**Norwalk Easter Public Library**

**Library Board of Trustees Meeting Minutes**

**May 2022**

**Date:** Monday May 9, 2022 **Time:** 6:30 pm

**Location:** City Hall Conference Room

**Call to Order**

Board President Stephanie Farmer called the meeting to order at 6:31 p.m.

Trustees present: Steve Clarke, Stephanie Farmer, Lauren McMeans, Magdalena Reese, Sarah Smith, and Elizabeth Thompson

Library Staff Present: Director Jean Strable

Others Present: Kerri Keyte and David Lester

**Approval of Agenda**

Director Strable amended the agenda to move New Business item *Wage/Benefits Study Results & Updated FY23 Salary Matrix – HR Director Kerri Keyte* to earlier on the agenda and to include approval for a credit card limit increase. Ms. McMeans motioned to approve the agenda as amended; Ms. Thompson seconded, and the motion carried unanimously.

**Review of April Meeting Minutes**

The April Meeting Minutes were provided. Ms. Smith motioned to approve the April Meeting Minutes; Mr. Clarke seconded, and the motion carried unanimously.

**Approve Bills**

Director Strable presented the bills that were to be paid for May 2022. Ms. Thompson inquired about the Woodman Controls line item. Director Strable explained this is for their contracted services and a replacement is a Capital Improvements Program (CIP) project for next year. Roll call vote followed to approve May 2022 bills:

Clarke – AYE

Farmer – AYE

McMeans – AYE

Reese – AYE

Smith – AYE

Thompson – AYE

**Treasurer’s Report**

The May 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 80% of expenditures. The utilities expense will be over budget as discussed in prior meetings. The purchasing of eBooks, panels for sound dampening, and programming will be supplemented by any items that are under budget.

**Director’s Report**

Director Strable provided the May director’s report. Door counts, circulations, and programming continue to increase. Community room rentals open on May 20th. Three new part-time employees have been hired. National Library Week was a success; approximately $2,000 was received between donations and Fareway’s roundup at the register event. The summer programming schedule has fun and exciting events planned. Director Strable is looking for teen and tween volunteers for Scribbles.

**Old Business**

*Warren County ARPA Grant Update* – The Adventure Pass program utilizes TixKeeper software and does not authenticate with all integrated library systems (ILS). This is causing a delay in rollout for some of the six libraries in Warren County.

**New Business**

*Wage/Benefits Study Results & Updated FY23 Salary Matrix – HR Director Kerri Keyte –* City of Norwalk HR Director Kerri Keyte attended the meeting to provide the compensation salary results as conducted and provided by Meredith Jinks of 6585 Consulting. Norwalk’s city salaries were compared with Ankeny, Clive, Grimes, Johnston, and West Des Moines in the Des Moines Metro. Population, taxable valuation, and current growth were considered as part of this study. Roll call vote followed to approve the adoption of the salary matrix 50% / 25% / 25% to match the other city departments:

Clarke – AYE

Farmer – AYE

McMeans – AYE

Reese – AYE

Smith – AYE

Thompson – AYE

*Credit Card Limit Increase –* Director Strable requested a credit card limit increase for herself and Assistant Director, Annette Clark so they may purchase necessary items each month. Mr. Clarke motioned to approve Director Strable’s credit card limit to $5,000.00 and Ms. Clark’s credit card limit to $2,500.00; Ms. Smith seconded, and the motion carried unanimously.

**Other Business**

*Foundation Update* – The Chairish the Library fundraiser is being planned for April 23, 2023. A new popcorn maker was purchased. The Library’s Used Booksale is currently taking place in the library’s community room May 9th – May 10th, 10am – 6pm and May 11th – May 12th, 10am – 8pm. All proceeds go to the Norwalk Easter Public Library Foundation to support future library initiatives. Volunteers are needed throughout this spring and summer.

*Trustees Update* – There were not any trustee updates.

**Adjournment**

Ms. Farmer moved to adjourn the meeting at 7:49 p.m. The motion carried unanimously.

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| /s/ |
| Sarah Smith, Secretary  05/10/2022 |