**Norwalk Easter Public Library**

**Library Board of Trustees Meeting Minutes**

**January 2021**

**Date:** Monday January 11, 2021 **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 p.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

Others Present: David Lester

**Approval of Agenda**

Director Bosch amended the agenda to include a discussion about a change in closure for staff in-service day under New Business. Ms. Smith motioned to approve the agenda as amended; Ms. Stewart seconded, and the motion carried unanimously.

**Review of December Meeting Minutes**

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

**Approve Bills**

Director Bosch presented the bills that were to be paid.

Clarke – AYE

Farmer – AYE

Huetter – AYE

Smith – AYE

Stewart – AYE

Thompson - AYE

**Treasurer’s Report**

The treasurer’s report was provided to the Board. Director Bosch mentioned as part of the operating supplies budget line, the library’s paper supply is included. With the many take-and-makes available, lots of paper is being used. After meeting with the city’s finance officer and the city manager, Director Bosch was provided a couple of options regarding the operating supplies budget overage. Money could potentially be moved from the building maintenance repair budget line or from other lines that are currently under budget. Ms. Thompson motioned to approve the Treasurer’s Report; Ms. Smith seconded, and the motion carried unanimously.

**Director’s Update**

Director Bosch shared an update since we last met in December. With the library being closed to the public due to the COVID-19 pandemic, circulation numbers are down. Beginning Wednesday January 13th, browsing will be made available by appointment. There are issues with the telephone system. Director Bosh plans to contact other city departments to see if they have issues as well. Two ultraviolet air purifiers were installed to help provide cleaner air within the library. Ms. Huetter motioned to approve the Director’s Report; Ms. Thompson seconded, and the motion carried unanimously.

**New Business**

*Change in Closure for Staff In-service Day –* Staff In-service Day was originally scheduled for President’s Day, Monday February 15th. With COVID positivity rates increasing and the preference to meet in person, Director Bosch proposed postponing the in-service day to sometime in May. Director Bosch will select a date in May and will inform the board. Ms. Thompson motioned to approve the postponement of the staff in-service day to May; Ms. Stewart seconded, and the motion carried unanimously.

*Quarterly Review of Strategic Plan* – Director Bosch shared updates to activities completed within the [Norwalk Easter Public Library Strategic Plan](https://www.norwalklibrary.org/wp-content/uploads/2020/08/NEPL-Strategic-Plan-FY21-25-final.pdf).

**Other Business**

*Innovative Libraries Online Conference (ILOC)* – Director Bosch emailed board members information about an upcoming conference and encouraged board members to register and attend.

*Director Bosch Out of Office –* Director Bosch informed the board she will be out of the office beginning the afternoon of January 27th and the following day.

*Fundraising –* Director Bosch provided fundraising options to the Library Foundation and notified the board they may ask us for assistance in promoting the fundraisers.

**Adjournment**

Ms. Smith moved to adjourn the meeting at 7:04 p.m. Ms. Farmer seconded. The motion carried unanimously.

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| /s/ |
| Sarah Smith, Secretary01/11/2021 |