



NORWALK EASTER PUBLIC LIBRARY

Library Board of Trustees Meeting Minutes

June 2021

Date: Monday June 14, 2021 **Time:** 6:30 pm

Location: Norwalk Easter Public Library

Call to Order

Board President Steve Clarke called the meeting to order at 6:34 p.m.

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

Library Staff Present: Director Jean Strable

Others Present:

Approval of Agenda

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

Review of April Meeting Minutes

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

Approve Bills

Director Strable presented the bills that were to be paid.

Clarke – AYE

Huetter – AYE

Farmer – 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, 92% of the fiscal year has passed and at approximately 95% of expenditures. July's report will have several renewals for the new fiscal year.

Director's Update

Director Strable shared an update since we last met in May. Statistics are bouncing back to more normal, pre-COVID numbers. With the school year over, new library accounts have increased. Story times have



been taking place in the park with excellent attendance; more than what the meeting room can accommodate. A second story time on Thursdays will be added to the schedule. Staff provided favorable feedback following their Inservice Day. There were a few facilities issues such as leaks from the drinking fountain, the roof above the women's restroom, and breakroom faucet. Curbside pick-up remains an option following the rollback of COVID restrictions beginning May 17th.

New Business

Circulation Policy Update – Director Strable shared an updated draft of the Circulation Policy to reflect temporary card limit updates and no longer limiting the number of DVD/Blue-Ray items that may be checked out. Ms. Stewart motioned to approve the amended policy; Ms. Huetter seconded, and the motion carried unanimously.

Library Closure for Holiday – July 5, 2021 – The City of Norwalk is observing the 4th of July on Monday July 5th. This date will also serve as the rain date should it rain on July 3rd for when the festivities are planned. The Board determined the library shall close on Monday July 5th in observance of the holiday and for the potential rain date. Ms. Smith motioned to approve the library closure for July 5th; Ms. Farmer seconded, and the motion carried unanimously.

Review Chapters 9 and 10 of New Iowa Library Trustee's Handbook – Director Strable read chapters nine and ten from the new [2021 Edition Iowa Library Trustee's Handbook](#) as part of the annual Trustees' continuing education.

Other Business

4th of July Weekend Update – The library will have a 4th of July parade float. The Library Foundation Board of Directors will be selling popcorn at the Party in City Park on July 3rd. If trustees are interested in volunteering for either opportunity, contact Mr. Clarke.

Front Porch Norwalk Update – July 14 & August 11 – The library is partnering with Fareway for Front Porch Norwalk on July 14th and August 11th. Trustees are encouraged to attend; more information will be provided closer to the dates.

Trustees Updates – Mr. Moench has resigned from his position on the Norwalk Easter Public Library of Trustees. Director Strable is in communication with a potential trustee. Ms. Stewart is moving out-of-state and will provide her resignation notice later this summer or fall.

Adjournment

Ms. Smith moved to adjourn the meeting at 7:48 p.m. Ms. Huetter seconded. The motion carried unanimously.

/s/



Sarah Smith, Secretary
06/15/2021