

Chariton Free Public Library
November 11, 2021

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom at the Library on November 11, 2021 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Fenton, Mefferd, Meyer, Pillsbury-Allen, Seufferer, and Sharp were present. Librarian Murphy and City Manager Liegois were also present.

The **Agenda** was unanimously adopted on a motion from Meyer, seconded by Seufferer.

Public forum: Karen Patterson, Lucas County Genealogy Society president addressed the board with a request to change the Genealogy room staffed hours for the winter season. The proposed staffing change would result in the room being staffed less than the 50% of the operating hours of the CFPL. Patterson asked the board to waive that contract requirement or to amend the contract with the Society at the next contract review.

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

Correspondence:

- a. Library Foundation Donation of \$1000
- b. Donation from Monica Gillman, \$75 to purchase Retro DVDs
- c. Colby Vredenburg Memorial, \$500 given by Martha Vredenburg
- d. In Honor of John & Jodi Pierschbacher's Marriage, \$100 given by Richard & Joyce Chalfant – requests no thank you note
- e. In Memory of Peggy & Keith Goldsmith, \$50 given by Paul & Leslie Goldsmith
- f. In Honor of Ruth Morgan's 100th Birthday, Debbie Macomber's "It's Better This Way" in LP, given by Chariton Book Club
- g. In Memory of Loren Burkhalter, \$50 given by Robert & Cheryl Evans

The **October 2021 Financial Statement and Treasurer's Report** were reviewed.

The **October 2021 Claims** were unanimously approved on a motion from Meyer, seconded by Mefferd. Librarian Murphy was asked to monitor spending at Amazon.com in the future, and to utilize local vendors whenever possible

Grants:

- a. Outdoor Device Charging Stations ordered – ARPA Grant reimburses us after purchase.
- b. Librarian Murphy contacted Kristen Vander Molen for the REAP Grant for Historical Buildings regarding a grant for preserving the stained-glass windows in the library

Old Business:

Library Programming and Meeting Room Availability: Librarian Murphy shared that she contacted city code enforcement officer George Johnson to determine the capacity of the meeting room, but did not get a response.

After discussion, it was moved by Pillsbury-Allen and seconded by Justin Sharp to resume on-site library programming and meeting room public availability.

Fenton: No
Mefferd: No
Meyer: Yes
Pillsbury-Allen: Yes

Seufferer: Yes
Sharp: Yes

The motion passed with a vote of 4-2.

New Business:

Library Board By-Laws Review: after discussion, the by-laws review was directed to the policy committee for further study

Child Safety Policy Review: moved by Mefferd to accept the Child Safety Policy as amended, seconded by Susan Seuferer. Approved unanimously.

Sex Offender Policy Review: moved by Mefferd to accept the Sex Offender Policy as amended, seconded by Pillsbury-Allen. Approved unanimously.

Meeting Room Policy Review: after discussion, the meeting room policy was directed to the policy committee for further study.

Library Staff Wages: Librarian Murphy presented the board with a table comparing the wages for CFPL employees to similar positions at other Code-D libraries in the southeast and southwest library districts. After discussion, the board directed Librarian Murphy to develop a recommendation for salary increases and present her recommendations to the board at the December board meeting, when the yearly budget will be planned.

Consideration to approve Advantage Preservation quote to microfilm and digitize Chariton Newspapers issues from January 2019 to June 2021 at a cost of \$1,272.50. Librarian Murphy reported that the digital records of the Chariton Newspapers had not been updated in some time and that it was necessary to scan issues every two years or so to keep the records up-to-date. After reviewing the bid, it was moved by Seuferer and seconded by Mefferd to approve the bid from Advantage Preservation for \$1,272.50. Approved unanimously

Committee Reports:

Building & Grounds Committee: The committee met to discuss building and grounds priorities for the near term: the cleaning out of the board room and repairs around the north door of the library. The committee also discussed the library's custodial arrangements with the city and discussed the possibility of scheduling a board/community clean up day at the library to help with minor building and grounds work.

Construction Committee: The committee met with architect Ed Soenke and developed a new timeline for the library's renovation project, which was presented to the board. The committee plans to prioritize putting out RFB's earlier and moving faster on essential items in the renovation project.

Executive Committee: The committee met with Librarian Murphy before the board meeting to plan the meeting agenda.

Fundraising Committee: did not meet

Policy Committee: did not meet

Technology Committee: did not meet

The October **director's report** and **programming report** were reviewed.

The meeting was adjourned at 6:49pm on a motion from Pillsbury-Allen, seconded by Seuferer.

Justin Sharp
CFPL Board Secretary

The next meeting of the CFPL Library Board will be Thursday, December 9, 2021 in the Boardroom of the Library.