

Chariton Free Public Library

March 10, 2022

The Chariton Free Public Library Board held its regular monthly meeting in the multipurpose room at the Library on March 10, 2022 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:31 PM.

Trustees Fenton, Mefferd (5:52), Meyer, Miller, Pillsbury-Allen (5:39), Seuferer, and Sharp were present. Librarian Murphy and City Manager Laura Liegois were also present.

New board member Denny Bisgard was duly sworn in by Board President Fenton.

The **Agenda** was unanimously adopted as amended on a motion from Seuferer, seconded by Miller.

Public forum: none

The **consent agenda** was unanimously approved on a motion from Meyer seconded by Seuferer.

The **February 2022 Claims** were reviewed by the board. After discussion, the **claims** were unanimously approved on a motion from Meyer, seconded by Miller.

Old Business:

Library Board By-Laws Review: The policy committee recommended the following amendments to the bylaws:

- Article II: Change “Chariton City Library” to “Chariton Public Library”
- Article V: Change “first Thursday” to “second Thursday”
- Article VI: Change “as he deems necessary” to “as he or she deems necessary”

The board discussed the proposed changes to the bylaws and recommended they be brought up for a vote in April.

CD Renewal: The board discussed the current state of the Library’s funds, especially the Ambelang and Swanson funds. Meyer recommended to the board that funds held in CD’s not be renewed, in order to avoid early withdrawal fees and also to allow for quotes to be solicited from area banks for future fund deposits.

New Business:

Chariton Public Library BIN/KIT Lending Policy: Librarian Murphy presented examples of the types of bins and kits available for checkout. It was recommended by the policy committee to approve the draft of the BIN/KIT Lending Policy as amended—adding “Organization Name” to the borrower agreement, and not capitalizing “bin” and “kit” in the text. It was moved by Sharp and seconded by Seuferer to approve the Chariton Public Library Bin/Kit Lending Policy. Motion passed unanimously.

Personnel Policy review: The board chose to table review of the personnel policy, pending time to review the new city employee handbook in more detail.

Collection Policy review: The policy committee recommended approval of the collection policy as amended by Librarian Murphy. After discussion, it was moved by Seuferer and seconded by Meyer to approve the collection policy as amended. Motion passed unanimously.

Committee Reports:

Building & Grounds Committee: See attached minutes

Construction Committee: See attached minutes.

Executive Committee: See attached minutes.

Fundraising Committee: See attached minutes.

Policy Committee: See attached minutes.

Technology Committee: did not meet

The February 2022 **director's report** was reviewed.

The meeting was adjourned at 6:32 pm on a motion from Meyer, seconded by Pillsbury-Allen.

Justin Sharp
CFPL Board Secretary

The next meeting of the CFPL Library Board will be Thursday, April 14th, 2022 in the Boardroom of the Library.

Chariton Free Public Library Executive Committee March 3, 2022

The Chariton Free Public Library Board Executive Committee met in the meeting room at the library on March 3rd, 2022.

Board president Fenton, vice-president Mefferd, and secretary Sharp were present.

1. Review Agenda

The executive committee reviewed the agenda for the March 3rd meeting. The board decided to strike item b under Unfinished Business, and move discussion of the library contract with the LCGS to the April meeting, pending a meeting with the LCGS.

The executive committee committed decided to add discussion of renewing the library funds held in CDs to unfinished business.

The executive committee decided to refer the KONE Elevator Care Passenger Safety proposal to the Building and Grounds Committee before the April meeting.

2. Genealogy Contract

The executive committee reviewed the current contract with LCGS and worked to set a date for meeting with the LCGS for March 30th.

Chariton Free Public Library
Policy Committee
March 3, 2022

The Chariton Free Public Library Board Policy Committee met in the meeting room at the library on March 3rd, 2022.

Board president Fenton, vice-president Mefferd, and secretary Sharp were present.

3. Review Library Board By-Laws

The policy committee reviewed the library board bylaws, and made three suggested revisions.

1. Article II: Change “Chariton City Library” to “Chariton Public Library”
2. Article V: Change “first Thursday” to “second Thursday”
3. Article VI: Change “as he deems necessary” to “as he or she deems necessary”

4. Review BIN/KIT Lending Policy Draft

The policy committee reviewed the BIN/KIT Lending Policy and recommended the policy for approval by the board with one revision:

Add a line for “Organization Name” to the BIN/KIT borrower agreement.

5. Review Collection Management Policy

The policy committee reviewed the Collection Management Policy and recommended the policy for approval by the board with Librarian Murphy’s suggested revisions.