

Chariton Free Public Library
September 2, 2021

The Chariton Free Public Library Board held its regular monthly meeting in Council Chambers at City Hall on September 2nd, 2021 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:33 p.m.

Trustees Fenton, Mefferd, Meyer, Miller, Pillsbury-Allen (online), Seuferer, and Sharp were present. Librarian Murphy and City Manager Liegois were also present. Architectural team members Ed Soenke & Tim Heilkema and Lynn Vannoy were also present.

The **Agenda** was unanimously adopted on a motion from Mefferd, seconded by Seuferer.

Election of Officers: Miller was nominated for the position of president by Seuferer, but the nomination died for lack of a second. Fenton was nominated for the position of president by Miller, seconded by Meyer. Fenton was unanimously voted in as board president, to fill the vacancy left by the resignation of trustee Tim McGee.

Mefferd was nominated for the position of vice president by Meyer, seconded by Miller. Mefferd was unanimously voted in as board vice president, to fill the vacancy left by the resignation of trustee Lois Dixon.

Architect Presentation: Architects Soenke and Heilkema, together with engineer Vannoy discussed the bids for the HVAC portion of the library renovation project received by the deadline of September 2nd at 2:00 PM. The city received two bids for replacement of HVAC units: a bid of \$45,500.00 from Primo Heating and Cooling and a bid of \$47,946.00 from Riley Heating and Cooling. The architectural team confirmed that, after reviewing both bids, that both bids met their standards for the project.

After discussion by the board, it was moved by Mefferd and seconded by Seuferer to accept the bid of \$45,000.00 from Primo Heating and Cooling due to the urgency of needs and availability of supplies under article 4 of the agenda. The board interprets article 4 to include the right to accept bids. Motion passed unanimously. It was then moved by Miller and seconded by Sharp to award an additional allowance of up to \$5,000 to contract Drake Electric to complete necessary electrical work for the HVAC work to be completed. Motion passed unanimously.

It was recommended in the future that bids be scheduled further in advance of meetings to allow more time to consider bids and to explicitly include bid approvals in the meeting agenda.

No bids were received for foundation work by the bid deadline. It was recommended by the architectural team to wait to reissue a request for bids for foundation work in February, and to work to clarify the nature of the proposal, and conduct a broader search for contractors in order to attract bidder interest.

The architect team recommended the installation of two basement sump pumps in advance of the foundation work to help alleviate moisture issues in the basement.

Public forum: none

The **August 2021 minutes** were unanimously approved on a motion from Seuferer seconded by Pillsbury-Allen.

Correspondence: Librarian Murphy received the library's annual BRIDGES Letter of Agreement

Due to the date of the meeting, the **August 2021 Financial Statement** was not ready for review.

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

Grants:

Coons Foundation: request letter was sent to new foundation address in West Des Moines
Johnson Foundation: no response to request
CFPL Foundation: board advised Librarian Murphy to send a letter to Sherrill Garton at the CFPL Foundation
Carver Trust: letter of inquiry was sent to be allowed to submit a grant application

Old Business:

Steamfest: The board supported library staff participation in Steamfest, but directed Librarian Murphy to keep the library open if possible during the event.

Policy Review: The board reviewed the current Internet Policy and Conduct Policy. Mefferd moved to renew the policies as currently written, motion was seconded by Seufferer. Motion passed unanimously.

Fundraising Committee: Trustees Miller and Meyer volunteered to head a fundraising committee to raise funds for ongoing CFPL renovations.

Library Programming: The board and Librarian Murphy discussed resuming on-site, in-person library programming. Due to the continuing COVID-19 pandemic, the board directed Librarian Murphy to postpone the resumption of on-site, in-person programming until conditions improve. Librarian Murphy was asked to prepare a report on the programming budget for the next meeting, to help assess current programming.

New Business:

The board discussed amending Article V Section 1 of the Chariton Library Board of Trustees Bylaws to read:

Section 1: The regular meeting of the Board of Trustees shall be held in the board room at 5:30pm on the first **second Thursday of each month. The President may call a special meeting at any time so long as legal notice is given under the Iowa Open Meetings Law. A special meeting shall be called upon the written request of any member.**

After discussion, the first reading of the amendment was moved by Seufferer and seconded by Meyer. A roll call vote was taken:

Fenton: Yes
Mefferd: Yes
Meyer: Yes
Pillsbury-Allen: Yes (virtual)
Seufferer: Yes
Sharp: Yes

Other Business: Trustee Fenton discussed using the Genealogy Room of the library for next month's meeting.

No **director's report** was provided.

The meeting was adjourned at 7:30pm on a motion from Pillsbury-Allen, seconded by Meyer.

Justin Sharp
CFPL Board Secretary

The next meeting of the CFPL Library Board will be Thursday, October 7th, 2021 in the Genealogy Room of the Library.