



# **NORWALK EASTER PUBLIC LIBRARY**

## **Library Board of Trustees Meeting Minutes**

### **March 2023**

**Date:** Monday March 13, 2023

**Time:** 6:30 p.m.

**Location:** Library Meeting Room

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#### **Call to Order**

Trustee Elizabeth Thompson called the meeting to order at 6:31 p.m.

Trustees present: Nikki Huetter, Lauren McMeans, Magdalena Reese, Sarah Smith, and Elizabeth Thompson

Library Staff Present: Director Jean Strable

Others Present: Councilwoman Stephanie Riva

#### **Approval of Agenda**

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

#### **Review of February Meeting Minutes**

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

#### **Approve Bills**

Director Strable presented the bills that were to be paid for March 2023. A 3% reduction for this year's and next year's budgets were approved previously via email. Ms. Smith motioned to approve the bills to be paid for March 2023; Ms. McMeans seconded. Roll call vote followed:

Huetter – AYE

McMeans – AYE

Reese – AYE

Smith – AYE

Thompson – AYE

#### **Revenue & Expense Report**

The February Revenue & Expense report was provided to the Board. As of the printing of the agenda packet, 67% of the fiscal year has elapsed and at approximately 65% of expenditures. Director Strable noted this report reflects the 3% overall reduction as mentioned previously. Certain line items were



bolstered enough so other line items such as materials and staffing budgets could remain untouched. We have received the other part of our state grant funding and was deposited last week; this report does not yet reflect that deposit. One more county contribution is expected by the end of the fiscal year.

### **Director's Report**

Director Strable provided the Director's report for March. Door counts, circulations, and program attendance continue to increase. Assistant Director Annette Clark, Director Strable, and Ms. Smith attended the Iowa Library Association's Annual Legislative Day at the State Capitol.

### **Old Business**

*Library Re-Accreditation – Update* – Director Strable completed the re-application for library accreditation with the State Library of Iowa and was asked to provide additional information to clarify one policy. Director Strable is expecting to receive re-accreditation at the Tier 3 (highest) level.

*HVAC Control System Replacement Proposal* – Air-Con Mechanical, who will be completing the HVAC install, confirmed the building's existing duct work and Variable Air Volume (VAV) vents will not need to be replaced. Based on the most recent quote, there are not enough funds to cover this capital improvement project (CIP). Director Strable proposed we cover the balance with the \$18,300 in this year's capital equipment line slated to be used for a new sign and an additional \$16,200 slated for an overlay on the parking lot. Ms. Reese motioned to use the funds for this year's HVAC replacement and table the parking lot overlay and sign for next fiscal year's budget; Ms. Huetter seconded, and the motion carried unanimously.

### **New Business**

*Closure request for Chair-ish the Library Event / April 21* – With the Chair-ish the Library event beginning at 6:30 p.m. on Friday April 21<sup>st</sup>, and the library scheduled to close at 6 p.m., the Foundation Directors have requested to close the library at 5 p.m. to stage the library. Following a discussion, a compromising proposal was made to close the library at 5:30 p.m. instead. Ms. Smith motioned to close the library at 5:30 p.m. on Friday April 21, 2023; Ms. McMeans seconded, and the motion carried unanimously.

*Circulation Policy* – There has been an uptick in items not being returned, specifically Wi-Fi hotspots. Proposing the addition of an Unpaid Fees and Delinquent Materials section to the Circulation Policy, Director Strable had it reviewed by the city attorney and finance manager. This section includes measures such as referring delinquent materials to the City of Norwalk Police Department as stolen city property; and/or referring delinquent materials, fees, and/or recovery fees to a collection agency. Councilwoman Riva inquired about a fee schedule. Ms. McMeans motioned to table the approval of the Circulation Policy to April's meeting; Ms. Reese seconded, and the motion carried unanimously.

### **Agenda Items for Next Meeting**



*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*  
*The Burgeon Group – Online Consultation*

**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 Director Update* – An update was not provided.

*Trustees Update* – Denny Sharp from FEH Designs has offered a site planning session at the library on April 3<sup>rd</sup> from 6-8 p.m. Director Strable will invite foundation president Elaine Bright and Judy Corcoran on behalf of Hometown Heroes. Ms. Huetter shared with the group she will be teaching a floral class at the Carlisle Public Library.

**Adjournment**

Ms. Thompson moved to adjourn the meeting at 8:01 p.m. The motion carried unanimously.

/s/

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Sarah Smith, Secretary

03/14/2023