**Norwalk Easter Public Library**

**Library Board of Trustees Meeting Minutes**

**June 2023**

**Date:** Monday June 12, 2023 **Time:** 6:30 p.m.

**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, Lauren McMeans, Magdalena Reese, Sarah Smith, and Elizabeth Thompson

Library Staff Present: Director Jean Strable

Others Present: Councilwoman Stephanie Riva

**Approval of Agenda**

Director Strable requested the omission of “Personnel Policy” under Old Business and the addition of “4th of July - discussion” under New Business. Ms. Smith motioned to approve the agenda as amended; Ms. Reese seconded, and the motion carried unanimously.

**Public Comments** – Correspondence from Charlotte Pettit, Des Moines, IA, was addressed to the trustees requesting a tribute within the library to memorialize Howard Klobnak, owner, operator, and pharmacist of The Norwalk Pharmacy. Mr. Klobnak allowed the first board of trustees to meet in the backroom of the pharmacy beginning in 1961. Ms. Smith will respond to Ms. Pettit on behalf of the trustees.

**Review of May Meeting Minutes**

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

**Approve Bills**

Director Strable presented the bills that were to be paid for June 2023. Ms. Thompson inquired about the Midwest Pano line item for $1,888.60. Director Strable explained the service will provide a virtual tour of the library and feature particular items in the collection. It is a one-time fee and updated photos may be purchased in the future. Ms. Thompson later inquired for the three line items for books for the Warren County Fair booth. Director Strable explained she inadvertently copied and pasted the note. Only the $500.53 amount is for the Warren County Fair booth book giveaway and will be reimbursed by 4 R Kids/Early Childhood Iowa. Ms. Thompson motioned to approve the bills to be paid for June 2023; Ms. Smith seconded. Roll call vote followed:

Clarke – AYE

Farmer – AYE

McMeans – AYE

Reese - AYE

Smith – AYE

Thompson – AYE

**Revenue & Expense Report**

The May Revenue & Expense report was provided to the Board. As of the printing of the agenda packet, 92% of the fiscal year has elapsed and at approximately 91% of expenditures. Some line items are over budget and others are under. All county contributions have been received.

**Director’s Report**

Director Strable provided the Director’s report for June. Numbers have increased significantly since this time last year. 800 people attended the summer reading kickoff. There are 16 youth volunteers participating in the weekly volunteer program. Teens enjoyed decorating the teen area in the library.

**Old Business**

There was no old business.

**New Business**

1. *Roles for Library Trustees for FY24 (President, Secretary, and Foundation Liaison) –*  Ms. Farmer will remain president for fiscal year 2024, Ms. Smith will remain secretary for fiscal year 2024 and will also be the foundation liaison.
2. *Library Trustee Interview Process – discussion* – With a vacant trustee position, Director Strable provided a list of suggested interview questions for potential candidates. Mr. Clarke, Ms. Reese, and Ms. Thompson formed a subcommittee to interview potential trustee candidates.
3. *Circulation Assistant Wage Adjustment – FY24 – review and approve* – Director Strable requested a $0.25 hourly wage increase for library employees that have worked at the library for one year. This would allow current employees to make more than potential new employees. Ms. Thompson motioned to approve a $0.25 hourly wage increase at the employee’s first year anniversary; Ms. McMeans seconded and the motion carried unanimously.
4. *Carpet Project – review and approve* – Director Strable provided three quotes for new carpet installation. Following discussion, Ms. Smith motioned to approve the Poindexter Flooring, Inc. quote in the amount of $24,304.00; Ms. Reese seconded and the motion carried unanimously.
5. *Painting Project – review and approve –* Director Strable provided three quotes for painting the interior walls. Following discussion, Ms. Smith motioned to approve the High Quality Painting, LLC quote in the amount of $7,890.00; Ms. McMeans seconded and the motion carried unanimously.
6. *Grille Gate Project – review and approve* – Director Strable provided three quotes for a new grille security gate and installation. Following discussion, Ms. Smith motioned to approve the Dan’s Overhead Doors & More quote at or below $9,500.00; Mr. Clarke seconded and the motion carried unanimously.
7. *City of Norwalk Social Media Policy* – *discussion* – The City of Norwalk’s Social Media Policy was provided. After reviewing the City’s policy and discussion, the trustees determined a separate policy should be drafted to align more with how the library prefers to communicate and interact with patrons and residents.
8. *4th of July* – *discussion* – Director Strable queried if there would be trustees interested in representing the Norwalk Easter Public Library in the 4th of July parade. Mr. Clarke and Ms. Reese agreed to volunteer.

**Agenda Items for Future Meetings**

*Rules of Conduct Policy – review and approve*

*Strategic Plan Update*

*Circulation Policy – review and approve*

*Personnel Policy – review and approve*

**Other Business & Announcements**

*Foundation Update* –

1. *Krispy Kreme Fundraiser –* The Krispy Kreme [fundraiser](https://www.groupraise.com/offer-campaigns/9065-norwalk-easter-public-library-krispy-kreme-digital-dozens) has begun and will end June 30, 2023.
2. *Used Book Sale –* Update – The May book sale raised nearly $1,900.00 and the Foundation will plan on hosting two book sales per year; one in the spring and one in the fall. Ms. Farmer mentioned the Foundation has partnered with Barnes and Noble to offer a similar fundraiser as Krispy Kreme in August.

*Trustees Update* – There was not a trustees’ update.

**Adjournment**

Ms. Farmer moved to adjourn the meeting at 8:40 p.m. The motion carried unanimously.

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| /s/ |
| Sarah Smith, Secretary  06/13/2023 |