**Norwalk Easter Public Library**

**Library Board of Trustees Meeting Minutes**

**September 2022**

**Date:** Monday September 12, 2022 **Time:** 6:30 pm

**Location:** Library Meeting Room

**Call to Order**

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

Trustees present: Steve Clarke, Stephanie Farmer, Nikki Huetter (6:39 p.m.), Magdalena Reese, Sarah Smith, and Elizabeth Thompson

Library Staff Present: Director Jean Strable

Others Present: David Lester

**Approval of Agenda**

Director Strable amended the agenda to table the Strategic Plan Update under Old Business. Ms. Smith motioned to approve the agenda as amended; Mr. Clarke seconded, and the motion carried unanimously.

**Review of August Meeting Minutes**

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

**Approve Bills**

Director Strable presented the bills that were to be paid for September 2022. Roll call vote followed to approve September 2022 bills:

Clarke – AYE

Farmer – AYE

Reese – AYE

Smith – AYE

Thompson – AYE

**Treasurer’s Report**

The September treasurer’s report had not been received at the time of this meeting.

**Director’s Report**

Director Strable shared her September Director’s Report. Library visitors, circulation numbers, library accounts opened, and wireless sessions continue to increase. The Iowa Arboretum located in Madrid, IA was added to Norwalk’s Adventure Pass program. Caturday was a great success, and the library enjoys partnering with Whiskers TNR of Warren County. Ms. Thompson inquired about the frequency surfaces were being wiped down. Director Strable said surfaces such as tabletops and keyboards are wiped down daily and toys are sprayed with a disinfectant after use. A Tech Team of library staff has been established to assist patrons with e-books or Libby, database-specific questions, setting up an email account, and more.

**New Business**

*FY23 Part-Time Staff Wage Adjustment –* Staff wage adjustments were made, and part-time staff are to receive a retroactive two percent wage increase effective July 1, 2022 and to increase again July 2023. Ms. Smith motioned to approve the FY23 part-time staff wage adjustment; Ms. Huetter seconded, and the motion carried unanimously.

*Circulation Supervisor Job Description* –A draft for the Circulation Supervisor position City Council approved for mid-year was presented. Human Resources has reviewed and did not have concerns. Ms. Smith motioned to approve the Circulation Supervisor job description; Ms. Reese seconded, and the motion carried unanimously.

*Naming Opportunity Policy* – To prepare for a future library building and potential donors wanting to contribute to name the building or a space within, a Naming Opportunity Policy was presented. Ms. Smith motioned to approve the Naming Opportunity Policy; Mr. Clarke seconded, and the motion carried unanimously.

*Hours and Annual Closure Schedule Policy* – This annual policy mirrors City Hall’s holiday closures and observances. Ms. Smith motioned to approve the Hours and Annual Closure Schedule Policy; Ms. Huetter seconded, and the motion carried unanimously.

*Exam Proctoring Policy* – General updates were made to this policy. Without the use of study rooms for test-taking, Ms. Farmer inquired where patrons may take their tests. Director Strable said the break room, computer area, or a table in the general space may be available. Ms. Smith motioned to approve the Exam Proctoring Policy; Mr. Clarke seconded, and the motion carried unanimously.

*Interior Refresh Phase I* – An agenda statement as prepared by Director Strable details the first phase of the interior refresh and the options therein. Based on staff recommendations, alternatives #1) contract with LFI for shelving on west and north walls for $3,401 and partially cover the existing mural, and #4) staff move forward with reconfiguring workspaces with minimal purchases from the existing CIP funding were suggested. Discussion ensued regarding the mural and the sentimental value it may have. Mr. Lester suggested memorializing the mural by hanging a framed print the library possesses and moving the plaque to near the framed print. These under-budget options would allow CIP funds to be utilized for new building consultations. Ms. Thompson motioned to approve for alternatives #1 and #4 to take place as part of the first phase of the interior refresh; Ms. Smith seconded, and the motion carried unanimously.

**Other Business & Announcements**

*Foundation Update* – At the upcoming Foundation meeting, Director Strable will request funding to begin replacing some Playaway Launchpad tablets as they’re beginning to fail, and for a new AWE Learning Workstation. Foundation directors are contemplating fundraisers.

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

**Adjournment**

Ms. Farmer moved to adjourn the meeting at 7:28 p.m. The motion carried unanimously.

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| /s/ |
| Sarah Smith, Secretary09/13/2022 |