

Chariton Free Public Library
December 9, 2021

The Chariton Free Public Library Board held its regular monthly meeting in the multipurpose room at the Library on December 9, 2021 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Fenton, Meyer, Miller, Pillsbury-Allen, Sharp, and Watkins-Schoenig were present. Librarian Murphy was also present.

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

Public forum: Karen Patterson, Lucas County Genealogy Society president addressed the board with the proposed new winter hours for the Genealogy room.

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

Correspondence:

- a. Coons Foundation building fund donation of \$5,000
- b. Thank You note from the family of Harlan Ranshaw regarding flowers sent to Harlan's funeral
- c. Letter from library volunteer Sharon Neel acknowledging receipt of eight defunct library patron computers for recycling

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

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

Grants:

- a. Kristen Vander Molen sent an example REAP Historical Buildings grant application to use as a guide for the library's application. Fenton reminded the board to consider local contractors when and if the library begins work on the windows.

Unfinished Business:

Library Staff Wages: Librarian Murphy shared a proposal for library staff wage increases with the board. The board reviewed the proposal and decided to wait until reviewing the overall library budget proposal before taking action on wage increases.

New Business:

Genealogy Room Winter Hours: after discussion, it was moved by Watkins-Schoenig and seconded by Meyer to temporarily waive the open hours requirement under Item 4 of the Genealogy Society's contract with the Library Board for a period from December 1, 2021 to April 1, 2021. The motion passed unanimously.

Consideration of Bids for Drainage Remediation and Foundation Work: Architect Edd Soenke met earlier with the Construction Committee. No bids for work were received as of the board meeting.

Circulation Policy Review: after discussion, the circulation policy was directed to the policy committee for further study

Operations Policy Review: after discussion, the operations policy was directed to the policy committee for further study

Internet Policy Review: after discussion, the internet policy was directed to the policy committee for further study

Election of Board Officers: A slate of officers was moved by Watkins-Schoenig and seconded by Meyer.

for Board President: Marcia Fenton
for Board Vice-President: Jim Mefferd
for Board Secretary: Justin Sharp

The slate of officers was approved unanimously.

Adoption of Annual Library Calendar: Librarian Murphy presented the board with a draft calendar for board review. Watkins-Schoenig asked Murphy to consider the inclusion of either Martin Luther King Jr. Day or Juneteenth as a library holiday. Board discussed the need for additional in-service time for library staff. After discussion, Watkins-Schoenig moved to table adoption of the calendar, seconded by Meyer. Motion approved unanimously.

Library FY 23 Budget Request: Librarian Murphy presented the board with a draft budget request for FY23. The board discussed the increase in the technology budget due to the library's contract with Mainstay Technology and the need to increase fundraising efforts into 2022 and 2023. Watkins-Schoenig discussed with the board the possibility of increased funding from the City of Chariton in the future.

It was moved by Meyer and seconded by Miller to approve the library budget request for FY 23.

Committee Reports:

Building & Grounds Committee: The committee thanked Librarian Murphy for her work on decluttering areas of the library. The committee discussed outdoor lighting concerns around the north door and the parking lot area. Librarian Murphy informed the board that she has tried to contact Alex Drake to complete electrical work, but has been unsuccessful. Murphy will work with City Manager Laura Liegois to find someone to repair the lights around the south door. The committee recommended that the door to the program director's office/storeroom be put back in place for patron safety.

Construction Committee: The committee met with architect Ed Soenke to discuss bids for foundation work. No bids were received by the bid deadline, so the bid deadline has been extended to December 21st. The committee hopes to receive bids from at least two bidders. The committee plans to move forward with installing sump pumps now, before the spring season.

Executive Committee: The committee did not meet. Fenton shared the forms for Librarian Murphy's annual performance review, and requested that board members return the forms to her by mail no later than December 20th. Fenton plans to conduct Librarian Murphy's annual performance review in closed session at the board's regular meeting in January.

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 7:02 pm on a motion from Meyer, seconded by Fenton.

Justin Sharp
CFPL Board Secretary

The next meeting of the CFPL Library Board will be Thursday, January 13th, 2022 in the Boardroom of the Library.