**Norwalk Easter Public Library**

**Library Board of Trustees Meeting Minutes**

**September 2020**

**Date:** Monday September 14, 2020 **Time:** 6:30 pm

**Location:** Zoom with URL https://us02web.zoom.us/j/5541738280

**Due to the COVID-19 pandemic, this meeting was held virtually. Permission granted by the following:**

**Per Governor Proclamation, on March 20, 2020.**

**ELECTRONIC MEETINGS AND HEARINGS**

*SECTION NINE. Pursuant to Iowa Code § 29C.6(6), and at the request of the Iowa League of Cities on behalf of numerous local governmental bodies, I temporarily suspend the regulatory provisions of Iowa Code § 21.8, 26.12, and 414.12, or any other statute imposing a requirement to hold a public meeting or hearing, to the extent that the statutes could be interpreted to prevent a governmental body from holding the meeting by electronic means, provided that the governmental body properly notices the meeting or hearing and includes a telephone conference number or website address that permits the public to participate in the meeting or hearing. I also temporarily suspend those statutes to the extent they could be interpreted to prevent a governmental body from limiting the number of people present at an in-person location of the meeting, provided that the governmental body provides a means for the public to participate by telephone or electronically as provided in this section.*

**Call to Order**

Board President Steve Clarke called the meeting to order at 6:31.m.

Trustees present at roll call: Steve Clarke, Stephanie Farmer, Nikki Huetter, Sarah Smith, Kelly Stewart, and Elizabeth Thompson.

Library Staff Present: Director Jean Bosch and Annette Clark

Others Present: David Lester

**Approval of Agenda**

The agenda was amended with the correction of August Meeting Minutes review, rather than July. Ms. Smith motioned to approve the agenda as amended; Ms. Farmer seconded, and the motion carried unanimously.

**Review of August Meeting Minutes**

The August Meeting Minutes were provided. With no amendments, Ms. Smith motioned to approve the August Meeting Minutes; Ms. Farmer seconded, and the motion carried unanimously.

**Approve Bills**

Director Bosch presented the bills that are to be paid.

Roll call vote:

Clarke – AYE

Farmer – AYE

Huetter - AYE

Smith – AYE

Stewart – AYE

Thompson - AYE

**Treasurer’s Report**

The treasurer’s report was provided to the Board. Ms. Thompson inquired if there were specific items she should focus on when covering the treasurer’s report. Director Bosch suggested the Board review for red flag items and shared what was done at her previous library. Additionally, Director Bosch discussed the option for conversing with Maryann Mori, library consultant from the State Library of Iowa for her thoughts, at a future trustee training.

**Director’s Update**

Director Bosch shared an update since we last met in August. Several mandatory reports were turned into the State Library of Iowa to remain accredited. Eleven mobile hotspots were cataloged and are circulating; to help defray the costs, a $1,000 Disaster Recovery Fund grant application was approved by the Warren County Philanthropic Partnership. Facility issues continue to be problematic and costly. Two staff members have resigned, and Director Bosch had two candidates accept offers of employment to fill the open positions. Reporting on behalf of the other librarians, Director Bosch shared program successes for the month.

**New Business**

*November 3rd Curbside Service –* The library received an official reapplication from the Warren County Auditor’s Office to serve as a polling place on Tuesday November 3rd, 2020 for the General Election. Taking patrons’ and staff’s health and safety into consideration, Director Bosch and staff request to close the security gate for the day, the staff work onsite behind the gates providing curbside, phone, and email services, while election officials utilize the meeting room and entryway spaces. Ms. Farmer motioned to approve the library’s request; Ms. Thompson seconded, and the motion carried unanimously.

*Update Library Board of Trustees Bylaws –* To assist with the payment of bills in a timelier manner, Director Bosch suggested changing the monthly board meeting from the second Monday of each month to the third Monday of each month. After a brief discussion, this meeting item will be tabled for a future meeting. Ms. Farmer motioned to take no action at this time; Ms. Smith seconded, and the motion carried unanimously.

**Other Business**

*Trustee Training –* Director Bosch is assembling trustee training binders for the two newest trustees and coordinating a date and time for Maryann Mori to provide training.

**Adjournment**

Ms. Smith moved to adjourn the meeting at 7:13 p.m. Ms. Thompson seconded. The motion carried unanimously.

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| /s/ |
| Sarah Smith, Secretary  09/14/2020 |