**Norwalk Easter Public Library**

**Library Board of Trustees Meeting Minutes**

**December 2020**

**Date:** Monday December 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 6:30 p.m.

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

Library Staff Present: Director Jean Bosch

**Approval of Agenda**

Ms. Smith motioned to approve the agenda; Ms. Farmer seconded, and the motion carried unanimously.

**Review of November Meeting Minutes**

The November Meeting Minutes were provided. Ms. Smith motioned to approve the November Meeting Minutes; Ms. Thompson seconded, and the motion carried unanimously.

**Approve Bills**

Director Bosch presented the bills that were to be paid.

Clarke – AYE

Farmer – AYE

Huetter – AYE

Moench – AYE

Smith – AYE

Stewart – AYE

Thompson - AYE

**Treasurer’s Report**

The treasurer’s report was provided to the Board. Director Bosch is working with the finance officer at city hall due to the operating supplies budget being diminished. There was an error with two large charges that should have gone to the library trust rather than operating supplies. Ledger adjustments will be made, and operating supplies will be back on track. However, with the required personal protective equipment (PPE), the cost of operating supplies will increase.

Ms. Thompson inquired about the subscriptions and education materials line item as it is over budget. Director Bosch stated that cost is directed to databases, magazine, and newspaper subscriptions and are paid early on in the fiscal year. It is unknown how much the providers will increase their costs for the year. Director Bosch mentioned when providers invoice the library in May or June, they are willing to roll it over into the next fiscal year. Ms. Thompson motioned to approve the Treasurer’s Report; Ms. Huetter seconded, and the motion carried unanimously.

**Director’s Update**

Director Bosch shared an update since we last met in November. The staff remains busy with the curbside pickup service. Take-and-makes remain popular with patrons.

**New Business**

*Request for Facility Closure on December 26th –* All city staff received an email from the city manager stating the annual employee appreciation event was going to be canceled due to the COVID-19 pandemic; however, the city manager and the mayor wanted to show their appreciation to the staff and would give city employees an additional holiday. Not all library staff, in particular part-time staff, do not earn holiday pay. Director Bosch requested to close the library on December 26th and to pay all library staff. Ms. Smith motioned to approve the library closure on December 26th; Mr. Moench seconded, and the motion carried unanimously.

**Other Business**

*Trustee Training During Board Meetings –* Mr. Clarke suggested adding trustee training to upcoming agendas. Director Bosch said she would put together a training schedule in conjunction with a policy review and approval cycle.

*Winter Wonderland Light Display –* Ms. Smith inquired about the winter wonderland light display mentioned at October’s meeting. Director Bosch said she and the Library Foundation decided not to do this for 2020 but would consider it for the future.

**Adjournment**

Ms. Farmer moved to adjourn the meeting at 6:48 p.m. Mr. Moench seconded. The motion carried unanimously.

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| /s/ |
| Sarah Smith, Secretary12/14/2020 |