**Norwalk Easter Public Library**

**Library Board of Trustees Meeting Minutes**

**August 2021**

**Date:** Monday August 9, 2021 **Time:** 6:30 pm

**Location:** Norwalk Easter Public Library and Zoom

**Call to Order**

Board President Stephanie Farmer called the meeting to order at 6:34 p.m.

Trustees present: Stephanie Farmer, Nikki Huetter, Ryan Sharp, Sarah Smith, Kelly Stewart, and Elizabeth Thompson

Library Staff Present: Director Jean Strable

Others Present:

**Approval of Agenda**

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

**Review of July Meeting Minutes**

The July Meeting Minutes and July Special Session Meeting Minutes were provided. Ms. Stewart motioned to approve both the July Meeting Minutes and the July Special Session Meeting minutes; Ms. Huetter seconded, and the motion carried unanimously.

**Approve Bills**

Director Strable presented the bills that were to be paid.

Farmer – AYE

Huetter – AYE

Sharp – 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, 8% of the fiscal year has passed and at approximately 8.7% of expenditures. With the new fiscal year, many subscription renewals have been paid.

**Director’s Update**

Director Strable shared an update since we last met in July. Statistics are still looking good. Director Strable is now keeping track of the Library Foundation’s director’s volunteer hours as the library is not back to having regular volunteers yet. The library hosted its first Front Porch Norwalk event in July. The installation of the door fob system has caused some issues with a door timer set incorrectly and parts on backorder for the front door. Security cameras are operational; however, one camera needs an adjustment. With a successful Staff Inservice Day in May, State Library of Iowa Consultant Maryann Mori asked Director Strable to assist with a continuing education recording on the topic of Successful Staff Inservice Days and can be found on [YouTube](https://www.youtube.com/watch?v=zwVLEPs9_Xg). Director Strable also met with Robin Leaper, Parks and Rec Director to discuss ways the library and Parks and Rec can collaborate. Director Strable attended the monthly meeting of the Metro Area Library Directors in Urbandale. Kayla Becker and Mallory Inman have been busy with the summer reading program and other programs which continue to do very well.

Ms. Thompson joined the meeting via Zoom at 6:47pm.

**Old Business**

*Review and Approval of Patricia Boss Lawrence Trust* – Requested documents were finally received from the attorneys in California. After reviewing, Ms. Smith motioned to approve the acceptance of the Patricia Boss Lawrence Trust; Ms. Stewart seconded, and the motion passed unanimously.

*Recap of Meeting on Future Library Building* – Director Strable, Ms. Farmer, and Ms. Smith met with Luke Nelson, City Manager, to discuss a future library building. Mr. Nelson was receptive of our appreciations and concerns such as space constraints that may impact having a drive through, parking, and ample gathering spaces. Director Strable also wanted to clarify the funds from the Patricia Boss Lawrence Trust are to be used for something special in her memory.

**New Business**

*Review Chapters 13 and 14 of New Iowa Library Trustee’s Handbook* – Director Strable read chapters 13 and 14 from the new [2021 Edition Iowa Library Trustee’s Handbook](https://docs.google.com/document/d/1zYx9FwB8RFgGmdZX8aD7KLwUsWeOF8GMz0vMSogs6FM/edit) as part of the annual Trustees’ continuing education.

**Other Business**

*Front Porch Norwalk Update –August 11, 6 – 8pm* – The library is hosting a “front porch” for Front Porch Norwalk again on August 11th and is partnering with Fareway. This will allow Norwalk citizens a safe, neutral place to gather and to advocate for the library. Trustees are encouraged to attend.

*COVID-19 Plan –* With COVID-19 cases increasing again, Director Strable asked for thoughts from the trustees. Curbside pickup, Plexiglas, continuous cleaning are all still available and being utilized. Director Strable will continue to monitor cases and will make decisions accordingly.

**Adjournment**

Ms. Farmer moved to adjourn the meeting at 7:57 p.m. The motion carried unanimously.

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| /s/ |
| Sarah Smith, Secretary  08/10/2021 |