

Chariton Free Public Library
October 1, 2020

The Chariton Free Public Library Board held its regular monthly meeting in the Chariton City Council chambers on Thursday, October 1, 2020 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:32 pm by President Jim Mefferd. Other trustees present were Utesch, Fenton and Dixon. Trustees attending virtually were Watkins-Schoenig, Sharp, McGee and Esper. Also present were Librarian Kris Murphy, City Manager Laura Liegois, architects Edd Soenke and Tim Hielkema, and Alyse Hunter. Others attending virtually were Frank Myers and Shana Stewart, the Iowa Director of Carnegie Libraries.

Mefferd invited the architects to update the board regarding the repairs to the library building. Edd and Tim discussed the drainage problems and the roof issues, and described their recommended solutions for both. Because construction season is almost over for this year, they wanted to ensure that the board understood that work on these projects will not start until early next spring. Edd and Tim also informed the board that soon they will offer a suggestion for preserving and adding to the the stained glass windows in the library. Edd told the board that he has volunteered to draw up the stained glass window plans at no expense.

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

The **Minutes** from the September 2020 meeting were unanimously approved on a motion from Fenton, seconded by Utesch

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

There was no **Correspondence**.

The **September 2020 Financial Statement** and the **August 2020 Treasurer's Report** were both accepted on a motion from McGee, seconded by Fenton.

The **Claims** were unanimously approved on a motion from Utesch, seconded by Dixon.

Grants: Murphy informed the board that thirteen STEAM kits had been recieved by programming director, Dawn Morgan. Earlier in the year, Morgan applied for and was awarded a grant to pay for the kits.

Under **Old Business**, the cost of the purchase and installation of a new elevator operation panel was discussed. KONE, Inc., the company that installed and provides monthly maintainance to the library's elevator, sent a price of \$9,345.00 for replacing the old elevator panel with a new panel that is up-to-date and ADA compliant. Because the specific dollar amount wasn't listed in this month's agenda, it was decided to move this item to the November meeting's agenda with the price included.

Under **New Business**, Murphy was asked to descibe the protective measures that she and the staff are using to prevent the spread of **Covid 19**. Murphy explained that they are diligent in wiping things down, they have computers spread out, curbside service is offered to those who do not want to come into the library, and they keep everyone socially distanced as much as possible. Currently the library is operating at 50% capacity and it does not have any mask requirements. Several board members stressed their preference of mandating masks for all staff and patrons. Having a plexiglass barrier at the main desk and returning to on-line programming only were also preferences of board members. It was decided to issue a directive from the board that the library staff and patrons are strongly encouraged to wear masks as a safety measure. Murphy agreed that she will talk to the staff about the board's directive. She will also look into finding a barrier for the main desk and getting face shields for all of the staff.

The board looked over the **Donations/Collections Budget** spreadsheet provided by assistant librarian Lauri Ghormley. These funds come mostly from the sales of donated books and movies that are received by the library. There were a few questions about the daily book sale, and a reminder that only library staff should

recieve the money from those who purchase anythingfrom the book sale. The board also would like to see a list every month of donors and memorials.

In her **Directors Report**, Murphy explained that there is a new learning management system from the State Library of Iowa calls **IA Learns**. Dixon reminded the board that the next segment of the Boardroom 2020 on-line series, now offered through **IA Learns**, will be next Thursday at 6:00 pm. Mefferd directed that a notice for a special meeting should be posted so all board members can participate together in this presentation.

Being no further business, the meeting was adjourned at 8:01 pm on a motion from Fenton, seconded by Utesch.

Secretary,



Lois Dixon