

Chariton Free Public Library

October 3, 2019

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, October 3, 2019 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:34 p.m.

Trustees Dixon, Esper, Fenton, McGee, Mefferd, Watkins-Schoenig and Watt were present. Librarian Kris Murphy was present.

Ben Watt was sworn in as Trustee.

The **Agenda** was unanimously adopted on a motion from McGee, seconded by Watkins-Schoenig.

The **Minutes** of the last regular meeting were unanimously approved on a motion from Watkins-Schoenig, seconded by Fenton.

Correspondence: Hy-Vee Reusable Bag Program letter (Murphy will put this on the November agenda)

The **Financial Statement & Treasurer's Report** were reviewed.

Claims were unanimously approved on a motion from Watkins-Schoenig, seconded by Watt.

Grants: no new grants at this time.

Old Business:

- a. Budget Committee Meeting – waiting on Building Repair RFP to determine transfer estimate Mefferd, McGee, Esper & Murphy will meet again prior to the November board meeting. There was much discussion of the current budget and treasurer's report, as well as the draft request for next year's budget. Murphy was directed to invite City Manager Laura Liegois and Library Service Consultant Misty Gray to the November meeting to discuss the Library's budget and fund balance.

New Business:

Policy Updates:

Watkins-Schoenig moved to approve the Internet Policy. Watt seconded and the motion carried unanimously.

Fenton moved to approve the Collection Management Policy. Watt seconded and the motion carried unanimously.

McGee moved to approve the Personnel Policy. Esper seconded and the motion carried unanimously.

Watkins-Schoenig moved to approve the Operations Policy as amended. McGee seconded and the motion carried unanimously.

A draft RFP to address building issues was submitted by Murphy. Several changes were suggested, including insurance guidelines provided by the City Manager. Watt made a motion to approve the RFP pending City Manager approval, but the motion died without a second. Mefferd directed Murphy to make the necessary changes before taking it to the City Manager. Mefferd may then call for a special meeting during the month of October in which the RFP could be approved by the board and released.

There was discussion about the Genealogy room and rental agreement, which will be continued at the November meeting.

Director's Report: attached.

The meeting was adjourned at 6:53 p.m. on a motion from McGee, seconded by Fenton.

Lois Dixon, Secretary