

**Chariton Free Public Library**  
**November 12, 2020**

The Chariton Free Public Library Board held its regular monthly meeting in the Chariton City Council chambers on Thursday, November 12, 2020 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 pm by President Jim Mefferd. Other trustees present were Fenton, Sharp and Dixon. Trustees attending virtually were McGee, Utesch and Watkins-Schoenig. Others present were Librarian Kris Murphy and City Manager Laura Liegois.

The **Agenda** was unanimously adopted on a motion by Dixon, seconded by Sharp.

The **Minutes** of the **October 2020** meeting were unanimously approved on a motion from Fenton, seconded by Utesch.

There was no one present for the **Public Forum**.

There was no **Correspondence**, but Murphy mentioned that there had been two recent monetary donations to the library.

The **October 2020 Financial Statement** and the **September 2020 Treasurer's Report** were unanimously accepted on a motion by McGee, seconded by Dixon.

The **September 2020 Claims** were amended to show that the Overdrive bill was \$1015.78 instead of \$497.02, and then unanimously approved on a motion from Mefferd, seconded by Fenton.

The **October 2020 Claims** were amended to add a bill from ADG in the amount of \$411.74, and then unanimously approved on a motion from Mefferd, seconded by Dixon.

The **November 2020 Claims** were unanimously approved on a motion from Sharp, seconded by Utesch.

**Grants:** The Vredenburg Foundation Grant purchase is included in this month's claims.

**Old Business: COVID-19 Pandemic Policies**

Mefferd discussed the creation of the pandemic policy for the library and stressed the need for the library to have this kind of policy. He referred to the proposed policy which had been provided to the board members, and he explained the legal definitions of certain words that

are used within this document. "Must" legally means that this is a requirement. "Finds" legally indicates that this is factual information. Mefferd reminded everyone that Chariton already has a mask mandate from the City Manager for all City buildings.

Watkins-Schoenig motioned to approve, with amendments, the proposed policy. Mefferd seconded her motion.

Watkins-Schoenig then made a motion to add the words "that covers both their nose and mouth at all times" at the end of the first sentence in section #3. Sharp seconded this motion.

Watkins-Schoenig made a motion to add the words "when possible" at the end of the second sentence in section #4. Sharp seconded this motion.

Dixon made a motion to delete part C of section #5. Watkins-Schoenig seconded this motion.

Mefferd made a motion to add "Doctors' notes will not be accepted from anyone" in Section #3 part A. Mefferd said he would write this amendment more clearly and send it to Murphy.

Watkins-Schoenig seconded this motion.

Mefferd made a motion to add the words "over the age of two" after "All persons" in the first sentence of section #3. Watkins-Schoenig seconded this motion.

Mefferd called for a vote and all five amendments were approved unanimously.

#### **New Business:**

##### **a) Library Annual Report**

Mefferd will sign the signature page on the Library Annual Report (Survey) to the State Library of Iowa.

##### **b) Chariton Public Library FY22 Budget Request**

Liegeois told the board that the library's budget requests will be presented to the City Council on January 11<sup>th</sup>. There was some discussion of certain budget items. Mefferd said the budget will need to be revisited and approved at December's board meeting.

##### **c) Election of Officers**

The nomination and election of board officers will be held next month. Mefferd appointed McGee, Dixon and himself to be the nominating committee. They will meet to discuss and decide a slate of officers, and this will be presented at December's meeting.

**Director's Report:** Murphy used a new format for her report which met with the board's approval.

Being no further business, the meeting was adjourned at 7:15 pm on a motion from Fenton, seconded by Utesch.

Lois Dixon, Secretary

