

**Chariton Free Public Library Board Meeting**  
**Thursday, June 4, 2021**

On Thursday, June 4, 2021, the Chariton Free Public Library Board held its regular monthly meeting at the Chariton City Hall. President Tim McGee called the meeting to order at 5:37 pm. Trustees present were Linda Miller, Marcia Fenton, Justin Sharp, Rachel Watkins-Schoenig, and Lois Dixon. Jim Mefferd was present virtually. Others attending were Mayor Denny Bisgard, City Manager Laura Liegois and the three architects Edd Soenke, Tim Heilkema and Lynn Vannoy from The Design Partnership. Library Director Kris Murphy was absent due to a family emergency out-of-state.

**The Agenda** was unanimously adopted on a motion from Miller, seconded by Fenton.

McGee welcomed the architects and asked them to present their information. They gave an update on the roof repairs and emphasized that the Phase 2 repair plan of the roof's perimeter, overhang and soffits is not an immediate need, but the foundation walls must be given much attention as soon as possible. A suggestion of a Master Plan for landscaping around the library after the foundation is repaired was described, and board members were in agreement. The architects, after a very recent inspection, also described the poor condition of the library's current heating/cooling units. A strong recommendation was given to have the units and ducts thoroughly cleaned, and to see about adding filter cages to the units without filters. Although three possible estimates for replacement of the library's HVAC system were discussed, the architects feel that better maintainance and new filters may very well show that the current units will not need to be replaced. McGee said he would take care of finding someone to care for the heating/cooling units. McGee, with all the board in agreement, directed the architects to proceed with getting the foundation repaired.

There was no one present for the **Public Forum**.

**The May 2021 Meeting minutes** were unanimously approved with two corrections by a motion from Miller, seconded by Dixon. Both corrections are in the "Investment Transfer" section. The amended sentences now read "Mefferd requested the resolution remove the Louise E. Ambelang Memorial fund from the list of possible transfers **because we want this fund to keep earning.**" and " A motion was made to approve the resolution to transfer funds from the Chariton Public Library **Julia Pogue** investment to the Chariton Public Library general fund..."

Under **Correspondence**, one letter from a patron was presented. She requested that the library board end its "mask mandate."

Liegois explained that she is assisting in the management of the library's day-to-day operations due to Murphy's absence. Since Murphy did not provide a **May 2021 Financial Statement** before she left, Liegois had the City Clerk provide a **Revenue Report** and a **Budget Report**. These, along with the **April 2021 Treasurer's Report** were accepted unanimously on a motion from Watkins-Schoenig, seconded by Fenton.

Because the Windstream bill had not arrived yet, the amount couldn't be listed on the **June 2021 Claims**. Watkins-Schonig made a motion to pay the **June 2021 Claims** and to pay the Windstream bill up to the amount of \$300.00. The motion was seconded by McGee and it passed unanimously.

**Grants** - Liegois assured the board that Murphy is working on funding request letters.

**Old Business** - McGee stated that he wants the Fundraising Committee to be included in the **July 2021 Meeting Agenda**.

**New Business** –  
a. **Board Secretary**

Fenton nominated Sharp as the new Board Secretary. Watkins-Schonig seconded this nomination. McGee moved that nominations cease and Fenton seconded his motion. Sharp was unanimously approved as the new Board Secretary on a motion by Mefferd, seconded by Fenton.

**b. Staff Wage Increase to begin July 1, 2021**

Because the amounts listed on this meeting's agenda are higher than what had been previously approved, McGee stated that this topic would be tabled until the July meeting to give Murphy time to provide more information. McGee also mentioned that he had met with Murphy to discuss her evaluation. During this meeting he directed her to provide to the board a more detailed staff time sheet, listing which staff member worked each day and what specific hours each staff member worked on each day. Liegois added that Assistant Librarian Lauri Ghormley and staff member Ange Althenhofen are doing a wonderful job of working extra time to keep the library running smoothly. Programing Director Dawn Morgan is working only her scheduled hours because she also works at the Extension Office. Staff member Chris Brown has taken a three-week vacation. McGee said he would communicate with Murphy to see when she might be able to return to work.

**c. Pandemic Policy**

After much discussion, Mefferd made a motion to continue to keep the current Pandemic Policy as is. McGee seconded this motion and asked for a role-call vote and this motion did not pass.

McGee - Yes

Dixon - No

Mefferd - Yes

Watkins-Schoenig - No

Sharp - No

Fenton - No

Miller - No

After more discussion, Watkins-Schoenig made a motion to amend **3. Protective Gear – Masks** to say "**All persons over the age of two within the Chariton Public Library premises are strongly encouraged to wear a mask. The Library will provide a complimentary mask to persons without a mask, upon request,**" and to strike parts **A, B, C, and D.** Miller seconded this motion. A role-call vote was taken again and this motion passed unanimously.

McGee - Yes

Dixon - Yes

Mefferd - Yes

Watkins-Schoenig - Yes

Sharp - Yes

Fenton - Yes

Miller - Yes

McGee informed the board that his conversation with Murphy during her evaluation went well. Mefferd recommended, and the rest of the board agreed, that the July Board Meeting will be held on the 8<sup>th</sup> since it will be difficult to prepare the financial reports by the 1<sup>st</sup>.

Being no further business, the meeting was adjourned at 7:37 pm on a motion by Miller, seconded by Sharp.

Secretary Pro Tem,



Lois Dixon