**Norwalk Easter Public Library**

**Library Board of Trustees Meeting Minutes**

**February 2021**

**Date:** Monday February 8, 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 6:33 p.m.

Trustees present at roll call: Steve Clarke, Nikki Huetter, Sarah Smith, and Kelly Stewart

Library Staff Present: Director Jean Bosch

Others Present: David Lester

**Approval of Agenda**

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

**Review of January Meeting Minutes**

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

**Approve Bills**

Director Bosch presented the bills that were to be paid.

Clarke – AYE

Huetter – AYE

Smith – AYE

Stewart – AYE

**Treasurer’s Report**

The treasurer’s report was provided to the Board. As of the printing of the agenda packet, 59% of the fiscal year has passed and at approximately 60% of expenditures. Ms. Smith 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 January. Director Bosch shared her appreciation for Gary Lehmer from Public Works and his assistance with continued HVAC issues. Director Bosch and Lehmer plan to add handicapped-accessible door openers to the restroom doors and to also update the landscaping. Beginning February 15th, the library will move into the next phase of reopening the library with 50% capacity and 60-minute time limits for patrons. Due to findings of the REALM study, quarantining returned library materials will cease.

**New Business**

*Amend Mobile Hotspot Policy –* An amended Mobile Hotspot Policy was provided allowing for hotspots to be renewable per the Circulation Policy. Ms. Smith motioned to approve the Mobile Hotspot Policy as amended; Ms. Stewart seconded, and the motion carried unanimously.

*Review Chapters 1 and 2 of New Iowa Library Trustee’s Handbook* – Director Bosch read chapters one and two from the new [2021 Edition Iowa Library Trustee’s Handbook](https://docs.google.com/document/d/1zYx9FwB8RFgGmdZX8aD7KLwUsWeOF8GMz0vMSogs6FM/edit).

**Other Business**

*Norwalk Central –* Director Bosch shared portions of the proposed Norwalk Central building initiative which may potentially include a new library.

*Foundation Fundraising –* Director Bosch provided fundraising options to the Library Foundation. One option is during National Library Week, April 4-10, 2021, Fareway will allow customers to round up their total to benefit the Norwalk Easter Public Library Foundation. The second option is the library will offer a receptacle to collect used printer cartridges and will send them in for recycling and in exchange will receive some money.

**Adjournment**

Ms. Smith moved to adjourn the meeting at 7:27 p.m. Ms. Huetter seconded. The motion carried unanimously.

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| /s/ |
| Sarah Smith, Secretary  02/08/2021 |