



NORWALK EASTER PUBLIC LIBRARY

Library Board of Trustees Meeting Minutes

May 2021

Date: Monday May 10, 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 6:31 p.m.

Trustees present: Steve Clarke, Nikki Huetter, Sarah Smith, Kelly Stewart, and Elizabeth Thompson (arrived at 7:15 p.m.)

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 April Meeting Minutes

The April Meeting Minutes were provided and were amended to reflect Elizabeth Thompson was later in attendance; however, the time she joined was not noted. Mr. Clarke motioned to adopt the April Meeting Minutes as amended; Ms. Smith seconded, and the motion carried unanimously.

Approve Bills

Director Strable presented the bills that were to be paid.

Clarke – 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, 83% of the fiscal year has passed and at approximately 84% of expenditures. Ms. Smith inquired if Director Strable would share the amount collected from Fareway’s grocery roundup for the Library Foundation during National Library Week. Director Strable said the Library Foundation received \$1,562.39.

Director’s Update

Director Strable shared an update since we last met in April. Door counts remain low compared with previous years. Mr. Clarke asked if surrounding metro libraries had lower patron traffic and Director Strable said yes. Kayla Becker met with the Life Enrichment Coach at Holland Farms and plans to visit Holland Farms at least once a month. As part of the Holland Farms welcome packet, a library card application will be provided. Annette Clark continues to add to the collection and is preparing several new kits such as a sewing machine, gardening tools, and a yoga kit for checkout.

New Business

Confidentiality of Library Records Policy Review – Director Strable shared an updated draft of the Confidentiality of Library Records Policy. Library Consultant Maryann Mori will be in attendance for the Staff Inservice Day on May 14th and noticed the policy needed updating. Ms. Smith motioned to approve the amended policy; Ms. Stewart seconded, and the motion carried unanimously.

Review Chapters 7 and 8 of New Iowa Library Trustee’s Handbook – Director Strable read chapters seven and eight from the new [2021 Edition Iowa Library Trustee’s Handbook](#) as part of the annual Trustees’ continuing education.

Quarterly Review of Strategic Plan – Director Strable shared updates to activities completed within the [Norwalk Easter Public Library Strategic Plan](#) since January 2021. At this point in the meeting, Ms. Thompson was in attendance.

Other Business

Staff Inservice Day – Director Strable and staff is preparing for their Staff Inservice Day taking place Friday May 14th and invited the trustees to attend lunch and educational sessions with the library staff.

4th of July Weekend Update – The party following the 4th of July parade will be located at the city park next to the library. Discussion about staff safety ensued. Ms. Thompson motioned to close the library on Saturday July 3rd; Ms. Smith seconded, and the motion carried unanimously.



Woodman Controls Company Contract – At trustees’ request at the April meeting, Director Strable presented a brief review of the Woodman Controls Company contract and when it could possibly be terminated.

Lawrence Trust – Director Strable provided an update concerning the Lawrence Trust following an email from the city attorney, Jim Dougherty. There appeared to be missing financial exhibits. Mr. Dougherty has reached out to the lawyers in California and is awaiting their response.

American Rescue Plan Act (ARPA) – The City of Norwalk received ARPA funds to cover some costs associated with PPE. Additionally, the State Library of Iowa is giving Iowa libraries grants of up to \$5,000 from the ARPA allocation of funds to state libraries. These grant funds are to be used for materials or technology to support digital inclusion efforts. Director Strable suggested using the funds to reconfigure the computer room.

Library Contract with the City of Cumming – The city of Cumming is not renewing their contract for library services with Norwalk Easter Public Library for fiscal year 2021-2022. West Des Moines Public Library will be providing library services for Cumming.

Adjournment

Ms. Smith moved to adjourn the meeting at 7:58 p.m. Ms. Huetter seconded. The motion carried unanimously.

/s/

Sarah Smith, Secretary

05/12/2021