

Chariton Free Public Library
December 3, 2020

The Chariton Free Public Library Board held its regular monthly meeting in Council Chambers at City Hall on Thursday, December 3, 2020 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:36 pm by President Jim Mefferd.

Other trustees present were Utesch, Sharp, Fenton and Dixon. McGee attended the meeting virtually. Others present were Librarian Kris Murphy and City Manager Laura Liegois. Edd Soenke from The Design Partnership also attended virtually.

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

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

Public Forum: Edd Soenke shared a report regarding the necessary library roof repairs. He recommended starting these repairs as soon as possible. His report also included a quote for the work from Weatherproofing Technologies, Inc. After some discussion, it was decided that more time is needed to advertise this job and possibly get other bids. The board will hold a special meeting concerning the roof repairs on Thursday, January 14th, at 5:30 pm at City Hall. Liegois said that bids for this job will be opened at City Hall at 2 pm on Tuesday, January 12th.

There was no **Correspondence**. There was some discussion about ensuring that thank yous go out promptly to those who give monetary donations to the library. Currently, Dixon writes thank yous and acknowledgements from the board as soon as she receives the information from Murphy. Board members would like to be informed of all donations as soon as possible.

The **November 2020 Financial Statement** was unanimously approved on a motion from Fenton, seconded by McGee.

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

Grants: Murphy said that she is preparing the grant report.

Old Business: The board reviewed the Library FY2022 Budget Request. The request was unanimously approved on a motion from McGee, seconded by Dixon. The Library FY2022 Budget Request will be presented to the City Council on Monday, January 11th, at 5:45 pm.

A slate of officers for upcoming year was listed with McGee as President, Dixon as Vice President and Utesch as Secretary. The slate was approved unanimously on a motion from Fenton, seconded by Sharp. These trustees will take office in January. The board thanked

out-going President Jim Mefferd for his work and dedication to the library.

New Business: The board looked over a list of the library's investment information. Murphy told the board that only the interest earnings can be used from four accounts, and the other six accounts are free of stipulations. McGee stated that most of the money in these six accounts will probably be used to get started on the repair and renovation work.

Possible ideas to start fundraising for the library repairs and improvements were discussed, including forming a committee and hiring a professional fund-raiser. McGee said that serious fund-raising plans need to start in the spring.

Mefferd reminded the board that it's time to evaluate the Library Director. McGee requested that all board members fill out an evaluation, which will be sent to them by either Murphy or Liegois. Evaluations will be returned to McGee, who will review them with Murphy.

Trustee Pillsbury-Allen has recently had a baby. The board agreed to give a book to the library in celebration of the baby's birth.

Murphy reviewed her **Director's Report**. Fenton asked about a long-range plan for the library and Murphy said that the board will need to update their plan, possibly at the January meeting.

Being no further business, the meeting was adjourned at 6:45 pm on a motion from Utesch, seconded by Dixon.



Lois Dixon, Secretary