



# NORWALK EASTER PUBLIC LIBRARY

## Library Board of Trustees Meeting Minutes

### March 2021

**Date:** Monday March 8, 2021

**Time:** 6:30 pm

**Location:** Zoom with URL <https://us02web.zoom.us/j/5541738280>

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**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 Secretary Sarah Smith 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:

#### **Approval of Agenda**

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

#### **Review of February Meeting Minutes**

The February Meeting Minutes were provided. Ms. Farmer motioned to approve the February Meeting Minutes; Mr. Clarke 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. As of the printing of the agenda packet, 67% of the fiscal year has passed and at approximately 64% of expenditures.

### **Director’s Update**

Director Bosch shared an update since we last met in February. Director Bosch shared her appreciation for her staff and their efforts with getting ready for summer and their continuous work on the take-and-makes. With the library being open without an appointment, there have not been issues with visitors refusing to wear a mask or have stayed past the allotted 60 minutes. A new staff member was onboarded. Since the Director’s Update was written, the library’s Facebook page shared a photo with bins for printer ink cartridge recycling, Norwalk Food Pantry food collection, and a Lions Club for used eyeglasses donations. Director Bosch also provided more detail around the Norwalk Fire Department responding to a call regarding a foul odor. The closing staff were making their rounds prior to leaving the library for the night and smelled a foul and burning-like odor from the men’s room. Electrical work had been completed prior that day when automatic-door-openers were added to each restroom door. The Fire Department did not see any issues. Public Works employee, Gary Lehmer, assigned to the library, noticed the exhaust fan motor in the women’s restroom was burning out and fixed it immediately. Director Bosch presented the library’s five-year strategic plan at a recent City Council meeting and her presentation was received very well.

### **New Business**

*2021 Hours & Annual Closures Policy Review* – An amended Hours and Annual Closures Policy was provided allowing for hours of operation to be subjected to change per COVID-19 protocols. In addition, the library will be closed for Staff Development Day on Friday May 14, 2021 rather than its originally scheduled date of February 15, 2021.

Farmer – AYE  
Huetter – AYE  
Smith – AYE  
Stewart – AYE  
Thompson – AYE

*Review Chapters 3 and 4 of New Iowa Library Trustee’s Handbook* – Director Bosch read chapters three and four from the new [2021 Edition Iowa Library Trustee’s Handbook](#) as part of the annual Trustees’ continuing education.

### **Other Business**



*Evening Hours* – Director Bosch said she met with the library’s leadership team and they created a plan to keep the library open during evening hours beginning April 5, 2021.

*Library Week 2021* – Director Bosch reminded the Board April 4<sup>th</sup>-10<sup>th</sup> is National Library Week.

**Adjournment**

Ms. Stewart moved to adjourn the meeting at 7:19 p.m. Ms. Thompson seconded. The motion carried unanimously.

/s/

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Sarah Smith, Secretary

03/08/2021