

Chariton Free Public Library

March 4, 2021

The Chariton Free Public Library Board held its regular monthly meeting in the Educational Meeting Room at the Library on March 4, 2021 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:38 p.m.

Trustees Dixon, Fenton, Mefferd, Sharp and Utesch were present. Librarian Murphy was present.

The **Agenda**, amended to include George Esper's resignation from the Board, was unanimously adopted on a motion from Sharp, seconded by Fenton.

The **February 2021 Minutes** were unanimously approved on a motion from Fenton, seconded by Utesch.

Public Forum none

Correspondence \$600 Lucas County Genealogical Society payment
\$50 Memorial for Keith K. Goldsmith from Dan & Debbie Kent
\$35 Donation from David Brandt to purchase Charles Martin books
Trustee George Esper's resignation from the Library Board (reluctantly accepted)

The **February 2021 Financial Statement & January 2021 Treasurer's Report** were accepted on a motion from Mefferd, seconded by Utesch.

The **March 2021 Claims** were approved on a motion from Mefferd, seconded by Sharp.

Grants –

We'll hear about the Iowa Rural Heritage grant for the Window/Door Project by the end of May.

Dawn has applied for three more Iowa STEM Scale Up grants

Dawn is applying for a DEKKO Grant to purchase furniture for the meeting room. We'd like to switch to round group tables, rather than using the banquet tables, and we'd like to purchase moveable room dividers in order to enable attendees to distance from others, as well as to offer multiple program options simultaneously. This comes in handy when families have children ranging in age from toddler to teen. The round tables also work better if we want to have fundraisers in the meeting room in the future.

Dawn is applying for \$3,000 from ALA [Libraries Transforming Communities: Focus on Small and Rural Libraries from ALA](#)

ALA has just opened a second application round for this grant and will be giving out 450 additional grants to small and rural libraries. Participating libraries receive training in how to lead conversations through an ALA e-course on basic facilitation skills; host at least one conversation (in-person or virtual) with community members on a chosen topic; and receive \$3,000 to support community engagement efforts. Grant funds may cover a range of expenses, including staff time and collections and technology purchases. **Deadline: March 4, 2021**

Iowa Prison Industries has started offering Story Walk Displays, a waterproof display mounted on a post. Dawn is prepping a funding request to see if we can get local sponsors.

Our Architects shared Iowa Department of Cultural Affairs Grant info. I'm looking into it.

Old Business

Director's Evaluation – Tabled until all evaluations have been received.

Fundraising Committee – Tabled – suggestions of interested individuals welcome

DRAFT Library Long Range Plan & FY2020 Report – Tabled, Murphy will break the plan down by needs addressed and request assistance from Misty Gray (State Library) on the format of the plan, goals and tasks. We'll schedule a special work session so that Misty can share her expertise in person.

Trustee Job Description – Tabled

Program Director Job Description - Mefferd moved to table for further discussion. Dixon seconded. Passed unanimously.

New Business

Fenton made the motion to move the April Meeting from 4/1/21 to 4/8/21 due to bill and reporting issues associated with holding a meeting on the first day of the month. Sharp seconded and the motion passed unanimously.

Bequest Transfers: Mefferd moved and Fenton seconded to transfer the balance of the Curtis, Judd, and Milnes bequests, as well as another \$47,400 of the Swanson bequest, for a total transfer of \$73,972.87, to the Library operating fund to cover the expense of the roof project and architectural bills. Actual transfer of funds to occur as each investment matures. See below. The motion passed unanimously.

Bequest	Transfer Amount	Number	Date Matures	Amount	Rate	Fund
Laura Curtis Transfer	\$7,122. ⁵⁴	67719	7/9/2021	\$7,122.54	0.80%	Curtis
Martha Lucille Judd Transfer	\$10,272. ¹⁷	23839	3/12/2021	\$10,272.17	1.25%	Judd
Byrle K. Milnes Transfer	\$9,178. ¹⁶	39636	1/5/2021	\$9,178.16	0.99%	Milnes
Harold A. Swanson Transfer	\$220,484. ¹³					
Current Remainder	\$47,400. ⁰⁰					
	\$173,084. ¹³	88907	10/5/2021	\$220,484.13	0.99%	Swanson
TOTAL TRANSFER:	\$73,972.⁸⁷					

There was a discussion of transferring the Pogue bequest and using the entire amount to purchase books, which was the purpose of the bequest as stipulated in the will, but that decision was deferred until next month's meeting. It appears that the book-buying stipulation of the will was unknown for many years as it was not recorded in the minutes when the funds were accepted and invested. It is possible that former directors did use the interest for book purchases, but knowledge of the stipulation wasn't passed on over the years from one director to the next. We only secured an actual copy of the will this month. The Pogue investment doesn't mature until October, so there will be ample time to transfer it later, possibly to purchase books in FY22. The interest it generates is so little, it would take a few years to purchase even a single item, but the lump sum would allow a significant selection of items to be purchased.

Budget Amendment: See attached for information used in determining each budget amendment below. Mefferd moved to approve the budget amendment as requested. Utesch seconded and the motion passed unanimously.

REVENUES		AMEND
006-410-4765	LIBRARY PETTY CASH COVID CRASH!!	\$3,000.00
006-910-4830	TRANSFERS	\$73,964.00
EXPENDITURES		AMEND
006-410-6310	BUILDING & GROUNDS	\$5,000.00
006-410-6371	UTILITIES	\$20,000.00
006-410-6497	MISC.	\$50.00
006-410-6498	PROGRAMMING	\$3,300.00
006-410-6505	NEW FURNITURE/EQUIPMENT	\$8,000.00
006-410-6507	OPERATING SUPPLIES	\$2,500.00
006-410-6508	POSTAGE	\$200.00
006-410-6502	BOOKS - LIBRARY FUNDS	\$3,500.00
006-410-6522	MEMORIAL BOOKS	\$4,500.00
006-410-6523	MEMORIAL AUDIO-VISUAL	\$2,500.00
006-410-6524	AUDIO-VISUAL - LIBRARY FUNDS	\$2,500.00
006-410-6751	CONSTRUCTION PROJECTS	\$73,964.00

Transfer of bills from (006-410-6497) Misc. to (006-410-6498) Programming:

True Value	006 - 410 - 6497	\$40.93	20-Jul	62029
CPL Petty Cash	006 - 410 - 6497	\$10.17	20-Aug	62086
Amazon	006 - 410 - 6497	\$436.78	20-Nov	62486
CPL Petty Cash	006 - 410 - 6497	\$23.98	20-Nov	62490
TeleCurve, LLC	006 - 410 - 6497	\$300.00	20-Dec	62577

Policy Reviews:

Mefferd moved to approve the **Records Retention Policy** as amended. Fenton seconded & the motion passed unanimously.

Programming Policy: Tabled

Other Business none

Director's Report attached, includes several suggestions from patrons to discontinue the mask mandate for programs.

The meeting was adjourned at 7:05 p.m. on a motion from Dixon, seconded by Fenton

Fay Utesch, Secretary