

Chariton Free Public Library Board Meeting

April 8, 2021

The Chariton Free Public Library held its April board meeting on April 8, 2021 at the Chariton Free Public Library. Member's present were Lois Dixon, Marcia Fenton, Tim McGee, Jim Mefferd, Justin Sharp, and Rachel Watkins-Schoenig (online). Kris Murphy, Library Director and Laura Liegois, City Manager were present.

Chair of the Board, Tim McGee called the meeting to order at 5:38 p.m. A motion was made by Mefferd to approve the agenda as presented. The motion was seconded by Dixon and pass unanimously. There was no public comment. A motion was made by Fenton to approve the March meeting minutes and was seconded by Dixon. The motion passed unanimously.

There were several items of correspondence listed on the agenda. A discussion on the book sale donations was held and asked about the money received from selling donations. Mefferd requested that the book sale be put on the May meeting for discussion.

The March 2021 Financial Statement and February 2021 Treasurer's Report was presented to the board for review.

April claims were presented to the board for review. Murphy mentioned the Library replaced their phones due to have issues with them. Mefferd asked about the insurance coverage with the City and the workman's comp insurance. Dixon asked if the issue with the Infomax was resolved for the copier. Mefferd made a motion to approve the April claims as submitted. Dixon seconded the motion and the motion passed unanimously.

Old Business:

McGee moved the discussion of the Director's Review to later in the agenda. A discussion regarding the fundraising committee was had. Several suggestions to include a Friends of the Library, Library Foundation, and Genealogy members for the committee. McGee asked for any other ideas for people to help would be appreciated. He would like the committee to be formed soon.

The draft of the long-range plans for the Library was presented. Members of the board gave viewpoints on a few items but would like to have Misty Gray from the Iowa State Library to assist with the long-range plan. Murphy will contact Ms. Gray for assistance and attend a planning session with the Board.

Trustee job description was presented for review. A motion was made by McGee to approve the job description of the trustees. The motion was seconded by Mefferd and the motion passed unanimously.

The program director's job description presented to the board for review. It was discussed and agreed that this is the responsibility of the library director to create and maintain the job description of staff under this position.

New Business:

Faye Utesch submitted her letter of resignation to the board. The motion was made by Sharp to accept the resignation. McGee second and was approved. McGee stated he spoke with Mayor Bisgard on the replacement of two board members for the Library.

A discussion on summer program was had and it was decided it would be best with COVID to not plan for in person programming inside. A motion was made that summer program would be virtual unless there was a way to safely have programming outside this summer by Mefferd and seconded by Dixon. The motion passed unanimously.

Murphy asked the board if members thought it was a conflict of interest if the staff of the Library were members of the Lucas County Genealogy Society. The members felt that it is not conflicted if the staff member is true to wanting to be a part of the Society. It maybe conflicting if they hold an officer position.

McGee did bring up to Murphy that there are issues that need to be address between the Library and the Lucas County Genealogy Society. The Board would like Murphy to address the items with them and resolve them. This comment does not reflect Murphy's evaluation and McGee will be meeting with Murphy to discuss her evaluation.

Transfers of endowments were approved at the March Meeting. Murphy is to look at the endowments and see when the Swanson's maturity date is. It was listed on the agenda to approve early transfer fees from the endowments approved in March. There was no motion or vote made to do this. The transfers would assist with the roof repairs for the Library's budget.

Julia Pogue Bequest was discussed, and a motion was made by Mefferd and second by Fenton to spend the \$500.00 for books as the will is stated the use is for. The motion passed unanimously.

The program policy was tabled until May for more discussion.

Murphy gave her director's report, which was attached with the agenda.

A motion was made by Mefferd and second by Dixon to adjourn the meeting. The motion passed unanimously. The Chariton Free Public Library Board Meeting ended at 7:15 pm.

Truly Submitted by:



Laura Liegois

City Manager