



NORWALK EASTER PUBLIC LIBRARY

Library Board of Trustees Meeting Minutes

February 2023

Date: Monday February 13, 2023

Time: 6:30 p.m.

Location: Library Meeting Room

Call to Order

Board President Stephanie Farmer called the meeting to order at 6:33 p.m.

Trustees present: Steve Clarke, Stephanie Farmer, Lauren McMeans, Magdalena Reese, Sarah Smith, and Elizabeth Thompson (7:20 p.m.)

Library Staff Present: Director Jean Strable

Others Present:

Approval of Agenda

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

Review of January Meeting Minutes

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

Approve Bills

Director Strable presented the bills that were to be paid for February 2023. Roll call vote followed to approve February 2023 bills:

Clarke – AYE

Farmer – AYE

McMeans – AYE

Reese – AYE

Smith – AYE

Treasurer's Report

The January treasurer's report was provided to the Board. As of the printing of the agenda packet, 59% of the fiscal year has elapsed and at approximately 55% of expenditures. Director Strable noted the building expenditures are at 26% of what was budgeted. City officials have requested to keep an allotted amount of funds to support city staff wage increases. Assistant Director Annette Clark will be ordering more books



and films following the American Library Association's Youth Media Awards. The Furniture & Fixtures line item is an error; a new office chair was purchased and was mistakenly entered in this line item.

Director's Report

Director Strable provided February Director's report. Door counts, circulations, and program attendance continue to increase. Director Strable presented at the Warren County Supervisors' budget hearings on behalf of the six libraries in Warren County requesting a base amount of funds for each library and an additional amount for each library based upon the circulation statistics to rural patrons. Additionally, Director Strable requested an increase to continue the Adventure Pass program. Ms. Farmer inquired the total cost for the Adventure Pass program and how soon will passes need to be purchased for the upcoming year. Director Strable responded the program costs approximately \$6,500.00 for all six Warren County libraries and passes will need to be purchased beginning in March. The library hosted the City Facilities Planning Committee's introductory meeting to discuss the scope of work. Following the meeting, Director Strable provided a tour of the library where members of the committee noticed close working quarters and space issues. The Whiskers TNR Volunteer Coordinator and Director Strable presented during the Iowa Libraries Online Conference (ILOC) regarding the benefits of the partnership.

Old Business

There was no old business.

New Business

HVAC Control System Replacement Proposal – The library has experienced, for many years, several issues with the HVAC control system as provided by Woodman Controls. Because Woodman Controls' system is proprietary, only they can repair issues and they have been unhelpful to work with. Public Works employee Gary Lehmer explored non-proprietary system options such as Proton. The library received a past quote for a Proton system for approximately \$37,000.00. An updated quote is substantially higher at nearly \$52,000.00. This does not include the ten Variable Air Volume (VAV) vents that are quoted around \$1,800.00 each to replace. Following a discussion, Director Strable will request the city to fund the full \$52,000.00 estimate and the library can cover the approximately \$18,000.00 for the VAV vents. The trustees will vote on how to move forward via email following Director Strable's discussion with City Manager Luke Nelson.

Collection Development & Management Policy / Request for Reconsideration of Library Material Form – No material changes were made to the Collection Development & Management Policy or the Request for Reconsideration of Library Material form. Ms. Smith motioned to approve the policy and form. Ms. McMeans seconded, and the motion carried unanimously.

Internet & Computer Use Policy – No material changes were made to the Internet & Computer Use Policy. Ms. Thompson motioned to approve the policy. Mr. Clarke seconded, and the motion carried unanimously.



Personnel Policy – Edits included the addition of the Circulation Supervisor position and adjustment of service hours due to inclement weather. Ms. Smith motioned to approve the updated policy. Ms. Reese seconded, and the motion carried unanimously.

Summer Program Intern Job Description – Director Strable provided a draft of the Summer Program Intern job description. This is a pilot program funded by the Norwalk Easter Public Library Foundation. Ms. McMeans motioned to approve the job description. Mr. Clarke seconded, and the motion carried unanimously.

Agenda Items for Next Meeting

Strategic Plan Update

Library Re-Accreditation Application Follow-up

Interlibrary Loan Policy – review & approve

Rules of Conduct Policy – review & approve

City of Norwalk Social Media Policy – review & discuss

Other Business & Announcements

Chair-ish the Library Update – The Foundation has been meeting every two weeks in preparation for the Chair-ish the Library fundraiser. Fliers have been mailed to 180 City of Norwalk Chamber members requesting sponsorship. The fundraiser will be Friday April 21st at the library.

Foundation Director Update – Two resignations were tendered. The Foundation is seeking additional Foundation Directors.

Trustees Update – Denny Sharp from FEH Designs has offered a site planning session at the library on April 3rd from 6-8 p.m. Mr. Clarke shared a positive update regarding the Norwalk Robo Warriors.

Adjournment

Ms. Farmer moved to adjourn the meeting at 8:20 p.m. The motion carried unanimously.

/s/

Sarah Smith, Secretary

02/14/2023