at how timeless the library looked. The second letter was from Mayor Steirwalt announcing an open house for Ed Elam, City Manager, who will be taking a position in Ford County, KS.

The Financial Statement was read.

The Bills were read. McGee moved to pay the bills, Gripp seconded and the motion carried unanimously.

### **Old Business**

- Gripp moved to change the internet policy to reflect a position of no use of chat rooms and/or games on the library's internet connection. Gross seconded. Much discussion followed with some members expressing concern about the computers use for educational purposes. The point was made that many chat rooms are legitimate places for information gathering even while others are not. Acting President Mefferd asked the secretary to call the roll for the vote. Blass-No, Egeland-No, Gripp-Yes, Gross-No, McGee-No, Rich-No, Young-No. Several members voiced concern about leaving the internet open for game playing, but the issue was not discussed further.

### **New Business**

- McGee moved to give the library staff a raise commensurate with the City's 3% cost of living increase. Gripp seconded and the motion carried unanimously.
- Acting President Mefferd directed Librarian Reynolds to have the bids for painting the soffet at the next meeting.
- The division of hard and soft cover books in the library was discussed. Acting President Mefferd appointed a committee to present an opinion on this issue at the next meeting.
- Since the next regular meeting would fall on Thursday, July 4th, Egeland moved to hold the meeting on July 11 instead. Young seconded and the motion carried unanimously.

### **Other Business**

- Librarian Reynolds is currently checking on a cheaper carrier for long distance.
- Mary Boyce Heideman has offered to let us show "Coming Through the Rye" by Frederick Remington. Several points are being discussed for the display. Ms. Heideman ~~is~~ will pay the insurance. She has also offered to provide the lighting and a cover if it is to be displayed outdoors.

Young moved to adjourn the meeting, McGee seconded and the meeting was adjourned at 8:30 P.M.

Respectfully Submitted.



Lisa Gross  
Secretary

## Chariton Free Public Library Board Minutes

July 11, 2002

The Chariton Public Library Board held its regular monthly meeting in the board room Thursday, July 11, 2002, pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 7:00 P.M. Members Blass, Egeland, Gripp, Gross, Mefferd, Morrett, 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, Gripp seconded and the motion carried unanimously.

There was no correspondence.

The Financial Statement was read.

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

### **Old Business**

- Long distance costs with Iowatelecom are \$40 even without any long distance <sup>calls</sup> cards. Librarian Reynolds will check on options and report next month.
- The bids for painting were \$2400 from Max Combs and \$2990 from Larry Ruepke. Mefferd moved to accept the Combs bid, Gripp seconded and the motion was approved unanimously.

### **New Business**

- A letter of resignation was read from Doyle Gripp. Acceptance was tabled until the next meeting.
- City Attorney, Verle Norris, has not yet sent anything in writing concerning the SIRIS Internet Use Policy.
- Blass moved to mix soft cover books with hardcover books rather than with the trade paperbacks as they are now. Mefferd seconded and the motion carried unanimously.
- We need to adopt a child protection policy for the internet to continue receiving money to cover our phone bill. This item was tabled until the next meeting.
- The State Library used to microfilm newspapers for everyone in the state. However, due to budget constraints, this has not been done since 1996. Librarian Reynolds feels we should get back issues microfilmed and then enter into a contract wherein we will have future issues microfilmed so that we can continue the over 100 years of microfilming newspapers. We are currently awaiting a specific contract from the microfilm company. Once this is received, it was discussed that we would look for community support to pay the approximately \$1200 bill.
- Purchase of a book in honor of Charlene Meyer was discussed.

### **Other Business**

- The next Library Book Sale will be September 16.
- Mefferd noted that the Library Service Area Technician is available to speak to the board by appointment. She would discuss vision and planning.
- In its new fund drive, Friends of the Library has compiled a great list of people willing to volunteer for a variety of things.

Gripp moved to adjourn the meeting, Young seconded and the meeting was adjourned at 8:00 P.M.

Respectfully Submitted.



Lisa Gross  
Secretary

## Chariton Free Public Library Board Minutes

The Chariton Public Library Board held its regular monthly meeting in the boardroom on Thursday, August 1, 2002, pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 7:15 P.M. Members Blass, Morrett, Rich, Egeland, and Young were present, along with librarian Reynolds.

The minutes of the last regular meeting were read. Young moved to accept the minutes as read, second by Egeland and the motion carried.

The Financial Statement was read. It was noted that the financial statement was the yearend statement plus last month.

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

### Old Business

- Doyle Gripp gave the Library prepaid phone cards to alleviate long distance charges. Long distance service from Verizon has been cancelled.
- Motion was made by Egeland to accept Doyle Gripp's resignation. Second was made by Rich and the motion carried unanimously.
- Roberta reported that she has not received contract information for microfilming newspapers so will let us know when she does.

### New Business

- As our Library qualifies to receive two free computers from a Gates Foundation Grant, Roberta will fill out and submit the required application.
- Gloria Willis has submitted bids to network the Library computers. Roberta would like to use the money that was given to the library by the Coons Foundation.
- Roberta reported that we are not required to prepare an Internet safety policy, as we do not receive reimbursement for our telephone bills.
- There is a leak above the young adult paperback shelf that needs attention. Roberta will check into the repairs as well as asking Max Combs to paint the front door when he has completed the other painting.

Young moved to adjourn the meeting and Rich seconded. The meeting was adjourned at 7:40 PM.

Respectfully submitted,

Joyce Blass, Secretary Pro Tem





2002

Special Meeting of Chariton Free Public Library Board

A Special Meeting of the Chariton Public Library Board was held in the Library Board Room on Tuesday, August 13 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 7:00 PM. Members Blass, Egeland, McGee, Mefferd, Morret, Rich, and Young were present along with librarians Reynolds and Tyree.

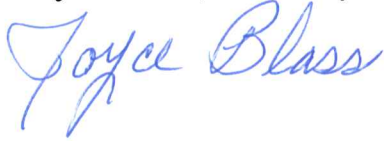
Internet Specifications for the Gates Grant application were discussed. It was decided to use dedicated DSL as provided by Iowa Telecom and to network all computers by utilizing wireless network software.

Motion was made by Blass and 2<sup>nd</sup> by Mefford to accept the Bill Gates Grant application and to submit the application for free computers and free software for the Chariton Public Library.

Young moved to adjourn the meeting and the meeting was adjourned at 7:30 PM.

Respectfully submitted,

Joyce Blass, Secretary Pro Tem



2002

The Chariton public Library Board held its regular monthly meeting in the boardroom Thursday, September 5<sup>th</sup>, pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 7:00 p.m. Members McGee, Mefferd, Morrett, Davis and Young were present along with librarians Reynolds and Tyree.

Sarah Davis was sworn in before the meeting convened. The minutes of the last regular meeting were read. Jack moved to accept the minutes as read.

Jim seconded and the motion was passed. *unanimously*

Correspondence: A letter from John Witt, author, complimenting the board on our Carnegie library and addition. Note: He is in the process of writing a book about Iowa Carnegie Libraries. Our library will be in that book.

Financial Statement was read and approved on a motion by Tim and seconded by Jim. Motion passed *unanimously*

Old Business: None

New Business: Jim made a motion to contract with Max Combs of Combs Construction, to paint door and window casings for the sum of \$400.00.

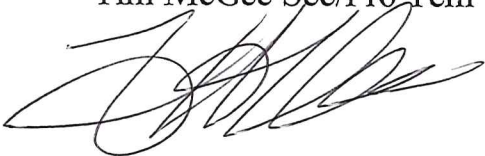
Sarah seconded the motion. Motion passed.

Other Business: None

Jack moved to adjourn the meeting, seconded by Tim and the meeting was adjourned at 7:35 p.m.

Respectively Submitted,

Tim McGee Sec/Pro Tem



## Chariton Free Public Library

The Chariton Public Library Board held its regular monthly meeting in the boardroom on Thursday, October 3, 2002 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 7:00 PM by President Danny Morrett. Members Blass, Davis, Egeland, McGee, Mefferd, Morrett, Rich, and Young were present along with librarians Reynolds and Tyree. The minutes of the last regular meeting were read. Mefferd moved to accept the minutes as read, Davis seconded and the motion carried unanimously.

There was no Correspondence.

The Financial Statement was read. McGee moved and Rich seconded that the Financial Statement be approved as read.

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

There was no Old Business.

### New Business:

Librarian Reynolds reported that the Library has some electrical problems and that Drake Electric and Leo Orwig will be checking into the problem.

Mefferd reported that the committee is still working on job descriptions for Library employees.

The Library Mission Statement which reads: "The Chariton Free Public Library exists to provide materials and services to 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," was reviewed. Davis moved and Mefferd seconded that the mission statement be approved as written. The motion carried unanimously.

The Heritage Microfilm contract was discussed. We would need 8 rolls to get caught up on the microfilming of the Chariton Newspapers at a cost of \$1,324.00. Young moved that we sign the contract, Rich seconded and the motion passed unanimously. It was also reported that it is possible that other groups might help defray some of the cost of this project.

### Other Business:

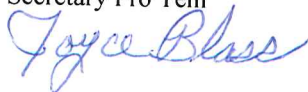
Midwest Alarms quote for a smoke detector in the book drop is \$376.00.

There is a leak in the roof but the City Crews have not been able to pinpoint exactly where the leak is originating.

Reynolds reported that a new 3-way intercom has been purchased and installed.

Young moved to adjourn the meeting, McGee seconded and the meeting was adjourned at 8:00 PM.

Joyce Blass  
Secretary Pro Tem



Chariton Free Public Library Board Minutes  
November 7, 2002

The Chariton Public Library Board held its regular monthly meeting in the boardroom on Thursday, November 7, 2002, pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 7:00 P.M. Members Blass, Davis, Egeland, McGee, Mefferd, Morrett, ~~Rice~~, and Young were present along with librarians Reynolds and Tyree.

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

A thank you note from the Dekko Foundation Youth Group was read.

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

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

Mefferd presented the report on new job descriptions. It was decided to wait until the December meeting for approval, so as to allow everyone more time to read the report.

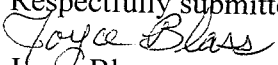
McGee submitted the new budget and moved to accept the budget as written. Mefferd seconded and the motion carried unanimously.

The Librarians reported that they would be providing a free Children's Christmas movie in the Education room on a Saturday in December.

Maxine Willadson has requested to use the Education Room to fill the Inter-Church Council Christmas Food Boxes from December 2 through December 9<sup>th</sup>. McGee moved that we allow this, Young seconded and the motion carried unanimously.

Discussion was held concerning a Christmas party for the Library staff and Board members as well as their spouses. It was decided to let the staff decide when they would prefer to attend the party, but were encouraged to have the party after the next board meeting. Roberta said she would check into this and let everyone know.

Young moved to adjourn the meeting, Davis seconded and the meeting was adjourned at 8:20 P.M.

Respectfully submitted,  
  
Joyce Blass  
Secretary pro-tem



Chariton Free Public Library Board Minutes  
December 5, 2002

The Chariton Public Library Board held its regular monthly meeting in the boardroom on Thursday, December 5, 2002, pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 P.M. Members Blass, Davis, Egeland, McGee, Mefferd, Morrett, Rich, and Young were present along with librarian Reynolds and guest Tim Vick.

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

The financial statement was reviewed. Egeland moved to accept the financial statement, Rich seconded and the motion carried unanimously.

The bills were read. McGee moved to pay the bills, Blass seconded and the motion carried unanimously.

The new Personnel Policy was discussed with McGee making the motion to adopt the policies as written. Mefferd seconded the motion and it was approved unanimously.

Tim Vick, Chariton's new city Manager introduced himself to the members of the board.

Kristin Tyree's resignation as Children's Librarian was discussed. McGee moved to accept her resignation, Egeland seconded and the motion passed unanimously.

The best use of the donation by the Vredenburg Foundation was discussed. It was mentioned that the heating system does not work properly as well as the need to complete automation of the Library. Tim Vick said that he would contact Alliant Energy about our heating system. It was the general consensus of the board that since automation will cost approximately \$28,000 for completion as well as \$4,000 for yearly maintenance, that the Library Foundation should be contacted to help pay this expense.

The next meeting will be held on January 2, 2003 with election of officers. Roberta will report on costs of automation and heating repairs at this meeting.

Roberta requested that she be allowed to close at 6:00 PM on New Years Eve. Mefferd moved and Rich seconded and permission was unanimous.

Young moved to adjourn the meeting, Rich seconded and the meeting was adjourned at 5:55 P.M.

Following the meeting, a Christmas Party was held for all Library Employees and spouses as well as Library Board Members and their spouses.

Respectfully submitted,



Joyce Blass  
Secretary pro-tem

January 2, 2003 Minutes  
Chariton Free Public Library Board

The Chariton Public Library Board held its regular monthly meeting in the boardroom on Thursday, January 2, 2003, pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00P.M. Members Blass, Davis, Mefferd, Rich and Young were present along with librarian Reynolds and City Manager Tim Vick.

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

There was no correspondence.

The financial statement was read. Young moved to accept the financial statement, Blass seconded the motion and it carried unanimously.

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

Tim Vick went over the heating and cooling system with a representative of Halverson's. Tim made several suggestions for improving the system. The Halverson Company is to prepare a quote on quarterly maintenance and one of their technicians will look into the various problems with our system.

Election of Officers was held. The slate of officers of Danny Morrett: President, Jim Mefferd: Vice President, Joyce Blass Secretary was nominated by Davis and 2<sup>nd</sup> by Young. The vote was unanimous.

A change in the by laws was discussed. It was moved by Mefferd to change Article 4 Section 2 to read "The officers except the Treasurer shall be elected by majority vote of the board of trustees. They shall serve for one year or until their successors are elected. Their term of office shall begin January 1. And Article 4 Section 3 to read "The election of officers shall take place at the regular December monthly meeting". Seconded by Young and the motion carried unanimously.

Blass moved and Mefferd seconded that we permanently change the closing time for New Years Eve Day to 4:00 P.M. The motion carried unanimously.

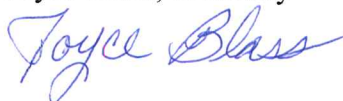
We have close to \$18,000 to use toward automation. It was decided to ask the Library Foundation if they would help pay to automate the Library.

The Library's Confidentiality Policy was reviewed with no changes being made.

Changing the interlibrary loan postage fee from \$.50 to \$1.00 was discussed. It will be put on next month's agenda.

Young moved to adjourn the meeting, Blass seconded and the meeting was adjourned at 6:05 P.M.

Joyce Blass, Secretary



Chariton Public Library Board Minutes  
Thursday, February 06, 2003

The Chariton Public Library Board held its regular monthly meeting in the boardroom on Thursday, February 06, 2003, pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 PM by board President Danny Morrett. Members Blass, Davis, Egeland, Mefferd, Morrett, Mosbach, Rich, and Young were present along with Librarian Reynolds and guest City Manager Tim Vick.

New board member LuAnn Mosbach was sworn in by President Danny Morrett.

The minutes of the last regular meeting were read. Mefferd moved to accept the minutes as read, Rich seconded and the motion carried unanimously.

Two thank you notes for funeral flowers were read. They were from Brian Gross and the Marion Coons family.

The financial report was read. McGee moved and Young 2<sup>nd</sup> that the financial statement be accepted as read. Mefferd moved to pay the bills, Davis seconded and the motion carried unanimously.

Tim Vick was again available for discussion of the repairs that need to be made on the heating and cooling system. He recommended that we do the repairs that are needed right now. He also suggested that we talk to Alliant Energy about a grant to insulate the front area. Mefferd made a motion that we not accept the January 21 proposal for repairs by the Halverson Company and that we ask them to submit a new bid that would include the repair of the condensate drain. Davis 2<sup>nd</sup> the motion and the motion carried unanimously.

Mr. Vick also informed the board that the city's proposed budget would include a \$2,500 increase for the Library.

Roberta reported that she received a check for \$1,000 from the Library Foundation to be used for heating and cooling expenses. Danny will send the Foundation a thank you note.

Sarah Davis has agreed to attend the training workshop that is required in conjunction with the Gates Foundation donation of new computers.

A motion was made by Young that the name of Children's Librarian be changed to Youth Services Librarian. 2<sup>nd</sup> was by Mefferd and the motion carried unanimously. Roberta reported that she has a promising application for the position of Youth Services Librarian. It was decided that no decision be made on hiring until a reference check was made and until members of the Salary Committee could decide on a beginning salary for the position.

Committee assignments for Library Board members were presented with Budget Committee members: Mefferd, Blass, and Egeland; Salary Committee members: McGee, Davis and Blass; Centennial Committee: Mosbach and Rich; and Building Committee: Young and Davis.

After some discussion, it was moved by Blass and 2<sup>nd</sup> by Egeland to change the time for our board meetings from 7:00 PM to 5 PM. The motion carried with 8 (eight) yes votes and 1 (one) no.

Danny reported that the by-law change that was proposed and voted on last month was not done properly as required by the by-laws. Mefferd suggested that the change be



included in the agenda for the March meeting to be resubmitted and then voted on at the April meeting.

A motion was made by Young to change the interlibrary loan postage fee from \$.50 to \$1.00. Mefferd 2<sup>nd</sup> and the vote was unanimous.

Our Library's Confidentiality policy was again discussed with no changes to our policy.

Mefferd reported on the South West Regional Library.

Roberta reported that the Traces organization would be presenting a program on March 25 and that we are responsible for finding overnight accommodations for the two men who will be conducting the program. It was suggested that the Library pay for them to stay at a local hotel.

Young moved to adjourn the meeting, Mefferd seconded and the meeting was adjourned at 6:40 PM.

Respectfully submitted,  
Joyce Blass, Secretary

A handwritten signature in cursive script that reads "Joyce Blass".

## Corrected Minutes of March Board Meeting

The Chariton Public Library Board held its regular monthly meeting in the board room Thursday, March 6, 2003, 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 Mosbach were present, along with librarian Reynolds. Tim Vick, City Manager, was also present.

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

There was no correspondence.

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

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

During old business, Morrett reported that there has been no new bid from Halverson's yet, but he has contacted them, and they will be sending someone down.

Roberta contacted a reference for Julie Fiesel as an applicant for Youth Services Librarian. The former Tama Library Director offered an excellent recommendation. Roberta recommended that we hire Julie. The salary committee recommended that we hire Julie at \$9.00 an hour for 22 hours, with a 90 day probationary period. McGee made that motion, and the vote carried unanimously.

The change in by-laws of terms of office were discussed. Mefferd made a motion to resubmit the change of the by-laws, Article IV, Section 2, to read as, "Their term of office shall begin January 1," and Section 3 to read as, "The election of officers shall take place at the regular December monthly meeting."

Tim Vick discussed a program of IES that provides money to make repairs and changes to cut energy costs. Danny will call to have an engineer here to look the building over.

Danny reported that the Library Foundation had offered to pay ½ the cost of a new Dial-a-Story machine to replace the one that no longer works. The Foundation wondered if the Friends of the Library would pay the other half. McGee made the motion to pay the cost if Friends doesn't pay that cost. The vote passed unanimously.

Davis made a motion to use The Coons Foundation money to pay for shelving for adult fiction material. Mefferd seconded, and the vote passed unanimously.

During new business, Roberta and Sarah discussed the new computers and training. The board agreed to close the library on the day/days of the training. The Gates Foundation will allow \$500 for the electrical and networking costs. If the costs go over that amount, Roberta thinks state money may cover. Sarah will look into Siris's Acceptable Use Policy. Roberta will

contact Alex Drake about needed electrical work.

Danny asked Gene and Sarah to serve on a Capital Improvement Planning Committee. They will make a list of things the library needs to present to the Theater Board. This will make us eligible for financial help.

In other business, Roberta announced that the Pamida Foundation will be presenting the library with a check for \$500. The money can be used for adult or children's books, and for music room material. She also reminded us of the "Traces" program on March 25<sup>th</sup>. She is looking into getting a worker from the Promise Jobs Program. The next book sale will begin April 13<sup>th</sup>.

Mefferd moved to adjourn the meeting, Egeland seconded, and the meeting was adjourned at 6:34 P.M.

Respectfully submitted,



LuAnn Mospach  
Chariton Public Library Board Secretary, Pro Tem

## Chariton Public Library Board Minutes

The Chariton Public Library Board held its regular monthly meeting in the board room Thursday, April 3, 2003, 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, Mosbach, Rich, and Young were present along with librarian Reynolds. Gloria Willis was also present.

The minutes of the last regular meeting were read. Mefferd moved to accept the minutes as corrected. The motion carried.

There was no correspondence.

The financial statement was read. Rich moved to accept the financial statement. Young seconded and the motion carried.

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

Gloria Willis discussed High Speed Internet Access. Davis made a motion, and Mefferd seconded, to have Roberta hire Gloria to serve as a consultant for the Gateway Networking. Danny appointed Mefferd and McGee to serve on a committee to research necessary information for our internet decisions.

Mefferd moved to change <sup>By-law</sup> Article IV, Sections 2 and 3 as submitted. Young seconded it. The board voted unanimously.

The board suggested that Roberta make a prioritized list of things needed that can be paid for by the funds from the state.

Friends of the Library bought the new Dial-a-Story machine and gave the library \$2400.

In new business, Davis moved to strike the sentence, "There is a maximum fine of \$5 for any one item, excepting equipment," from the overdue fines policy. Rich seconded it. The vote passed unanimously.

During committee reports Danny said someone from Alliant will be here April 11 for an energy audit. He also said that he has been in contact with someone about insulation.

Sarah will visit other libraries to get ideas about shelving for the music room.

We discussed information about the Historical Registry and the Centennial.

In other business, Roberta has invited all the elementary teachers and students to visit the library during National Library Week.

Young moved to adjourn the meeting , Mosbach seconded and the meeting was adjourned at 6:30 P.M.

Respectfully submitted,

A handwritten signature in cursive script that reads "LuAnn Mosbach".

LuAnn Mosbach  
Chariton Public Library Secretary, Pro Tem.

May 1, 2003  
Chariton Public Library Board Minutes

The Chariton Public Library Board held it's regular meeting in the boardroom Thursday, May 1, 2003, pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:10 P.M. Members Blass, Mefferd, Morrett, Rich and Young were present along with librarian Reynolds and guests Alyse Hunter and Cyndi Miller. Alyse Hunter spoke to the board about Historical Preservation and the procedures needed for the Library to apply for the state Historical Register. The customary cost for hiring a consultant to complete the application process is between \$1200 and \$1500 or if a group hires a consultant it could be \$800 per property.

Cyndi Miller talked to the board about obtaining DSL Internet through Iowa Telecom. DSL would cost about \$40 per month, but would eliminate the phone line that is now needed for Internet access. The purchase of a modem would be \$200 paid in payments of \$5.00 per month for 3 years. Iowa Telecom would waive the usual \$75.00 activation fee.

The minutes of the last regular meeting were read. Rich moved to accept the minutes as read. Young seconded the motion carried unanimously.

There were two pieces of correspondence. The first was a letter from the Vredenburg Foundation acknowledging a letter from the Library requesting further support from the Foundation. The second was a letter of donation from the Pamida Foundation of \$500.

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

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

The Capital Improvement Committee reported that they have received two bids for installing insulation. A representative from Halverson's conducted an energy audit. The conclusion was that lighting in the Library is the primary energy user, therefore there is not much that can be done to reduce energy consumption. If insulation were added in the attic, the payback would take about 10 years. Halverson's recommended that a local contractor be hired for some of the work that needs to be done such as installation of the condensation drain.

There was no report from the Centennial Committee.

Mefferd reported for the Internet committee and made a motion to contract for two years with Iowa Telecom for DSL Internet access at an estimated

39.95  
cost of \$40 per month. Blass seconded the motion and it carried unanimously.

Roberta reported that she doesn't know how much money will be remaining from the state until Gloria Willis has completed networking the computers. She will present a list of needs as soon as Gloria has completed her work. The policy for equipment usage fines was reviewed with Mefferd moving to strike the sentence which reads "There is a maximum fine of \$5.00 for any one item, excepting equipment" and deleting the Equipment fine of \$6.00 per day as we have no equipment to loan to patrons. Rich seconded the motion and it carried unanimously.

Roberta reported that she had attended a staff meeting at City Hall. At that meeting, City Manager Tim Vick informed all staff that there would be across the board budget cuts in the coming fiscal year due to cuts on the state level.

Young moved to adjourn the meeting, Mefferd seconded and the meeting was adjourned at 6:20 PM.

Respectfully submitted,



Joyce Blass

Secretary

June 5, 2003  
Chariton Public Library Board Minutes

The Chariton Public Library Board held its regular monthly meeting in the bard room on Thursday, June 5, 2003, pursuant to notice given under the Iowa Open meeting law. The meeting was called to order by President, Danny Morrett at 5:00 PM. Members Blass, Egeland, McGee, Mefferd, Morrett, and Rich were present along with Librarian Reynolds and City Manager Tim Vick.

Tim Vick reported on the heating and cooling system. The Condensing drain will require yearly cleaning due to normal freezing/thawing conditions and normal accumulation of dirt and debris. Inside and outside units need to be cleaned. Noble Maintenance and Travis Mechanical would like to bid on replacement of units. Mr. Vick recommended that we use a local company for repairs and replacements that are needed for maintenance of our system.

Tim Vick reported that due to state budget cuts, the budget for the Library would be reduced by \$7,000 which would reduce the City's support from \$67,000 to \$60,000 for the period beginning July 1, 2003 to June 30, 2004.

The minutes of the last regular meeting were read. Mefferd pointed out that the May minutes should read "Internet access will be provided at a cost of \$39.95 per month". Mosbach moved to accept the minutes as corrected. Mefferd seconded and the motion carried unanimously.

There were three items of correspondence. The first was a letter from the Vredenburg Foundation informing us of their generous donation of \$3,800 in continued support for the Library. The second was a letter from the Coons Foundation informing us of their generous donation of \$1,000 in continued support for the Library. The third was a thank you for the Audio Book in memory of Lisa Gross.

The financial statement was read. Mefferd moved to accept the financial statement, Rich seconded and the motion carried unanimously.

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

The Centennial Committee report was given. The theme for the Centennial is "One Hundred Years of Opening New Pages In Your Life". Each month, beginning in Oct. 2003, there will be a special event.

The Capital Improvement Committee suggested that we table the decision on insulation until the heating and cooling problems are resolved. They also suggested that accepting bids for the heating and cooling system be tabled until the rest of the bids are received.

As the computers from the Gates Foundation have not arrived yet, it was decided not to make any decisions as to what to do with the money that was received from the state.



There was much discussion as to how to cut our budget by \$7,000. Tim McGee moved that the hours for all weekdays be changed beginning July 1. The Library would be open Monday through Friday at 1:00 PM with the same closing times each day. Saturday hours would remain the same. Mefferd seconded the motion and it carried unanimously.

Tim McGee moved that all part time employees hours be cut by two (2) hours each week. Egeland seconded and the motion carried unanimously.

Mefferd moved that the budget for books be cut from \$4,000 to \$2,000 per year. Mosbach seconded and the motion carried unanimously.

Mefferd moved that the contract with Susie Linn be amended to 4 nights per week at \$420.00 per month. Rich seconded and the motion carried unanimously.

In other business, Mefferd moved that the Library be closed on Saturday, July 5. McGee seconded and the motion carried unanimously.

Blass moved to adjourn the meeting, Rich seconded and the meeting was adjourned at 6:30 PM.

Respectfully submitted,

Joyce Blass

CHARITON PUBLIC LIBRARY  
BOARD OF TRUSTEES AGENDA  
SPECIAL MEETING-JUNE 19TH  
5:30 p.m.

CALL TO ORDER  
READING OF MINUTES  
APPROVAL OF MINUTES  
CORRESPONDENCE-  
READING OF FINANCIAL STATEMENT  
APPROVAL OF FINANCIAL STATEMENT  
READING OF BILLS  
APPROVAL OF BILLS  
OLD BUSINESS  
NEW BUSINESS-Heating and Cooling Systems- (None are working) Bryce Trask will be present to discuss his proposal for the heating and cooling units.  
Gloria Willis and networking  
DISCUSSION  
ADJOURNMENT  
NOTES:

CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES

Chariton Public Library Board of Trustees met in Special session, pursuant to the Open Meetings Law, with 5 members present Thursday, June 19<sup>th</sup>. Business was taken up immediately with the problems of heating and cooling system. Bryce Travis was here to speak about his bid and to tell of the problems he has found with the system. This is a DDC, smart box system that should not be in a climate of 110 degrees. The front heat pump is burnt up. The control board has been replaced 6 times. We should go to a simple heat pump system. All of the ducts need to be enlarged. He will put a tray to catch any water if the drain should plug up in the overhead attic on the south side of the library. Also special pills would be used in the decondensation pump. He would have a 5 year warranty. The higher SEER rating is more economical. They have a 15-20 year life . The constant velocity handler would be set up Other questions were asked by board members. Bryce Travis was asked to come back with a price for a 4 ton unit. It was discussed and agreed to meet again, June 23<sup>rd</sup> at 5: 30 p.m. Meeting was adjourned.

CHARITON PUBLIC LIBRARY  
BOARD OF TRUSTEES AGENDA  
**SPECIAL MEETING** Monday, June 23rd, 2003  
**(Please attend this important meeting!)**  
5:30 p.m.

CALL TO ORDER  
READING OF MINUTES  
APPROVAL OF MINUTES  
CORRESPONDENCE-  
READING OF FINANCIAL STATEMENT  
APPROVAL OF FINANCIAL STATEMENT  
READING OF BILLS  
APPROVAL OF BILLS  
OLD BUSINESS-Heating and Cooling Systems-Bryce Travis will be here to speak to us and tell us of his findings! Decisions will be made about the heating and cooling systems.  
NEW BUSINESS  
DISCUSSION  
ADJOURNMENT  
NOTES:

Library Board—June 23,2003

The Chariton Public Library Board held a special meeting in the boardroom on Thursday, June 23, 2003, pursuant to notice given under the Iowa Open Meeting law. President Danny Morrett called the meeting to order at 5:30 P.M. Members Blass, Davis, Egeland, McGee, Morrett, Mosbach, and Rich were present along with Librarian Reynolds, City Manager Tim Vick, and Bryce Travis of Travis Mechanical.

Bryce Travis explained what his findings were concerning the Air Conditioning Units. He recommended that we replace all the current air conditioning units as they go bad. The current systems are variable speed and are difficult to trouble shoot. A new unit is needed in the attic at this time and one of the outdoor units is only working at 80%. Mr. Travis recommended that we purchase a 4 ton unit to be placed in the attic. McGee moved that we purchase the 4 ton 18 SEER (Seasonal Energy Efficiency Rating) unit from Bryce Mechanical at a total cost of \$7,150 after Rebate. Egeland seconded the motion and it passed unanimously.

McGee moved to adjourn the meeting, Rich seconded and the meeting adjourned at 5:45 P.M.

Respectfully submitted,

*Joyce Blass*  
Joyce Blass