



NORWALK EASTER PUBLIC LIBRARY

Library Board of Trustees Meeting Minutes

April 2023

Date: Monday April 10, 2023

Time: 6:30 p.m.

Location: Library Meeting Room

Call to Order

Board President Stephanie Farmer called the meeting to order at 6:32 p.m.

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

Library Staff Present: Director Jean Strable

Others Present: Councilwoman Stephanie Riva

Presentation – *Proposed Youth Educational Play Space Introduction* – *Kim van der Veen, Burgeon Group* – With a potential new library building, Director Strable asked Ms. van der Veen from Burgeon Group to present ideas of creative play and educational spaces for children at other public libraries. Burgeon Group has worked on more than 800 projects since 2004 for public libraries to promote success in early childhood learning and reading.

Approval of Agenda

Director Strable suggested amending the agenda for the Burgeon Group presentation to begin prior to the regular meeting. Mr. Clarke motioned to approve the agenda as amended; Ms. McMeans seconded, and the motion carried unanimously.

Review of March Meeting Minutes

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

Review of April 3rd Special Session Meeting Minutes

Under the Potential Sites item, the minutes shall be amended to reflect multiple options were discussed and will be investigated. Mr. Clarke motioned to approve the April 3rd Special Session Meeting Minutes as amended; Ms. Reese seconded, and the motion carried unanimously.

Approve Bills



Director Strable presented the bills that were to be paid for April 2023. The line item for Biblionix is for the annual subscription for the integrated library system, or catalog system. Items are being purchased for the summer reading program. Ms. Thompson motioned to approve the bills to be paid for April 2023; Mr. Clarke seconded. Roll call vote followed:

Clarke – AYE
Farmer – AYE
Huetter – AYE
McMeans – AYE
Reese – AYE
Smith – AYE
Thompson – AYE

Revenue & Expense Report

The March Revenue & Expense report was provided to the Board. As of the printing of the agenda packet, 75% of the fiscal year has elapsed and at approximately 75% of expenditures. Director Strable received the remaining county contribution funds. Meeting with the city's finance officer later in April, Director Strable will request a budget amendment; books and film purchases have been paused until following the meeting with the city's finance officer.

Director's Report

Director Strable provided the Director's report for April. Door counts and program attendance continue to increase with the exception of circulation numbers in March; Director Strable suspects spring break affected these numbers. Director Strable, Assistant Director Annette Clark, Librarian Christi Olson, and City Manager Luke Nelson toured the newly built Marion public library. Staff In-Service Day will take place Friday May 5th and the trustees are invited to attend the presentations and lunch.

Old Business

There was no old business.

New Business

There was no new business.

Agenda Items for Future Meetings

City of Norwalk Social Media Policy – review & discuss

Rules of Conduct Policy – review & approve

Interlibrary Loan Policy – review & approve

Circulation Policy – review & approve

Strategic Plan Update

Presentation – City of Norwalk Basic Meeting Rules of Order Training (May 8)



Other Business & Announcements

Chair-ish the Library Update – The fundraiser will be held at the library from 6:30 to 8:30 p.m. on Friday April 21, 2023. Tickets can be purchased at the library or [online](#).

Foundation Update – The Foundation is having another book sale May 18th, 19th, and 20th and is accepting book donations until May 10th. The Foundation will not be hosting any 4th of July activities such as fundraising or a parade float.

Trustees Update – There was not a trustees' update.

Adjournment

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

/s/

Sarah Smith, Secretary
04/11/2023