



## **NORWALK EASTER PUBLIC LIBRARY**

### **Library Board of Trustees Meeting Minutes**

### **April 2021**

**Date:** Monday April 12, 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 6:32 p.m.

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

Library Staff Present: Director Jean Strable

Others Present:

#### **Approval of Agenda**

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

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#### **Review of March Meeting Minutes**

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

#### **Approve Bills**

Director Strable presented the bills that were to be paid.

Clarke – AYE

Farmer – 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, 75% of the fiscal year has passed and at approximately 75% of expenditures. Mr. Clarke inquired if Director Strable knew the total collected from Fareway's grocery roundup for the Library Foundation during National Library Week. Director Strable said she has not heard from Fareway at the time of this meeting.

### **Director's Update**

Director Strable shared an update since we last met in March. With the library open to the public again, circulation has increased as well as the number of new library accounts and the use of the Adventure Pass Program. Director Strable also contacted the library director in Norwalk's sister city in Vushtrri, Kosovo to begin fostering a relationship. A new supply of patron library cards has been ordered with the new logo. Additionally, the library continues to have HVAC system issues. Director Strable will research and share potential solutions at a future meeting.

### **New Business**

*Review Chapters 5 and 6 of New Iowa Library Trustee's Handbook* – Director Strable read chapters five and six from the new [2021 Edition Iowa Library Trustee's Handbook](#) as part of the annual Trustees' continuing education.

### **Other Business**

*Staff Inservice Day* – Director Strable and staff is preparing for their Staff Inservice Day taking place Friday May 14<sup>th</sup> and invited the trustees to attend lunch with the library staff.

*4<sup>th</sup> of July Parade* – Director Strable and staff plan on carrying a banner with the library logo and handout candy and bookmarks rather than a float for the 4<sup>th</sup> of July parade taking place on Saturday July 3<sup>rd</sup>. Trustees are invited to participate.

### **Adjournment**

Ms. Smith moved to adjourn the meeting at 7:44 p.m. Ms. Farmer seconded. The motion carried unanimously.

/s/

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Sarah Smith, Secretary  
04/12/2021