



NORWALK EASTER PUBLIC LIBRARY

Library Board of Trustees Meeting Minutes

May 2023

Date: Monday May 8, 2023 **Time:** 6:30 p.m.

Location: Library Meeting Room

Call to Order

Board President Stephanie Farmer called the meeting to order at 6:30 p.m.

Trustees present: Steve Clarke, Stephanie Farmer, Lauren McMeans, Sarah Smith, and Elizabeth Thompson

Library Staff Present: Director Jean Strable

Others Present: Councilwoman Stephanie Riva, City Manager Luke Nelson, City Attorney Jim Dougherty, and City Clerk Lindsey Offenburger

Approval of Agenda

Director Strable requested the addition of “Programming Policy Update for Review and Approval” under New Business. Ms. Smith motioned to approve the agenda as amended; Mr. Clarke seconded, and the motion carried unanimously.

Presentation – *City of Norwalk Basic Meeting Rules of Order Training* – City Manager Luke Nelson, City Attorney Jim Dougherty, and City Clerk Lindsey Offenburger – City Manager Luke Nelson, City Attorney Jim Dougherty, and City Clerk Lindsey Offenburger presented on basic rules of order training including topics such as open meetings law, a legal meeting versus an illegal meeting, what should be included in the meeting agenda and meeting minutes, and documentation that may be considered open records.

Review of April Meeting Minutes

Review of April 3rd Special Session Meeting Minutes as included on the agenda, was approved at the April Norwalk Easter Public Library Board of Trustees meeting. Ms. Thompson motioned to remove the Review of April 3rd Special Session Meeting Minutes; Ms. McMeans seconded, and the motion carried unanimously. The April Meeting Minutes were provided. Ms. Smith motioned to approve the April Meeting Minutes; Ms. McMeans seconded, and the motion carried unanimously.

Approve Bills



Director Strable presented the bills that were to be paid for May 2023. Mr. Clarke inquired about the \$1,128.00 bill to Iowa Communications Network (ICN). The City of Norwalk recently split internet service amongst two providers: ICN and a new provider. This will allow a backup in case either provider goes down. Internet speed as provided by ICN was increased, thus also increasing the cost. Ms. Thompson motioned to approve the bills to be paid for May 2023; Ms. Smith seconded. Roll call vote followed:

Clarke – AYE

Farmer – AYE

McMeans – AYE

Smith – AYE

Thompson – AYE

Revenue & Expense Report

The April Revenue & Expense report was provided to the Board. As of the printing of the agenda packet, 83% of the fiscal year has elapsed and at approximately 84% of expenditures. With a budget amendment, the part-time and temporary help line item will be closer to the budgeted amount as reflected in next month's revenue and expense report.

Director's Report

Director Strable provided the Director's report for May. Door counts and program attendance continue to increase. Staff In-Service Day took place Friday May 5th. HVAC control updates are expected to begin within the month of May. Two summer interns have been hired to assist with the many activities throughout the summer months.

Old Business

There was no old business.

New Business

- a. *LFI Moving Services contract – review and approve* – The Library Furniture International (LFI) contract was provided. Following discussion regarding timing and dependency upon the carpet and installer, Mr. Clarke motioned to approve the LFI Moving Services contract; Ms. Smith seconded, and the motion carried unanimously.
- b. *Interlibrary Loan Policy – review and approve* – Minor updates included the removal of the \$5.00 processing fee and clarification on the availability of the request form in the library's online catalog. Ms. Smith motioned to approve the Interlibrary Loan Policy as amended; Mr. Clarke seconded, and the motion carried unanimously.
- c. *Personnel Policy – review and approve* – More specific dress code guidelines were presented in the Library Personnel Policy update. Discussion supporting more clarity and guidance and also supporting less specificity ensued. Mr. Clarke motioned to table the approval for the Library Personnel Policy to June's meeting; Ms. McMeans seconded, and the motion passed unanimously.



- d. *Programming Policy – Review and approve* – “Request for Reconsideration” and an accompanying form were added to the Programming Policy. Ms. Smith motioned to approve the Programming Policy with Mr. Clarke’s minimal verbiage suggestions; Ms. McMeans seconded, and the motion carried unanimously.

Agenda Items for Future Meetings

City of Norwalk Social Media Policy – review & discuss

Rules of Conduct Policy – review & approve

Circulation Policy – review & approve

Strategic Plan Update

Other Business & Announcements

Foundation Update –

- a. *Chair-ish the Library* – The event was successful with approximately \$12,000 raised.
- b. *Krispy Kreme Fundraiser* – More information will be shared via a flyer and social media post regarding this fundraiser.
- c. *Used Book Sale* - The Foundation is having a book sale May 18th, 19th, and 20th and is accepting book donations until May 10th.

Trustees Update – There was not a trustees’ update.

Adjournment

Ms. Farmer moved to adjourn the meeting at 9:11 p.m. The motion carried unanimously.

/s/

Sarah Smith, Secretary

05/09/2023