**Norwalk Easter Public Library**

**Library Board of Trustees Meeting Minutes**

**November 2020**

**Date:** Monday November 9, 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, Sarah Smith, Kelly Stewart, and Elizabeth Thompson

Library Staff Present: Director Jean Bosch

**Approval of Agenda**

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

**Review of October Meeting Minutes**

The October Meeting Minutes were provided. Ms. Smith motioned to approve the October 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. Mr. Clarke noted we are 33% through the fiscal year and at 35% of the annual budget and noted no concerns.

**Director’s Update**

Director Bosch shared an update since we last met in October. Director Bosch said the highlight of the month was visiting six different libraries across Iowa with the city manager to gather ideas for our future library. A presentation will be prepared by library staff at a future meeting.

Director Bosch said she is proud of her staff for continuing to keep patrons engaged through the use of take-and-makes. Mallory put together a story walk through Brownie Park.

**New Business**

*Director’s Performance Evaluation –* A performance evaluation must be conducted each fiscal year. Mr. Clarke asked for board volunteers to form a small committee to put together the evaluation. Ms. Smith and Ms. Thompson volunteered.

*FY22 Budget Planning* – Director Bosch provided the capital improvement projects she submitted for Council consideration. Such items requested were a new sign for the library, an air purification system for the entire building, and to hire consultants for interior improvements. The city finance director has not provided any directives for the coming year’s budget and Director Bosch will provide as they become available.

**Other Business**

*COVID-19 Update –* With COVID-19 cases on the rise, Director Bosch is monitoring the available information, but does not believe it is necessary to rollback to curbside-only service at this time. Internal adjustments are being made such as additional work-from-home days for the staff and moving a check-out computer to encourage distancing. Ms. Thompson inquired about the transmission of the virus on library materials between patrons and staff. Director Bosch said materials are still being quarantined for three days and staff is removing books from the book drop while wearing gloves. The bigger concern is air transmission, so staff continues to wear masks.

*NEPL Foundation –* Mr. Clarke reminded board members the Norwalk Easter Public Library Foundation is an option for charitable donations and any monetary donations may be dropped off at the library.

**Adjournment**

Ms. Smith moved to adjourn the meeting at 6:59 p.m. Ms. Farmer seconded. The motion carried unanimously.

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| /s/ |
| Sarah Smith, Secretary  11/09/2020 |