



NORWALK EASTER PUBLIC LIBRARY

Library Board of Trustees Meeting Minutes

July 2021

Date: Monday July 12, 2021 **Time:** 6:30 pm

Location: Norwalk Easter Public Library

Call to Order

Board President Steve Clarke called the meeting to order at 6:31 p.m.

Trustees present: Steve Clarke, Stephanie Farmer, Nikki Huetter, Sarah Smith, Kelly Stewart, and Elizabeth Thompson

Library Staff Present: Director Jean Strable

Others Present: David Lester

Approval of Agenda

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

Review of June Meeting Minutes

The June Meeting Minutes were provided. Ms. Smith noticed the heading for the Review of Meeting Minutes reflected the month of April, not May. Ms. Stewart motioned to approve the June Meeting Minutes as amended; 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

Thompson – AYE

Treasurer's Report

The treasurer's report was provided to the Board. As of the printing of the agenda packet, 100% of the fiscal year has passed and at approximately 101.7% of expenditures. Mr. Clarke inquired if the City of Norwalk plans to take the overage amount out of FY21's budget. Director Strable was unsure and would consult with the city's finance director.



Director's Update

Director Strable shared an update since we last met in June. Statistics continue to bounce back to more normal, pre-COVID numbers. Director Bosch compared June 2019's statistics to June 2021's statistics and found that June 2021 has been nearly, if not more, successful than June 2019. Adult Services Librarian Kayla Becker is going back to nursing homes in Norwalk delivering books and programs. Library representation at the farmer's market has been well received, especially with free Iowa Cubs tickets. At a future farmer's market, Director Bosch would like to open library accounts for those interested. The 4th of July events went well with the library parade float and the Foundation's popcorn sales. Director Bosch is beginning to track how many patrons are using the library's Wi-Fi; usage has increased nearly 100% over the last two years. Story times and take-and-makes continue to be popular and well attended. The library was awarded a \$2,000 grant from 4 R Kids/Early Childhood Iowa and funds will be used on a collaborative take-home kit project to share between the six Warren County Public Libraries. Assistant Director Annette Clark and Ms. Becker have been working on a special project of weeding and cleaning up systems.

New Business

Election of Officers – Ms. Farmer was nominated board president. Ms. Huetter motioned to approve the nomination of Ms. Farmer as board president; Ms. Stewart seconded, and the motion carried unanimously.

Approve Staff Salary Increase for FY22 – 3% salary increases for all library staff with a favorable or higher performance rating have been budgeted. Ms. Thompson inquired if staff salaries were inline with other libraries of similar size. Director Strable said she will reach out to human resources for discussion. Ms. Farmer motioned to approve the 3% salary increase budgeted; Ms. Smith seconded, and the motion carried unanimously.

Approve Acceptance of 2021 American Rescue Plan Act (ARPA) Grant – The library applied for and has been awarded a \$5,000 ARPA grant. Ms. Smith motioned to approve the acceptance of the 2021 APRA grant; Ms. Stewart seconded, and the motion carried unanimously.

Approve Contract with CCS Presentation Systems – The ARPA grant funds will be used toward audio/visual upgrades to the meeting room. Director Strable has received a quote from CCS Presentation Systems out of Omaha, NE in the amount of \$5,374.93. City Council utilizes CCS Presentation Systems' technology and has had very limited issues. Ms. Smith motioned to approve the contract with CCS Presentation Systems; Ms. Thompson seconded, and the motion carried unanimously.

Review Chapters 11 and 12 of New Iowa Library Trustee's Handbook – Director Strable read chapters 11 and 12 from the new [2021 Edition Iowa Library Trustee's Handbook](#) as part of the annual Trustees' continuing education.



Other Business

Front Porch Norwalk Update – July 14 & August 11 – The library is hosting a “front porch” for Front Porch Norwalk on July 14th and 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.

Wi-Fi Hotspots – With the success of the first ten Wi-Fi hotspots, Director Bosch plans to write a grant to pay for the data plans of additional hotspots.

Adjournment

Ms. Smith moved to adjourn the meeting at 7:43 p.m. The motion carried unanimously.

/s/

Sarah Smith, Secretary

07/13/2021