**Norwalk Easter Public Library**

**Library Board of Trustees Meeting Minutes**

**October 2020**

**Date:** Monday October 12, 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

Others Present: David Lester

**Approval of Agenda**

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

**Review of September Meeting Minutes**

The September Meeting Minutes were provided. Director Bosch suggested the minutes be amended to reflect bills are *to be* paid, rather than approving bills that were paid. Ms. Farmer motioned to approve the September Meeting Minutes as amended; Ms. Thompson seconded, and the motion carried unanimously.

**Approve Bills**

Director Bosch presented the bills that were to be paid. With no issues or concerns, Ms. Famer motioned to approve the bills to be paid; Ms. Huetter seconded, and the motion carried unanimously.

**Treasurer’s Report**

The treasurer’s report was provided to the Board. Ms. Stewart 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 September. Director Bosch requested $4,000 from the Library Foundation and granted the funds for additional Launchpads to add to the collection. Interior spaces were reconfigured to add single-person seating and tables and benches. Director Bosch asked staff to provide photos for this month’s director’s report highlighting activity packets and take-and-makes.

Mr. Clarke inquired if Director Bosch was still interested in moving the board of trustees meeting time. Director Bosch said the meeting time will remain the same for now as she works through the bookkeeping processes as required by the city of Norwalk.

Trustee Training is to be held Monday October 19th at 6:30pm at the Norwalk Easter Public Library, or via Zoom, with State Library of Iowa consultant Maryann Mori.

**New Business**

*Trustee Email Accounts –* Director Bosch has been working with the city of Norwalk for trustees to have their own individual city email accounts for official city business. Login credentials will be sent to each trustee by Director Bosch.

*Winter Wonderland Light Display* – Director Bosch would like to utilize the library’s parking lot for a drive through winter wonderland light display. Judy Corcoran from the Library Foundation has agreed to help with some of the fundraising. If trustees are interested in helping, contact Director Bosch.

**Other Business**

*Patricia Boss Lawrence Trust –* Director Bosch provided an update on the Patricia Boss Lawrence Trust with information provided by a letter dated September 29, 2020 from W. Vito Lanuti & Associates, P.C. Discussion ensued on how the funds could potentially be used.

**Adjournment**

Ms. Smith moved to adjourn the meeting at 7:00 p.m. Ms. Huetter seconded. The motion carried unanimously.

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| /s/ |
| Sarah Smith, Secretary10/12/2020 |