

Chariton Free Public Library  
July 11, 2019

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, July 11, 2019 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:35 p.m.

Trustees Dixon, Esper, Fenton, Mefferd, Utesch, and Watkins-Schoenig were present. Librarian Kris Murphy was present. City Manager, Laura Liegois was also present.

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

The **Minutes** of the last regular meeting were unanimously approved on a motion from Watkins-Schoenig, seconded by Utesch.

**Correspondence:** Thank you from Doyle Gripp family

The **Financial Statement & Treasurer's Report** were reviewed. Murphy suggested a budget committee for the FY21 budget planning process. Mefferd appointed Murphy, Esper, Watkins-Schoenig, McGee and himself. Murphy will work on goals and objectives for the upcoming year and future before the committee meets.

**Claims** were approved on a motion from Fenton, seconded by Esper.

**Grants:** The Vredenburg Grant application is due July 19<sup>th</sup>. After looking at options, Murphy suggests we request funding to bring the newspaper digitization up to 2018. Additional technology funding may be included in the grant request.

Murphy will also look at applying to The Coons Foundation and DEKKO Foundation in addition to our annual application The South Central Iowa Community Foundation application. We need more grants for FY20.

**Old Business:**

Building Issues – Liegois toured the building with an engineer and Assistant Director Lauri Ghormley in June. The engineer recommended bringing in another engineer whose specialty is buildings, to get an evaluation of structural issues and to assist in prioritizing projects and securing contractors to do the work. He provided the names of three firms. Murphy will contact all three.

Watkins-Schoenig suggested contacting Alyse Hunter or Katie Wilson from the Historic Preservation Society. They regularly have engineers inspecting older buildings in the area and we might be able to use one of theirs, which might mean sharing costs.

**New Business:** Fenton moved to raise the wages of all Part Time Employees 3% to match the City. Utesch seconded and the motion passed unanimously. Liegois and Murphy will work on ascertaining average wages for all Library employees statewide, focusing on communities our size, to see how we compare and to work towards setting up a salary scale.

Director's Report: attached.

The meeting was adjourned at 6:53 p.m. on a motion from Dixon, seconded by Utesch.

Lois Dixon, Secretary

# Chariton Free Public Library

August 5, 2019

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Monday, August 5, 2019 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:32 p.m.

Trustees Dixon, Esper, Fenton, Mefferd, Utesch, and Watkins-Schoenig were present. Librarian Kris Murphy was present.

The **Agenda** was unanimously adopted on a motion from Dixon, seconded by Watkins-Schoenig.

The **Minutes** of the last regular meeting were unanimously approved as amended on a motion from Fenton , seconded by Utesch.

**Correspondence:** none

The **Financial Statement** was accepted.

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

**Grants:**

**Old Business:** none

**New Business:** none

Director's Report: attached.

The meeting was adjourned at 5:54 pm.

Lois Dixon, Secretary

# Chariton Free Public Library

## Thursday September 5, 2019

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, September 5, 2019 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:31 p.m.

Trustees Dixon, Esper, Fenton, Mefferd, Utesch and Watkins-Schoenig were present. Librarian Kris Murphy was present. City Manager Laura Liegois was also present.

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

The **Minutes** of the last regular meeting were unanimously approved on a motion from Utesch, seconded Watkins-Schoenig, with a notation that regular August 2<sup>nd</sup> meeting time did not allow for a quorum. The rescheduled meeting was held the following Monday, August 5<sup>th</sup>.

**Correspondence:** Murphy Spoke with Thomas C. Wollan, AIA, LEED AP, Partner **frk architects + engineers**. He emailed a couple examples of RFPs we might use as guidelines to create our own RFP to send to him and to other companies. Didn't get any response from the other two companies contacted. Murphy will work on our RFP and meet with Liegois to go over the draft prior to finalizing it and sending it out to several companies.

The **Financial Statement** & the **June 2019 and July 2019 Treasurer's Report** were accepted.

**Claims** were approved on a motion from Watkins-Schoenig, seconded by Dixon.

**Grants:** Received \$6,000 from the Vredenburg Foundation to be spent on storage/organization for the circulation area (\$640), and also on the digitization of local newspapers up to 2018/2019 (\$5,360). Murphy contacted Advantage Preservation to OK the quote & ask for the process to be started. She immediately began purchasing items for the circulation desk, but is still waiting on some to be shipped.

### **Old Business:**

- a. A Budget Committee Meeting was scheduled for September 30th at 5:00 p.m. Murphy, Esper, McGee, and Mefferd will attend.

### **New Business:**

- a. Murphy will distribute Library Policies that need reapproved prior to Accreditation via email. Trustees will read through them & discuss at the October meeting.

Director's Report: attached.

The meeting was adjourned at 6:35 p.m. on a motion from Esper, seconded Dixon.

Lois Dixon, Secretary

# Chariton Free Public Library

October 3, 2019

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, October 3, 2019 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:34 p.m.

Trustees Dixon, Esper, Fenton, McGee, Mefferd, Watkins-Schoenig and Watt were present. Librarian Kris Murphy was present.

Ben Watt was sworn in as Trustee.

The **Agenda** was unanimously adopted on a motion from McGee, seconded by Watkins-Schoenig.

The **Minutes** of the last regular meeting were unanimously approved on a motion from Watkins-Schoenig, seconded by Fenton.

**Correspondence:** Hy-Vee Reusable Bag Program letter (Murphy will put this on the November agenda)

The **Financial Statement & Treasurer's Report** were reviewed.

**Claims** were unanimously approved on a motion from Watkins-Schoenig, seconded by Watt.

**Grants:** no new grants at this time.

## **Old Business:**

- a. Budget Committee Meeting – waiting on Building Repair RFP to determine transfer estimate  
Mefferd, McGee, Esper & Murphy will meet again prior to the November board meeting.  
There was much discussion of the current budget and treasurer's report, as well as the draft request for next year's budget. Murphy was directed to invite City Manager Laura Liegois and Library Service Consultant Misty Gray to the November meeting to discuss the Library's budget and fund balance.

## **New Business:**

### Policy Updates:

Watkins-Schoenig moved to approve the Internet Policy. Watt seconded and the motion carried unanimously.

Fenton moved to approve the Collection Management Policy. Watt seconded and the motion carried unanimously.

McGee moved to approve the Personnel Policy. Esper seconded and the motion carried unanimously.

Watkins-Schoenig moved to approve the Operations Policy as amended. McGee seconded and the motion carried unanimously.

A draft RFP to address building issues was submitted by Murphy. Several changes were suggested, including insurance guidelines provided by the City Manager. Watt made a motion to approve the RFP pending City Manager approval, but the motion died without a second. Mefferd directed Murphy to make the necessary changes before taking it to the City Manager. Mefferd may then call for a special meeting during the month of October in which the RFP could be approved by the board and released.

There was discussion about the Genealogy room and rental agreement, which will be continued at the November meeting.

Director's Report: attached.

The meeting was adjourned at 6:53 p.m. on a motion from McGee, seconded by Fenton.

Lois Dixon, Secretary



# Chariton Free Public Library

## November 7, 2019

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, November 7, 2019 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:32 p.m.

Trustees Dixon, Esper, Fenton, McGee, Mefferd and Utesch were present. Librarian Kris Murphy was present. State Library Consultant Misty Gray was also present.

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

The **Minutes** of the last regular meeting were unanimously approved on a motion from McGee, seconded by Utesch.

**Correspondence:** none

**The OCTOBER Financial Statement & SEPTEMBER Treasurer's Report** were accepted.

**Claims** were approved on a motion McGee, seconded by Fenton.

**Grants:** DEKKO Foundation Grant Request – Dawn Morgan – Inspiration Station \$20,000

**TRUSTEE TRAINING** State Library Consultant Misty Gray updated the Board on online State Library Services that the Library participates in. This presentation satisfies the State requirement for trustee training for our upcoming accreditation.

### **Old Business:**

- a. Fenton made a motion to approve the FY2021 Budget Request. Utesch seconded and the motion was approved unanimously.
- b. After some discussion & decision to adjust the timeline dates for the project back 60 days, McGee made a motion to approve the RFP for Building Repairs. Utesch seconded and the motion was approved unanimously.

### **New Business:**

- a. Murphy distributed flyers for the Hy-Vee Reusable Bag Program and has added the information to the Library's website and Facebook.
- b. Based on performance and experience demonstrated, Murphy submitted a request to raise the salary of Program Librarian Dawn Morgan to \$9.50 per hour effective immediately. Fenton motioned to approve the increase, McGee seconded and the motion passed unanimously.

Murphy submitted a request to raise the Director salary to \$40,000, effective immediately, to bring it in line with other city department head salaries. Fenton motioned to approve, Esper seconded and the motion passed unanimously.

Mefferd left the meeting at 6:40 and McGee ran the remainder of the meeting.

Director's Report: attached.

The meeting was adjourned at 6:49 p.m. on a motion from Fenton, seconded by Dixon.

Lois Dixon, Secretary

# Chariton Free Public Library

## December 5, 2019

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, December 5, 2019 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Dixon, Fenton, McGee, Mefferd, Pillsbury-Allen, Utesch, and Watkins-Schoenig (by phone) were present. Librarian Kris Murphy was present.

Bevin Pillsbury Allen was sworn in as Trustee. It's good to have a "Young" on the board again!

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

The **Minutes** of the last regular meeting were unanimously approved on a motion Watkins-Schoenig, seconded Fenton.

**Correspondence:** email from Hy-Vee Red Bag Program, we made \$25 during November.

The **November Financial Statement** & **October Treasurer's Report** were accepted.

**Claims** were approved on a motion from McGee, seconded Utesch.

**Grants:** none

### **Old Business:**

- a. Budget: Mefferd, Dixon & Fenton will likely attend the December 30<sup>th</sup> Budget Presentation to the City Council.
- b. Building RFP – Watkins-Schoenig suggested contacting the Chamber Office to investigate possible Main Street resources.

**New Business:** none

Director's Report: attached.

The meeting was adjourned at 6:10 p.m. on a motion from Pillsbury-Allen.

Lois Dixon, Secretary

# Chariton Free Public Library

January 2, 2020

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, January 2, 2020 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Dixon, Esper, Fenton, McGee, Mefferd, Pillsbury-Allen, and Watkins-Schoenig were present. Librarian Kris Murphy and City Manager Laura Leigois were also present.

The **Agenda** amended by Mefferd to include a City Council Report in New Business, was unanimously adopted on a motion from Dixon, seconded by McGee.

The **Minutes** of the last regular meeting were unanimously approved on a motion McGee, seconded by Fenton.

## **Correspondence:**

- a. Letter of resignation Trustee Ben Watt. Work schedule/location conflicts.
- b. Multiple RFP mailings returned undeliverable as addressed.
- c. 2 phone calls re: RFP (1 uninterested, 1 retired)
- d. 1 letter re: RFP uninterested
- e. 1 email from Schemmer, one of the firms recommended by an engineer working with the City

Watkins-Schoenig asked whether or not we'd contacted Main Street for assistance with our building issues. Murphy reported that she and Leigois had discussed it. Leigois will send an email to Katie at the Chamber Office and her Main Street contacts. Murphy will provide them with the details for the current building issues.

We've still had no communication from the County Supervisors concerning their budget meeting schedule or time allotted on their agenda for Leigois, Murphy and Library Trustees to attend and discuss their annual payment for library services.

The **December Financial Statement** was accepted.

**Claims** were approved unanimously on a motion from Watkins-Schoenig, seconded Fenton.

**Grants:** none

**Old Business:** none

## **New Business:**

- a. Board Officer Nominations: Fenton moved to keep the officers the same for another year. After some discussion, a second from Watkins-Schoenig, and a unanimous vote, the slate of officers remained the same.  
President: Jim Mefferd                      Vice President: Tim McGee                      Secretary: Lois Dixon
- b. The Annual Report Pamphlet was distributed. Murphy provided the pamphlet to City Hall prior to attendance at their budget meeting on December 30<sup>th</sup>.
- c. During our presentation at that Council meeting we spoke about our building issues and the RFP recently sent out to deal with them. There was discussion of a possible fundraising campaign to bring in funds that could help limit the amount of annual interest the Library would lose if the repairs were paid for strictly with bequest funds. We discussed this possibility again tonight, with the idea floated that perhaps an article in the paper communicating the Library's services, plans and goals, as well as listing the necessary repairs to the building, might be a way to familiarize the community with a complete picture of the situation prior to starting a fundraiser.

There was also discussion of part-time staffing, whether we might consider hiring high school students.

**Director's Report:** attached.

The meeting was adjourned at 6:36 p.m. on a motion from Pillsbury-Allen, seconded by Dixon.

Lois Dixon, Secretary

# Chariton Free Public Library

## February 6, 2020

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, February 6, 2020 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:34 p.m.

Trustees Dixon, Esper, Fenton, McGee, Mefferd, Sharp and Utesch were present. Librarian Kris Murphy was present.  
Also present: City Manager Laura Liegois, Program Librarian Dawn Morgan, LCGS President Linda Jurgens.

Mefferd amended the agenda to include the swearing in of new trustee Justin Sharp.

Mefferd amended the agenda to hear the Public Forum prior to the other agenda items.

**Public Forum:** Linda Jurgens spoke on behalf of the Lucas County Genealogical Society in response to the Library Staff's suggestion that they relocate their collection to an office in the Senior Center. The Genealogy Society was very surprised at the suggestion as Library staff had not discussed it with them prior to finding a suitable location. The office at the Senior Center had recently been vacated and Library staff were informed of its availability.

Trustees questioned Jurgens about the Genealogical Society. The Society currently has 39 members each paying \$10 in dues annually, meets 4 times a year, and has a bank balance of around \$29,000. The 2015 agreement between the Library Board and the Genealogical Society (attached) lays out the terms of their occupation of the former music room. One stipulation was that the Society provide annual financial reports to the Library Board. Another was that the "Genealogy Room" would be staffed by genealogy volunteers at least 50% of the Library's open hours. Neither stipulation has been met. Jurgens estimated the room gets 5 or 6 visiting researchers per month, and interacts with other researchers via phone and email. Genealogy is willing to downsize to fit into a smaller location, but unwilling to be located somewhere other than the Library.

Library Staff offered to volunteer to scan all of the paper documents located in the genealogy collection and to maintain them on the Library's website under the current Genealogy tab.

A 90 day notice is required to terminate the agreement between Genealogy and the Library Board. Jurgens thought that higher rent, even for less space, might be acceptable.

Mefferd recounted the history of Genealogy's access to the library space. He mentioned that the upcoming renovation projects will require some storage of materials and reorganization of spaces. The Board invited Genealogy to attend our March meeting.

The **Agenda**, as amended, was unanimously adopted on a motion from McGee, seconded Utesch.

The **Minutes** of the last regular meeting were unanimously approved on a motion from Fenton, seconded by Sharp.

**Correspondence:** Program Librarian Dawn Morgan received notification of a \$10,000 from the DEKKO Foundation.

**January Financial Statement & December Treasurer's Report** were accepted on a motion from McGee, seconded by Esper.

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

**Grants:** Murphy submitted a grant report to SCICF. Next application due March 1<sup>st</sup>. We will request collection funds again.

### **Old Business:**

- a. Library Funding – Supervisors Meeting – Larry Davis assured us that the County would comply with the legally required minimum payment for services at \$17,588. The Supervisors suggested contacting the other small towns in the county, attending their council meetings and requesting payment for services.

b. RFP Pre-Bid Meeting

Mefferd, Dixon and Murphy attended the Pre-Bid Meeting. Bryce Travis was the only local contractor to attend the meeting. A representative of Schemmer, a firm out of Grimes, Iowa, also attended. Edward Soenke of The Design Partnership of West Des Moines did not attend the meeting as he'd already visited the Library to ask questions, tour the facility and look at problem areas. The deadline for bid submission is February 14<sup>th</sup>.

**New Business:**

a. Genealogy Relocation:

Murphy and Morgan both spoke about the increased program services that would be possible if Genealogy no longer occupied the old music room. Murphy compared the 27 visitors in Genealogy's visitor log since July of 2019 to the 1,811 program attendees Morgan's programing had served in that same amount of time.

Murphy presented plans depicting the new Program Room for which Morgan has secured grant funding – the plan for the space currently occupied by the Genealogical Society's collection. Murphy spoke of the lack of storage and activity space for programming, describing how materials for planning and implementing programs are located throughout the building. She also noted the dismal greeting that is walking into the north entrance to several closed doors due to the fact that genealogy doesn't staff the room, and spoke of the need to let the meeting room be a meeting room again, rather than a free-for-all space.

The new Programming Room would contain programming materials and offer a desk for program planning all in one location, as well as offer a regularly open space for teens and families to make noise and interact, and a location for the STEAM and MakerSpace activities we can't currently offer in our existing space.

Mefferd suggested a committee to discuss the programming/genealogy situation.

Morgan made a brief presentation on the Library's new website.

b. Fenton moved to implement new Library Hours of Monday-Thursday 10:00 – 7:00 and Friday and Saturday 10:00 – 5:00 effective beginning Friday February 14<sup>th</sup>, 2020. Dixon seconded and the motion passed unanimously.

c. Library Long Range Plan – tabled.

d. Selling of Donated Items @ ½ Price Books or online – tabled.

Director's Report: attached.

The meeting was adjourned at 7:45 p.m. on a motion from Fenton, seconded by Esper.

Lois Dixon, Secretary

## CHARITON FREE PUBLIC LIBRARY

MARCH 5, 2020

The Chariton Free Public Library Board held its regular monthly meeting in the meeting room on Thursday, March 5, 2020 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:31 pm. Trustees present were Dixon, Esper, Fenton, McGee, Mefferd, Pillsbury-Allen, Sharp and Utesh. Watkins-Schoenig attended part of the meeting, from 5:50 pm to 6:50 pm. Librarians Kris Murphy, Dawn Morgan and Laurie Ghormley were present. Ten visitors representing and/or supporting the Genealogy Society were in attendance: Mabel McGee Schluessler, William L. Shelton, Don Volenes, Mary Ruth Pierschbacher, Suzanne Terrell, Frank D. Myers, Kathy Loynachan, Mayor Denny Bisgard, Chelsy Arnold, and Jacob Johnston.

**Public Forum:** Mefferd introduced the Board members to the visitors, and then went over the information contained in a hand out entitled March 5, 2020 Talking Points March meeting. (Please see Attachment #1.) Mefferd then invited Librarian Murphy to present her case as to why the library needs to be able to have all of its rooms available for library purposes. Murphy read a statement containing facts and figures concerning both the library and Genealogy visitors, library programing needs, and her plans for the future of the space currently occupied by Genealogy, if vacated. She also provided everyone with color printed pictures showing the new features and arrangements. (Kris, can you please provide a copy of all of this and we'll call it Attachment #2.)

Bill Shelton was the first visitor to respond. He stated that the library is a place to find history, and a place to find family history. Mefferd described the most recent contract between the library and Genealogy, and explained that the Board will give a 90-day notice to Genealogy as required <sup>by the contract</sup> if the decision is made to terminate the contract. He also said that the decision of whether or not the contract would be terminated would be the only decision that the Board would make during this meeting. Mefferd referred to his printed motion dated February 24<sup>th</sup> 2020. (Please see Attachment #3.)

Frank Myers spoke next. He reminded everyone that Murphy had asked Genealogy if they would like to use the old music room several years ago. He said that Genealogy has been part of the library since 1975, occupying the History room at one time, and that possibly at another time the current board room was to have been the Genealogy room. Mefferd disagreed about the board room ever becoming the Genealogy room. Myers said he is currently the chairman of the Lucas Co. Historical Society, which collects primarily physical artifacts, while Genealogy has a renowned collection of information concerning cemeteries, families, scrap books, original photos, etc. Myers claimed that hand-written documents from Iowa pioneers had been thrown out by library staff and he felt that all archives need to stay in the library. Murphy disagreed that these items had been thrown out, and Mefferd defended the Murphy's obligation to weed out materials from the library collections.

Mefferd continued to explain his motion (Attachment #3,) pointing out an unexpected budget cut to the library's annual payment from the Lucas Co. Board of Supervisors that occurred immediately after the 2015 lease agreement was made.

Mayor Denny Bisgard asked if the library has a money issue or a space issue. Mefferd replied that Genealogy is not legally part of the library, and the library is part of the city of Chariton.

Fenton suggested there was another room that could be used by Genealogy, the Laura Curt's room.

Pillsbury Allen encouraged everyone to work together.

Sue Terrell was the next to speak. She said the books, pictures and artifacts that are in the Genealogy collection are very important to keep and, while methods of storing information change over time, the physical pieces will last and must be protected. Terrell felt it was very irresponsible and unprofessional of the librarian to disclose on the Internet the amount of money that Genealogy has in their bank account. Terrell said the proposed increase in rent was way too high and would spend down Genealogy's account into non-existence. Mefferd responded that the library has responsibility to the city and the county.

Chelsy Arnold spoke next. As a high school teacher, she uses the library website and the Genealogy archives to teach her students to look up information about themselves and other people. She believes that physical artifacts are very meaningful to the learning process. Arnold also spoke of her positive experiences in the library as a parent of small children. She encouraged civility between Genealogy members and Board members. Mefferd then replied that if the current contract is terminated, he would be willing to consider a new contract during this meeting. Arnold added that \$6000.00 per year is too much for a new rental amount and there's a need to talk about more realistic ideas.

Shelton spoke of Ancestry.com and his dislike of digitizing records because they are often not retrievable years later due to technology upgrades. He stated that Genealogy is all about the libraries of people's lives.

Bisgard reminded everyone that Chariton residents do consider Genealogy to be part of the library, and Genealogy needs a good "landing spot." He said a plan to move forward together is necessary. He also said that the community will support the funding of much-needed library improvements if Genealogy can stay in the library.

Terrell offered that more Genealogy volunteers do need to come forward. Health and life situations have taken away much time from the main three volunteers, and new volunteers are just now becoming more available. She said patience is needed while more Genealogy members prepare to become active volunteers.

Watkins-Schoenig asked for everyone to work together because Genealogy is so special. She apologized that she had to leave the meeting and encouraged everyone to let the past go.

Myers said the Genealogy archives are irreplaceable and need to be kept safe as they are the most valuable and most permanent of all records.

Mefferd agreed that the board could work out a compromise and he agreed that the library has a responsibility to provide services to the community. He said he realized that Genealogy would like a new contract.

Terrell said that "terminate" is a very frightening and intimidating word. She suggested that there be meetings and mediation prior to deciding the terms of a new contract.

Myers said that "renegotiate" would be a better word to hear.

Shelton reiterated his dislike of digitizing because the digital records often deteriorate. He asked the board why rent is charged at all for Genealogy to be in the library, and added that housing them shouldn't be a business prospect.

\*\*\*At this time, there were several comments and questions concerning the Laura Curtis room. Everyone was invited by Murphy to take a tour of all rooms of the library's lower level. After everyone returned to the meeting room, Tim McGee was the next board member to speak.\*\*\*

McGee claimed that there is no animosity but no one likes change. He said that much of the ill-feelings have been caused due to poor communication because everyone has allowed the library staff to do almost all of the communicating. He encouraged everyone present to speak because this meeting was a great opportunity to ask questions and make suggestions.

Mefford asked if anyone had further thoughts.

Mabel McGee Schluessler expressed the desire to save the Genealogy archives and have them open and available to the public at all times. She said it all needs to be preserved.

Jacob Johnston stated that because ancestry is becoming so much more popular, he hoped that the board would allow Genealogy to fit in the back rooms of the library and that there would be a plan to give them a place where people can go. He said he really wanted to keep Genealogy in the library.

Don Volenes admitted that currently Genealogy has more space than they need, but the physical archives are the best and they mean the most. He said the proposal for a 500% increase in rent and no phone service felt like the library is pushing Genealogy out. He asked for everyone to work it out.

Fenton wondered what would be a fair amount for rent, and Volenes replied that \$100/month for the much smaller room and some storage sounded fair to him.

Mefford stated that the lowest rent amount to be considered would be at least \$200/month.

Pierschbacher asked about Genealogy moving to the book sale rooms instead of the Laura Curtis room, since they are in much better shape. Murphy said she didn't know where the book sale could move to. Ghormley added that the library clears at least \$100/month profit on book sales.

Terrell said as she was thinking of a possible rent payment amount, she felt that there's a need for more open meetings so there would be better communication to help everyone work together. She asked for mutual respect. Mefford replied that all library board meetings are open to the public.

Kathy Loynachan stated that people expect Genealogy to be in the library, and it's very important to keep it that way.

Alyse Hunter added that all of the historic preservation groups in Lucas County want to preserve our great community, and the groups all have the same goal.

Volenes explained that the Genealogy funds were built up over many years through donations, memorials, bake sales, etc., and the donations were not given in order to be spent on rent. He also said that he had checked around quite a bit and found that the biggest share of genealogy groups are housed in libraries. In response, Mefford gave a brief explanation of the library expenses and lack of enough staff.

Mefford asked the Board if anyone had a final comment. Several board members expressed their thanks to the visitors for their information and participation in the Public Forum. Ghormley added her thoughts that some of the Genealogy materials are not being kept safe enough from further deterioration. She encouraged the group to make a long range plan to keep the materials safe.

Mefford returned to his motion and made some amendments. His new motion (please see Attachment #4) included the original termination of the current agreement with a 90-day written notice, and added an execution of a new agreement for the lease of the Laura Curtis room with 90 days to work out the terms. Mefford replaced "an annual rental payment of \$6000" with "a rental payment would be negotiated but it will be at least \$200/month." He stated that there would still be no phone service, that Genealogy would not be



allowed to install their own telephone line, and that Internet access would continue to be provided by the library. Mefferd said that this would be a one-year agreement. He added that Genealogy would need to have their own liability insurance policy and that the library would be the named beneficiary. There was some discussion and explanations given to clarify why Genealogy does need its own insurance policy. When everyone understood the amended version of Mefferd's original motion, Mefferd declared at 7:48 pm that the Public Forum was over.

The Agenda was unanimously adopted on motion by Dixon, seconded by Utesh.

The Minutes of the last regular meeting were unanimously approved on a motion by McGee, seconded by Sharp.

**Correspondence:** An email from Susan Prattis will be deferred to next month's meeting after Mefferd and Murphy have a conversation with the City Manager.

The February Financial Statement was accepted on a motion from Esper, seconded by Pillsbury-Allen.

Claims were unanimously approved on a motion by Fenton, seconded by Dixon.

**Grants:** Murphy submitted a grant request to SCICF for the amount of \$6000 to be used to purchase collection items.

#### **Old Business A: Genealogy Lease Agreement**

Mefferd went over his amended motion (Attachment #4.) Because Dixon had only been able to add notes to the original motion, Mefferd said he would provide a cleanly typed motion if it passed. Esper seconded the motion. When all discussion had ceased, Mefferd asked for a roll call vote:

Utesh - Yes.

Sharp -- No.

Pillsbury-Allen -- No.

Mefferd -- Yes.

McGee -- Yes.

Fenton -- No.

Esper -- Yes.

Dixon -- No.

Mefferd stated that the result was a tie which meant that the amended motion did not pass.

#### **Old Business B: RFP Bids**

Two bids have already been received but because nothing has come from Bryce Travis yet, this decision will be deferred to next month's meeting when hopefully the City Manager will be able to attend and can participate in the conversation. Murphy was asked to telephone Travis to ask him to submit his bid.

#### **Old Business C: Long Range Plan**

This item will be deferred to next month's agenda.

**New Business A: Closing for STEAMFEST**

Murphy explained that the library will need to be closed at 4:30 pm on Thursday, March 26, 2020, so all library staff can participate in the Lucas County STEAMFEST. The early closing was unanimously approved on a motion by Esper, seconded by Fenton.

**New Business B: Selling of donated items at ½ Price Books or online.**

This item will be deferred to next month's agenda.

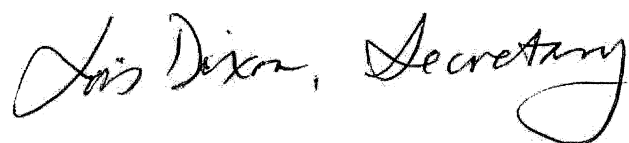
There was no other business.

Murphy briefly went over her Director's Report. The Board is interested in helping Mary Katherine Laird celebrate her retirement. After a short discussion, Murphy was asked to do something for Laird on behalf of the Board.

Pillsbury-Allen asked the other board members to consider a fun method to help everyone get to know each other a bit better.

Being no further business, the meeting was unanimously adjourned at 8:34 pm on a motion by McGee, seconded by Esper.

Lois Dixon, Secretary

A handwritten signature in cursive script that reads "Lois Dixon, Secretary". The signature is written in black ink and is positioned below the typed name.

Chariton Free Public Library  
Thursday, April 9, 2020

On Thursday, April 9, 2020, the Chariton Free Public Library Board held its regular monthly meeting electronically via GoToMeeting pursuant to the recent proclamation from the Governor of Iowa regarding the COVID-19 Proclamation of Disaster Emergency.

The meeting was called to order by President Jim Mefford at 5:43 pm. Mefford noted that the meeting would follow the Iowa League Cities Website's "Guidance for Holding Electronic Meetings." Trustees attending either by phone or computer using the GoToMeeting app were Fenton, Sharp, Utesch, Dixon and Mefford. Also attending were librarian Kris Murphy and City Manager Laura Liegois. Board member Watkins-Shoenig joined the meeting at 6:13 pm.

The **Agenda** was adopted on a motion from Fenton and was seconded by Sharp. Voting **Yes** were Utesch, Sharp, Mefford, Fenton and Dixon. There were no **No** votes.

The **Minutes** from the last meeting were not approved because they had not been attached to the meeting notice's email. There was a motion by Fenton and a second by Utesch to table the approval of the March 2020 meeting's minutes until the May meeting. Mefford said it would not be necessary to vote on this.

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

**Correspondence** – Murphy said that the BRIDGES Agreement Letter was the only correspondence that had been received.

The **Financial Statement** was accepted.

**Claims** were approved on a motion from Fenton, seconded by Utesch. Voting **Yes** were Utesch, Sharp, Mefford, Fenton and Dixon. There were no **No** votes.

**Grants** – A STEM Scale-Up Programming Grant was awarded to Dawn Morgan.

**Old Business** – RFP bids. After some discussion, there was a motion by Fenton and a second by Utesch to accept the bid from Design Partnership. Voting **Yes** were Watkins-Schoenig, Utesch, Sharp, Mefford, Fenton and Dixon. There were no **No** votes.

**New Business** – There was no new business.

**Reports** – There was no Director's Report this month. Murphy explained that this will be included in the May meeting.

The meeting was adjourned at 6:20 pm on a motion from Watkins-Schoenig, seconded by Dixon.

Lois Dixon, Secretary

Chariton Free Public Library  
Thursday, May 7, 2020

On Thursday, May 7, 2020, the Chariton Free Public Library Board held its regular monthly meeting in person in City Council chambers as well as electronically via GoToMeeting pursuant to the recent proclamation from the Governor of Iowa regarding the COVID-19 Proclamation of Disaster Emergency.

The meeting was called to order by President Jim Mefferd at 5:37 pm. Trustees attending in person were Dixon, Fenton, Mefferd, and Sharp. Trustees attending either by phone or computer using the GoToMeeting app were Esper, McGee, and Watkins-Shoenig. Also attending in person were librarian Kris Murphy and City Manager Laura Liegois.

The **Agenda** was adopted on a motion from Fenton, seconded by Watkins-Shoenig. There were no **No** votes.

The **Minutes** from the March meeting were approved on a motion by Fenton seconded by Sharp. The **Minutes** of the April meeting were approved on a motion from McGee, seconded by Fenton. There were no **No** votes.

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

**Correspondence** – emails were sent to the architectural firms that responded to the RFP. Murphy will attempt to contact The Design Partnership again.

The **April Financial Statement** and **March Treasurer's Report** were accepted on a motion from Watkins-Shoenig, seconded by Dixon.

**Claims** were approved on a motion from Fenton, seconded by Dixon. There were no **No** votes.

**Grants** – None

**Old Business** – None

**New Business** – None

There was some discussion about reopening. The City will determine the building capacity of the Library so that a 50% capacity restriction can be maintained until such conditions are no longer necessary. There will be no programming in May, and the Summer Program, scheduled to begin in June may be offered only online.

**Reports** – Director's Report and Programming Report attached.

The meeting was adjourned at 6:15 pm on a motion from Fenton, seconded by Sharp.

Lois Dixon, Secretary

Chariton Free Public Library  
Thursday, June 4, 2020

On Thursday, June 4, 2020, the Chariton Free Public Library Board held its regular monthly meeting electronically via GoToMeeting pursuant to the recent proclamation from the Governor of Iowa regarding the COVID-19 Proclamation of Disaster Emergency.

The meeting was called to order by President Jim Mefferd at 5:36 pm. Trustees attending either by phone or computer using the GoToMeeting app were Watkins-Schoenig, Utesch, McGee, Fenton, Esper and Dixon. Also attending by using the GoToMeeting app were librarian Kris Murphy and City Manager Laura Liegois.

The **Agenda** was unanimously adopted on a motion from Watkins-Shoenig, seconded by McGee.

The **Minutes** from the April meeting were unanimously approved on a motion from Watkins-Shoenig, seconded by Fenton.

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

There was no **Correspondence**.

The **May Financial Statement** was unanimously accepted on a motion from McGee, seconded by Esper.

The **Claims** were unanimously approved on a motion from Fenton, seconded by McGee.

There were no **Grants** to approve.

**Old Business:** Dixon asked Murphy what amount of Genealogy activity, such as phone calls and/or visitors, had been noticed or dealt with by the library staff since the re-opening. Murphy said that there has been very little activity, and that two Genealogy members, Sue Terrell and Mary Ruth Pierschbacher, had been coming in almost daily. Dixon explained that her reason for asking about Genealogy was because Mayor Bisgard had asked Dixon about the situation during the Open House. Mefferd confirmed that Genealogy's lease with the library still continues as is. Mefferd also said that the mayor can contact him if there are more questions concerning Genealogy.

**New Business:** Murphy invited everyone to look over the Improvement List, which had been provided by Ed Soenke, our architect. It was noted that replacing the front door was accidentally not included on this list. There were some discussion regarding the drainage issues, and McGee said that, in the past, the City had been able to send their cameras down the drains to look for problems. Liegois agreed that the City may be able to do this again if their cameras are the proper size.

**Reports:** The Director's Report and the Programming Report were attached. Murphy also mentioned that the library had received a check from the City of Russell in the amount of \$416.00.

Being no further business, the meeting was adjourned at 5:57 pm on a motion from McGee, seconded by Fenton.

Secretary,



Lois Dixon

Chariton Free Public Library  
Thursday, July 9, 2020

On Thursday, July 9, 2020, the Chariton Free Public Library Board held its regular monthly meeting electronically via GoToMeeting pursuant to the recent proclamation from the Governor of Iowa regarding the COVID-19 Proclamation of Disaster Emergency.

The meeting was called to order by President Jim Mefferd at 5:32 pm. Trustees attending by phone or computer using the GoToMeeting app were Rachel Watkins-Schoenig, Faye Utesch, Justin Sharp, Tim McGee, Marcia Fenton, George Esper and Lois Dixon. Also attending by GoToMeeting were librarian Kris Murphy, and architects Edd Soenke, Tim Hielkema, and Lynn Vannoy.

Mefferd welcomed the three architects and asked them to give their presentation regarding the Capital Improvement List that they had created. The improvements had been grouped and the groups are listed by priority. Drainage Issues rank first, followed by Mechanical Issues, Exterior Improvements, Window Replacement, Lighting, and ADA Evaluation. The architects spoke for about an hour, discussing in much detail all of the issues on their list and the possible improvements and/or solutions for each. At the end of the presentation, Soenke explained that they plan to return for the August meeting to give a list of prices and options for all of the projects. This will give the board the opportunity to create a package that can be approved, and then that list can be followed according to when the money for each project becomes available. Soenke also suggested that the August board meeting be held in a large enough area, such as a parking lot, to make it possible for everyone to physically attend and still be socially distanced. He stated that he believed the meeting would be much more comfortable and productive if everyone could actually see and talk to each other in person. Several members of the board expressed their appreciation for this impressive start to the library's renovation and restoration project.

The **Agenda** was amended to show that the 9<sup>th</sup> item (**Old Business** - Library Building Repairs Phase 1 - presentation from the architects) was moved to the beginning of the meeting. The amended Agenda was unanimously accepted on a motion from Dixon and seconded from McGee.

The **Minutes** from the June meeting were unanimously approved on a motion from McGee and seconded by Utesch.

There were no members of the public present for the **Public Forum**.

There was no **Correspondence** this month.

The June 2020 **Financial Statement** and the May 2020 **Treasurer's Report** were unanimously accepted.

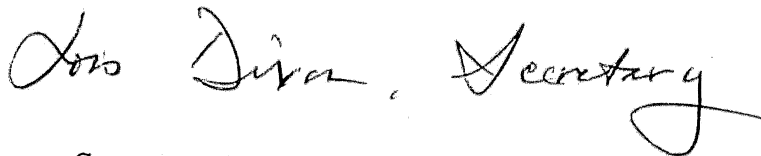
The **Claims** were approved by a roll call vote on a motion from McGee with a second from Esper. Those voting Aye were Watkins-Schoenig, Utesch, Sharp, Mefferd, McGee, Fenton, Esper and Dixon. There were no Nay votes.

**Grants** – Murphy reported that the library had recently received \$5000.00 from SCICF to purchase collection items. She also briefly discussed her report showing a request from the Vredenburg Foundation for \$6000.00 to purchase a new storage system for the DVD collection.

**New Business** - Murphy explained that, in following the ADA checklist for accreditation, it was found that the button panel and the phone in the elevator need to be replaced in order for the library to be compliant with current ADA regulations. She will be asking the KONE company for a quote to replace these items. Murphy also mentioned that the bathroom doors will have to be automated and that the stall handles must be replaced per ADA regulations.

**Reports** – The Director's Report and the Programming Report were both attached. McGee asked Murphy if any sort of barrier or shield had been installed at the front desk to provide a safer area when a staff member and a patron have to be face-to-face in that close setting. Murphy replied that no shield had been installed but staff members have masks available if they choose to wear one. McGee said he would like to see some sort of barrier installed to provide more protection. Mefferd directed Murphy to check with the City Manager to learn what can be done to accomplish this.

**Adjournment** – Being no further business, the meeting was adjourned at 6:44pm on a motion from Fenton, seconded by Sharp.

A handwritten signature in cursive script that reads "Lois Dixon, Secretary". The signature is written in dark ink and is positioned above the printed name of the signatory.

Lois Dixon, Secretary

## Chariton Free Public Library

August 6, 2020

The Chariton Free Public Library Board held its regular monthly meeting in the Library Meeting Room on Thursday, August 6, 2020, pursuant to notice given under the Iowa Open Meetings law.

President Jim Mefferd called the meeting to order at 5:30 pm. Other trustees present were Fenton, McGee, Sharp, Utesch, and Dixon. Also present were Librarian Kris Murphy, City Manager Laura Liegois, and our three architects from The Design Partnership – Edd Soenke, Tim Hielkema and Lynn Vannoy.

Mefferd requested that the **Agenda** be amended to move the architects' presentation to the first item.

**Old Business - Library Building Repairs Phase 1:** The architects began by listing the possible top priorities for renovation/repair. Drainage is a very concerning issue. Mefferd asked about getting a survey done so we know exactly where the lot lines are and how far the drainage from the library can be taken. Liegios agreed and thought that Garden & Associates would possibly have this information. The roof deterioration and damage are also serious issues. The architects recommended that both the roof repairs and the foundation drainage work should be done before the ground freezes. They believe that the labor on both of these items can probably be done up to November. They explained that the library's electrical power all comes from the pole by the parking lot. It goes underground from there and re-surfaces at the building right by the AC units on the west side. They suggested that the AC units could be removed since they'll need to be replaced. Removal of these units will ease the trenching work along that side of the building. The architects also stated that the limestone should be cleaned and sealed to prevent moisture from building up.

Murphy said that she thought 1A, 1B and 3C from the Capital Improvement List should be the top priorities at this time, including the removal of the AC units to assist in the drainage repair. She would like to make sure that we are ready for mechanical improvements/replacements in the spring.

A picture of the front of the library was shown so everyone could see how much the front stairs have settled and deteriorated. Drainage into the front yard from the roof was also discussed. Another concern is that the stained glass windows are bowing out quite a bit and will need to be repaired soon. It was mentioned that lighting improvements and replacements can be done without much disruption to the interior or exterior of the building. Everyone present agreed that a tentative general plan could be that during this fall the drainage and roof would be addressed, in the winter the focus would be on the interior and lighting, and that the HVAC, landscaping and lighting would be dealt with in the spring.

The architects finished their presentation by saying that they would wait to hear from Murphy concerning their directions from the board.

The amended **Agenda** was unanimously accepted on a motion from McGee, seconded by Utesch.

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



**Correspondence:** Murphy sent a letter of support with Dawn Morgan's request to participate in NASEF (North America Scholastic Esports Federation,) for the purpose of engaging youth in productive uses of gaming and digital activities.

The **Financial Statement** was unavailable at this time because City Hall is waiting on the auditor's visit to finalize the budget.

The **Claims** were unanimously approved on a motion from McGee, seconded by Dixon. Fenton requested that we start having the lists of library donations published in the newspaper. This is something that had been done in the past.

**Grants:** There were no new grants at this time.

**New Business:** After a brief discussion about our final directions to the architects as to where we want the library improvements and repairs to start, Mefferd moved to direct the architects and engineer to provide cost estimates and a timeline for the foundation and drainage work (items 1A and 1B on the Capital Improvement List) and roof repairs (item 3C on the Capital Improvement List). Utesch seconded, and the motion passed unanimously.

Funding for this project was discussed. Mefferd reminded the board that the Ambelang and Swanson donations were intended for big projects like this. There was a general acknowledgement that we will need to start fundraising soon, and some ideas were suggested as to how to present this project to the public. The Library Foundation was also mentioned. Dixon stated that she is planning to attend their annual meeting in September. Mefferd asked Murphy to invite the Foundation's members to the next Library Board meeting.

Being no further business, the meeting was adjourned at 7:21 pm on a motion from Utesch, seconded by Dixon.

Secretary,

A handwritten signature in cursive script, appearing to read "Lois Dixon".

Lois Dixon

**Chariton Free Public Library**  
**September 3, 2020**

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom on Thursday, September 3, 2020 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:33pm by President Jim Mefferd. Other trustees present were Utesch, Pillsbury-Allen, Fenton and Dixon. Attending virtually were Watkins-Schoenig, Sharp, McGee and Esper. Also present were Librarian Kris Murphy and City Manager Laura Liegois.

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

The **Minutes** from the August 2020 meeting were unanimously approved on a motion from Watkins-Schoenig, seconded by Fenton.

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

**Correspondence:** An announcement was received from Midstates Development Inc stating that they are looking to fill the apartments at Autumn Park. It was decided that Kris can post this on a bulletin board. Also received was an Accreditation Letter and Certificate from the State Library of Iowa.

The **August Financial Statement** and **July Treasurer's Report** were both accepted. It was suggested that the board be provided with a list of those who donate books.

The **Claims** were approved on a motion from Fenton, seconded by Pillsbury-Allen.

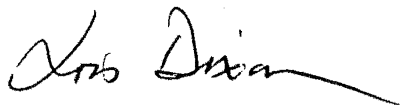
**Grants:** The Vredenburg Grant has been received and will be used to purchase furniture for the circulation desk.

**Old Business:** Murphy said that the architects may want to meet with us in a couple of weeks. A special meeting can be called to do this.

**New Business:** Fenton and Dixon explained that they are taking part in the Boardroom 2020 which is an online series of five webinars presented by the State Library. They each listed a few ideas they had learned for helping board members be better prepared for upcoming board meetings. Three presentations are left in this series, to be offered on September 10th, October 8th, and November 12th. The October webinar will go over the brand new edition of the Iowa Library Trustees Handbook. Fenton and Dixon asked if the trustees could get together at the library to view this webinar. Mefferd decided that this item can be added to the agenda for the October 1st Board meeting.

Murphy reviewed her **Director's Report**. She said that the Book Sale is now open every day. Books that don't sell are being taken to Half Price Books in Des Moines by Assistant Librarian, Laurie Ghormley. DVDs are being purchased there using the funds from the books sold there. Mefferd asked that Ghormley attend the October meeting to clarify to the board how this all takes place. Fenton asked about a \$1000 donation to the Friends of the Library, and also wondered who is still a part of this group. Murphy explained that the Friends group is not active at this time and has only one member. Fenton, Murphy, Liegois and Dixon decided that they will meet soon to discuss what it will take to revitalize the Friends group.

Being no further business, the meeting was adjourned at 6:45 pm on a motion from Utesch, seconded by Dixon.



Lois Dixon, Secretary

## 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.

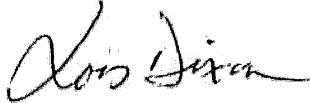
The board looked over the **Donations/Collections Budget** spreadsheet provided by assistant librarian Lauri Ghormley. These funds come mostly from the sales of donated books and movies that are received by the library. There were a few questions about the daily book sale, and a reminder that only library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

A handwritten signature in cursive script, appearing to read "Lois Dixon", written in dark ink.

Lois Dixon

## Chariton Free Public Library

November 12, 2020

The Chariton Free Public Library Board held its regular monthly meeting in the Chariton City Council chambers on Thursday, November 12, 2020 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 pm by President Jim Mefferd. Other trustees present were Fenton, Sharp and Dixon. Trustees attending virtually were McGee, Utesch and Watkins-Schoenig. Others present were Librarian Kris Murphy and City Manager Laura Liegois.

The **Agenda** was unanimously adopted on a motion by Dixon, seconded by Sharp.

The **Minutes** of the **October 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**, but Murphy mentioned that there had been two recent monetary donations to the library.

The **October 2020 Financial Statement** and the **September 2020 Treasurer's Report** were unanimously accepted on a motion by McGee, seconded by Dixon.

The **September 2020 Claims** were amended to show that the Overdrive bill was \$1015.78 instead of \$497.02, and then unanimously approved on a motion from Mefferd, seconded by Fenton.

The **October 2020 Claims** were amended to add a bill from ADG in the amount of \$411.74, and then unanimously approved on a motion from Mefferd, seconded by Dixon.

The **November 2020 Claims** were unanimously approved on a motion from Sharp, seconded by Utesch.

**Grants:** The Vredenburg Foundation Grant purchase is included in this month's claims.

### **Old Business: COVID-19 Pandemic Policies**

Mefferd discussed the creation of the pandemic policy for the library and stressed the need for the library to have this kind of policy. He referred to the proposed policy which had been provided to the board members, and he explained the legal definitions of certain words that

are used within this document. "Must" legally means that this is a requirement. "Finds" legally indicates that this is factual information. Mefferd reminded everyone that Chariton already has a mask mandate from the City Manager for all City buildings.

Watkins-Schoenig motioned to approve, with amendments, the proposed policy. Mefferd seconded her motion.

Watkins-Schoenig then made a motion to add the words "that covers both their nose and mouth at all times" at the end of the first sentence in section #3. Sharp seconded this motion. Watkins-Schoenig made a motion to add the words "when possible" at the end of the second sentence in section #4. Sharp seconded this motion.

Dixon made a motion to delete part C of section #5. Watkins-Schoenig seconded this motion. Mefferd made a motion to add "Doctors' notes will not be accepted from anyone" in Section #3 part A. Mefferd said he would write this amendment more clearly and send it to Murphy. Watkins-Schoenig seconded this motion.

Mefferd made a motion to add the words "over the age of two" after "All persons" in the first sentence of section #3. Watkins-Schoenig seconded this motion.

Mefferd called for a vote and all five amendments were approved unanimously.

#### **New Business:**

##### **a) Library Annual Report**

Mefferd will sign the signature page on the Library Annual Report (Survey) to the State Library of Iowa.

##### **b) Chariton Public Library FY22 Budget Request**

Liegeois told the board that the library's budget requests will be presented to the City Council on January 11<sup>th</sup>. There was some discussion of certain budget items. Mefferd said the budget will need to be revisited and approved at December's board meeting.

##### **c) Election of Officers**

The nomination and election of board officers will be held next month. Mefferd appointed McGee, Dixon and himself to be the nominating committee. They will meet to discuss and decide a slate of officers, and this will be presented at December's meeting.

**Director's Report:** Murphy used a new format for her report which met with the board's approval.

Being no further business, the meeting was adjourned at 7:15 pm on a motion from Fenton, seconded by Utesch.

Lois Dixon, Secretary



**Chariton Free Public Library**  
**December 3, 2020**

The Chariton Free Public Library Board held its regular monthly meeting in Council Chambers at City Hall on Thursday, December 3, 2020 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:36 pm by President Jim Mefferd.

Other trustees present were Utesch, Sharp, Fenton and Dixon. McGee attended the meeting virtually. Others present were Librarian Kris Murphy and City Manager Laura Liegois. Edd Soenke from The Design Partnership also attended virtually.

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

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

**Public Forum:** Edd Soenke shared a report regarding the necessary library roof repairs. He recommended starting these repairs as soon as possible. His report also included a quote for the work from Weatherproofing Technologies, Inc. After some discussion, it was decided that more time is needed to advertise this job and possibly get other bids. The board will hold a special meeting concerning the roof repairs on Thursday, January 14<sup>th</sup> at 5:30 pm at City Hall. Liegois said that bids for this job will be opened at City Hall at 2 pm on Tuesday, January 12<sup>th</sup>.

There was no **Correspondence**. There was some discussion about ensuring that thank yous go out promptly to those who give monetary donations to the library. Currently, Dixon writes thank yous and acknowledgements from the board as soon as she receives the information from Murphy. Board members would like to be informed of all donations as soon as possible.

The **November 2020 Financial Statement** was unanimously approved on a motion from Fenton, seconded by McGee.

The **December 2020 Claims** were unanimously approved on a motion from Utesch, seconded by Sharp.

**Grants:** Murphy said that she is preparing the grant report.

**Old Business:** The board reviewed the Library FY2022 Budget Request. The request was unanimously approved on a motion from McGee, seconded by Dixon. The Library FY2022 Budget Request will be presented to the City Council on Monday, January 11<sup>th</sup>, at 5:45 pm.

A slate of officers for upcoming year was listed with McGee as President, Dixon as Vice President and Utesch as Secretary. The slate was approved unanimously on a motion from Fenton, seconded by Sharp. These trustees will take office in January. The board thanked

out-going President Jim Mefferd for his work and dedication to the library.

**New Business:** The board looked over a list of the library's investment information. Murphy told the board that only the interest earnings can be used from four accounts, and the other six accounts are free of stipulations. McGee stated that most of the money in these six accounts will probably be used to get started on the repair and renovation work.

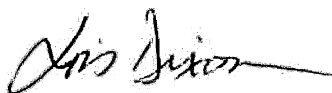
Possible ideas to start fundraising for the library repairs and improvements were discussed, including forming a committee and hiring a professional fund-raiser. McGee said that serious fund-raising plans need to start in the spring.

Mefferd reminded the board that it's time to evaluate the Library Director. McGee requested that all board members fill out an evaluation, which will be sent to them by either Murphy or Liegois. Evaluations will be returned to McGee, who will review them with Murphy.

Trustee Pillsbury-Allen has recently had a baby. The board agreed to give a book to the library in celebration of the baby's birth.

Murphy reviewed her **Director's Report**. Fenton asked about a long-range plan for the library and Murphy said that the board will need to update their plan, possibly at the January meeting.

Being no further business, the meeting was adjourned at 6:45 pm on a motion from Utesch, seconded by Dixon.

A handwritten signature in black ink, appearing to read "Lois Dixon", with a long horizontal flourish extending to the right.

Lois Dixon, Secretary



**Chariton Free Public Library**  
**January 7, 2021**

The Chariton Public Library Board held its regular monthly meeting in Council Chambers at City Hall on Thursday, Jan. 7, 2021 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:31 p.m.

Trustees present: Dixon, Esper<sup>(online)</sup>, Fenton, McGee, Mefferd, Sharp, Utesch and Watkins-Schoenig<sup>(online)</sup>.  
Also present: Librarian Kris Murphy and City Manager, Laura Liegois.

The **Agenda** was unanimously adopted on a motion from Dixon, seconded by Mefferd.

**Public Forum:** none present

The **Minutes** of the **December 2020** meeting were unanimously approved on a motion Mefferd, seconded by Utesch.

**Correspondence:** none

The **December 2020 Financial Statement** was accepted on a motion from Watkins-Schoenig, seconded by Dixon.

The **January 2021 Claims** were unanimously approved on a motion from Fenton, seconded by Sharp.

**Grants:** Liegois and Murphy spoke about the Iowa's Rural Heritage Revitalization Grant. The application is due 2/1/21.

**Old Business:**

**Bequest Transfer for Building Work:** McGee spoke of pulling from the Ambelang and Swanson bequests when the time came to apply to building repair costs estimated at \$45,500 by Architect Soenke. Mefferd suggested acquiring the wills for Milnes, Pogue and L. Judd, before considering using those bequests for facility repair expenses. Murphy will obtain the wills. No action taken on this item.

**Library Long Range Plan & FY2020 Report:** Murphy will use the FY20 Report / Long Range Plan during her presentation to City Council at our budget presentation on Monday, January 11<sup>th</sup>. Trustees will review the Plan to suggest changes and for approval at a future meeting.

**New Business:**

**Fundraising Committee:** McGee asked for suggestions of local individuals who might be asked to join such a committee. He suggested Ray Meyer. Liegois is speaking with Mayor Bisgard about people looking to serve on a committee. We'd also like to have representatives from the Library Foundation on the committee. McGee also suggested that each trustee suggest ideas and information to include in our donation request materials.

**Director Evaluation:** McGee asked that trustees submit their evaluations to him this month so that he could report the results to the Board and meet with Murphy to discuss the results and future goals.

**Reminders:**

City Council Presentation **5:45 January 11<sup>th</sup>** in council chambers

Library Board Special Meeting **5:30 Thursday January 14<sup>th</sup>** in council chambers, to address contractor bids for roof repair

Trustee Training Webinar **6:00 – 7:30 Thursday January 28<sup>th</sup>** in Library Meeting Room – New Trustee Handbook

**Director's Report** attached.

The meeting was adjourned at 6:34 p.m. on a motion from Fenton, seconded by Dixon.

The next regular meeting of the Library Board will be Thursday, February 4, 2021.

Fay Utesch, Secretary

**CHARITON PUBLIC LIBRARY MINUTES**  
**THURSDAY JANUARY 14, 2021**

**Present:**

Lois Dixon (online)  
Marcia Fenton (online)  
Tim McGee (online)  
Jim Mefferd  
Bevin Pillsbury-Allen (online)  
Justin Sharp (online)  
Fay Utesch (online)  
Librarian Kris Murphy  
City Manager Laura Liegois  
Architecture Associate Bamai Nhkum

**Chariton Public Library Special Meeting**

**Roof Bid Discussion**

**Thu, Jan 14, 2021 5:30 PM - 7:30 PM (CST)**

Please join my meeting from your computer, tablet or smartphone.  
<https://global.gotomeeting.com/join/160398493>

**You can also dial in using your phone.**

United States: +1 (872) 240-3212

**Access Code: 160-398-493**

On Thursday January 14, 2021 the Chariton Public Library held a special meeting to address bids submitted for the roof repair.

The meeting was called to order at 5:32 pm.

The Agenda was approved on a motion from Mefferd, seconded by Pillsbury-Allen.

**Roof Repair Bids**

Discussion was held concerning 3 bids received (Attached) in response to an RFP sent out by Architect Ed Soenke. The bid from Weatherproofing Technology Inc. was missing addendum 3, but Soenke had already confirmed by phone that the contractor had intended that addendum to be included in the bid price. Murphy informed the Board that the architects, absent due to weather issues, had confirmed that they favored the bid from Weatherproofing Technology Inc.

Mefferd moved that the Board accept the bid from Weatherproofing Technology Inc. for \$51,964.00, with additional work to be done at \$17.50 per square foot, and with the caveat that the company provide in writing a statement that addendum 3 was in fact included in the bid price.

Dixon seconded the motion.

There was no further discussion. McGee called the roll:

|         |     |                 |     |
|---------|-----|-----------------|-----|
| Dixon   | Aye | Pillsbury-Allen | Aye |
| Fenton  | Aye | Sharp           | Aye |
| McGee   | Aye | Utesch          | Aye |
| Mefferd | Aye |                 |     |

The motion was approved unanimously.

Liegois specified that Weatherproofing Technology Inc. must provide their insurance information prior to work beginning. Murphy will communicate that to Soenke so that he can request it of the contractor.

The meeting was adjourned at 5:45 pm on a motion from Mefferd, seconded by Pillsbury-Allen.

Secretary pro tem  
Kris Murphy

# Chariton Free Public Library

## February 4, 2021

The Chariton Free Public Library Board held its regular monthly meeting **ONLINE** via Go-To-Meeting Thursday, February 4, 2021 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30p.m.

Trustees Dixon, Fenton, McGee, Mefferd, Pillsbury-Allen, Sharp, and Watkins-Schoenig were present. Librarian Murphy, City Manager Liegois and Mayor Bisgard were also present.

The **Agenda** was unanimously adopted on a motion from Watkins-Schoenig, seconded by Dixon.

The **January 7, 2021 Minutes** were unanimously approved on a motion from Watkins-Schoenig, seconded Pillsbury-Allen.

The **January 14, 2021 Roof Bid Meeting Minutes** were unanimously approved on a motion from McGee, seconded Dixon.

### Correspondence

Chariton Public Library Foundation \$500

Marcia Fenton's HONOR book for Remi Jane Allen "*The Rabbit Listened*" by Cori Doerrfeld

Friends of the Library \$300 to cover Telecurve Dial-a-Story Fee paid by Library in December 2020.

\$25 donation from Phillip & Carol Purdy

The **January 2021 Financial Statement** was accepted on a motion Watkins-Schoenig, seconded Pillsbury-Allen.

The **February 2021 Claims** were approved on a motion Fenton, seconded Sharp.

### Grants

Vredenburg Report sent.

SCICF Report sent.

SCICF Grant Request (delayed – no application available yet)

Iowa's Rural Heritage Revitalization Grant Request (see attached)

### Old Business

Director's Evaluation – no action

Fundraising Committee – no action

DRAFT Library Long Range Plan & FY2020 Report – no action

### New Business

Mefferd suggested some redundant text be removed from #10 of the Trustee Job Description. There was some discussion about the Iowa Library Trustees' Handbook, 2021 edition webinar. There are things in the handbook that should be added to the trustee job description. No action taken.

The Program Librarian Job Description needs updating. Murphy is using a new draft to evaluate Morgan this month. Trustees will make suggestions for the job description via email.

We'll be addressing many of the things on this agenda when we can again meet in person.

**Director's Report** attached.

The meeting was adjourned at 6:05 p.m. on a motion Pillsbury-Allen, seconded by Fenton.

Kris Murphy, Secretary pro tem

# Chariton Free Public Library

## March 4, 2021

The Chariton Free Public Library Board held its regular monthly meeting in the Educational Meeting Room at the Library on March 4, 2021 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:38 p.m.

Trustees Dixon, Fenton, Mefferd, Sharp and Utesch were present. Librarian Murphy was present.

The **Agenda**, amended to include George Esper's resignation from the Board, was unanimously adopted on a motion from Sharp, seconded by Fenton.

The **February 2021 Minutes** were unanimously approved on a motion from Fenton, seconded by Utesch.

### Public Forum none

**Correspondence** \$600 Lucas County Genealogical Society payment  
\$50 Memorial for Keith K. Goldsmith from Dan & Debbie Kent  
\$35 Donation from David Brandt to purchase Charles Martin books  
Trustee George Esper's resignation from the Library Board (reluctantly accepted)

The **February 2021 Financial Statement & January 2021 Treasurer's Report** were accepted on a motion from Mefferd, seconded by Utesch.

The **March 2021 Claims** were approved on a motion from Mefferd, seconded by Sharp.

### Grants –

We'll hear about the Iowa Rural Heritage grant for the Window/Door Project by the end of May.

Dawn has applied for three more Iowa STEM Scale Up grants

Dawn is applying for a DEKKO Grant to purchase furniture for the meeting room. We'd like to switch to round group tables, rather than using the banquet tables, and we'd like to purchase moveable room dividers in order to enable attendees to distance from others, as well as to offer multiple program options simultaneously. This comes in handy when families have children ranging in age from toddler to teen. The round tables also work better if we want to have fundraisers in the meeting room in the future.

Dawn is applying for \$3,000 from ALA Libraries Transforming Communities: Focus on Small and Rural Libraries from ALA  
ALA has just opened a second application round for this grant and will be giving out 450 additional grants to small and rural libraries. Participating libraries receive training in how to lead conversations through an ALA e-course on basic facilitation skills; host at least one conversation (in-person or virtual) with community members on a chosen topic; and receive \$3,000 to support community engagement efforts. Grant funds may cover a range of expenses, including staff time and collections and technology purchases. **Deadline: March 4, 2021**

Iowa Prison Industries has started offering Story Walk Displays, a waterproof display mounted on a post. Dawn is prepping a funding request to see if we can get local sponsors.

Our Architects shared Iowa Department of Cultural Affairs Grant info. I'm looking into it.

### Old Business

**Director's Evaluation** – Tabled until all evaluations have been received.

**Fundraising Committee** – Tabled – suggestions of interested individuals welcome

**DRAFT Library Long Range Plan & FY2020 Report** – Tabled, Murphy will break the plan down by needs addressed and request assistance from Misty Gray (State Library) on the format of the plan, goals and tasks. We'll schedule a special work session so that Misty can share her expertise in person.

**Trustee Job Description** – Tabled

**Program Director Job Description** - Mefferd moved to table for further discussion. Dixon seconded. Passed unanimously.

### New Business

Fenton made the motion to move the April Meeting from 4/1/21 to 4/8/21 due to bill and reporting issues associated with holding a meeting on the first day of the month. Sharp seconded and the motion passed unanimously.

**Bequest Transfers:** Mefferd moved and Fenton seconded to transfer the balance of the Curtis, Judd, and Milnes bequests, as well as another \$47,400 of the Swanson bequest, for a total transfer of \$73,972.87, to the Library operating fund to cover the expense of the roof project and architectural bills. Actual transfer of funds to occur as each investment matures. See below. The motion passed unanimously.

| Bequest                                      | Transfer Amount   | Number | Date Matures | Amount                  | Rate  | Fund    |
|--|---|--------|--------------|-------------------------|-------|---------|
| Laura Curtis Transfer                        | \$7,122. <sup>54</sup>  | 67719  | 7/9/2021     | \$7,122.54              | 0.80% | Curtis  |
| Martha Lucille Judd Transfer                 | \$10,272. <sup>17</sup>   | 23839  | 3/12/2021    | \$10,272.17             | 1.25% | Judd    |
| Byrle K. Milnes Transfer                     | \$9,178. <sup>16</sup>  | 39636  | 1/5/2021     | \$9,178.16              | 0.99% | Milnes  |
| Harold A. Swanson Current Transfer Remainder | \$220,484. <sup>13</sup><br>\$47,400. <sup>00</sup><br>\$173,084. <sup>13</sup> | 88907  | 10/5/2021    | \$220,484.13            | 0.99% | Swanson |
| <b>TOTAL TRANSFER:</b>                       |   |        |              | \$73,972. <sup>87</sup> |       |         |

There was a discussion of transferring the Pogue bequest and using the entire amount to purchase books, which was the purpose of the bequest as stipulated in the will, but that decision was deferred until next month's meeting. It appears that the book-buying stipulation of the will was unknown for many years as it was not recorded in the minutes when the funds were accepted and invested. It is possible that former directors did use the interest for book purchases, but knowledge of the stipulation wasn't passed on over the years from one director to the next. We only secured an actual copy of the will this month. The Pogue investment doesn't mature until October, so there will be ample time to transfer it later, possibly to purchase books in FY22. The interest it generates is so little, it would take a few years to purchase even a single item, but the lump sum would allow a significant selection of items to be purchased.

**Budget Amendment:** See attached for information used in determining each budget amendment below. Mefferd moved to approve the budget amendment as requested. Utesch seconded and the motion passed unanimously.

| REVENUES     |                                  | AMEND       |
|--------------|----------------------------------|-------------|
| 006-410-4765 | LIBRARY PETTY CASH COVID CRASH!! | \$3,000.00  |
| 006-910-4830 | TRANSFERS                        | \$73,964.00 |
| EXPENDITURES |                                  | AMEND       |
| 006-410-6310 | BUILDING & GROUNDS               | \$5,000.00  |
| 006-410-6371 | UTILITIES                        | \$20,000.00 |
| 006-410-6497 | MISC.                            | \$50.00     |
| 006-410-6498 | PROGRAMMING                      | \$3,300.00  |
| 006-410-6505 | NEW FURNITURE/EQUIPMENT          | \$8,000.00  |
| 006-410-6507 | OPERATING SUPPLIES               | \$2,500.00  |
| 006-410-6508 | POSTAGE                          | \$200.00    |
| 006-410-6502 | BOOKS - LIBRARY FUNDS            | \$3,500.00  |
| 006-410-6522 | MEMORIAL BOOKS                   | \$4,500.00  |
| 006-410-6523 | MEMORIAL AUDIO-VISUAL            | \$2,500.00  |
| 006-410-6524 | AUDIO-VISUAL - LIBRARY FUNDS     | \$2,500.00  |
| 006-410-6751 | CONSTRUCTION PROJECTS            | \$73,964.00 |

Transfer of bills from (006-410-6497) Misc. to (006-410-6498) Programming:

|                |                  |          |        |       |
|----------------|------------------|----------|--------|-------|
| True Value     | 006 - 410 - 6497 | \$40.93  | 20-Jul | 62029 |
| CPL Petty Cash | 006 - 410 - 6497 | \$10.17  | 20-Aug | 62086 |
| Amazon         | 006 - 410 - 6497 | \$436.78 | 20-Nov | 62486 |
| CPL Petty Cash | 006 - 410 - 6497 | \$23.98  | 20-Nov | 62490 |
| TeleCurve, LLC | 006 - 410 - 6497 | \$300.00 | 20-Dec | 62577 |

### Policy Reviews:

Mefferd moved to approve the **Records Retention Policy** as amended. Fenton seconded & the motion passed unanimously.

**Programming Policy:** Tabled

**Other Business** none

**Director's Report** attached, includes several suggestions from patrons to discontinue the mask mandate for programs.

The meeting was adjourned at 7:05 p.m. on a motion from Dixon, seconded by Fenton

Fay Utesch, Secretary

## **Chariton Free Public Library Board Meeting**

**April 8, 2021**

The Chariton Free Public Library held its April board meeting on April 8, 2021 at the Chariton Free Public Library. Member's present were Lois Dixon, Marcia Fenton, Tim McGee, Jim Mefferd, Justin Sharp, and Rachel Watkins-Schoenig (online). Kris Murphy, Library Director and Laura Liegois, City Manager were present.

Chair of the Board, Tim McGee called the meeting to order at 5:38 p.m. A motion was made by Mefferd to approve the agenda as presented. The motion was seconded by Dixon and pass unanimously. There was no public comment. A motion was made by Fenton to approve the March meeting minutes and was seconded by Dixon. The motion passed unanimously.

There were several items of correspondence listed on the agenda. A discussion on the book sale donations was held and asked about the money received from selling donations. Mefferd requested that the book sale be put on the May meeting for discussion.

The March 2021 Financial Statement and February 2021 Treasurer's Report was presented to the board for review.

April claims were presented to the board for review. Murphy mentioned the Library replaced their phones due to have issues with them. Mefferd asked about the insurance coverage with the City and the workman's comp insurance. Dixon asked if the issue with the Infomax was resolved for the copier. Mefferd made a motion to approve the April claims as submitted. Dixon seconded the motion and the motion passed unanimously.

### **Old Business:**

McGee moved the discussion of the Director's Review to later in the agenda. A discussion regarding the fundraising committee was had. Several suggestions to include a Friends of the Library, Library Foundation, and Genealogy members for the committee. McGee asked for any other ideas for people to help would be appreciated. He would like the committee to be formed soon.

The draft of the long-range plans for the Library was presented. Members of the board gave viewpoints on a few items but would like to have Misty Gray from the Iowa State Library to assist with the long-range plan. Murphy will contact Ms. Gray for assistance and attend a planning session with the Board.

Trustee job description was presented for review. A motion was made by McGee to approve the job description of the trustees. The motion was seconded by Mefferd and the motion passed unanimously.

The program director's job description presented to the board for review. It was discussed and agreed that this is the responsibility of the library director to create and maintain the job description of staff under this position.

**New Business:**

Faye Utesch submitted her letter of resignation to the board. The motion was made by Sharp to accept the resignation. McGee second and was approved. McGee stated he spoke with Mayor Bissard on the replacement of two board members for the Library.

A discussion on summer program was had and it was decided it would be best with COVID to not plan for in person programming inside. A motion was made that summer program would be virtual unless there was a way to safely have programming outside this summer by Mefferd and seconded by Dixon. The motion passed unanimously.

Murphy asked the board if members thought it was a conflict of interest if the staff of the Library were members of the Lucas County Genealogy Society. The members felt that it is not conflicted if the staff member is true to wanting to be a part of the Society. It maybe conflicting if they hold an officer position.

McGee did bring up to Murphy that there are issues that need to be address between the Library and the Lucas County Genealogy Society. The Board would like Murphy to address the items with them and resolve them. This comment does not reflect Murphy's evaluation and McGee will be meeting with Murphy to discuss her evaluation.

Transfers of endowments were approved at the March Meeting. Murphy is to look at the endowments and see when the Swanson's maturity date is. It was listed on the agenda to approve early transfer fees from the endowments approved in March. There was no motion or vote made to do this. The transfers would assist with the roof repairs for the Library's budget.

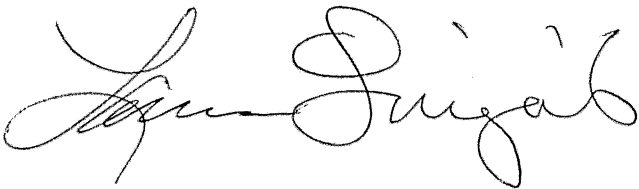
Julia Pogue Bequest was discussed, and a motion was made by Mefferd and second by Fenton to spend the \$500.00 for books as the will is stated the use is for. The motion passed unanimously.

The program policy was tabled until May for more discussion.

Murphy gave her director's report, which was attached with the agenda.

A motion was made by Mefferd and second by Dixon to adjourn the meeting. The motion passed unanimously. The Chariton Free Public Library Board Meeting ended at 7:15 pm.

Truly Submitted by:

A handwritten signature in cursive script, appearing to read 'Laura Liegois', written in black ink.

Laura Liegois

City Manager

## **Chariton Free Public Library Board Meeting**

**May 6, 2021**

The Chariton Free Public Library held its April board meeting on May 6, 2021 at the Chariton Free Public Library. Member's present were Lois Dixon, Marcia Fenton, Tim McGee, Jim Mefferd, Linda Miller, Bevin Pillsbury- Allen, and Justin Sharp. Kris Murphy, Library Director and Laura Liegois, City Manager were present.

Chair of the Board, Tim McGee called the meeting to order at 5:33 p.m. McGee asked to make amend the agenda to add swearing in of Linda Miller to the board. A motion was made by Mefferd to approve the agenda with the amendment. The motion was seconded by Dixon and pass unanimously.

### **Renovation Update:**

There was an update on the Library's renovation project with Edd Soenke and the rest of his team. The roof project is finishing up and the next steps were discussed about the lighting in the library. Sharp asked about rebates and this is being investigated. Murphy said that the biggest concern right now is the basement, drainage, and HVAC. The lighting can be moved in the priority of the project.

There was no public comment. A motion was made by Fenton to approve the April meeting minutes and was seconded by Pillsbury - Allen. The motion passed unanimously.

There were several items of correspondence listed on the agenda. Memorials for Lois Davis from Mary Stierwalt of \$23.51, and memorials for Merrjo Ellis and Steve Morris form the CHS Class of 1970 of \$30.00. Donations were given by Carol Marner, which were sold at half price books and the \$57.56 was used for the Bill Marner Memorials.

The April 2021 Financial Statement and March 2021 Treasurer's Report was presented to the board for review. Dixon made the motion to accept the Statement and Report as submitted. McGee seconded and the motion passed unanimously.

May claims were presented to the board for review. Mefferd made a motion to approve the May claims as submitted. Pillsbury – Allen seconded the motion and the motion passed unanimously.

### **Grants:**

Murphy updated about not receiving the Iowa Rural Heritage Grant. She will be submitting a grant to the South-Central Iowa Community Foundation, Vredenburg Foundation, Coons Foundation, Johnson Foundation, and Chariton Public Library Foundation for funds for the renovations.

### **Old Business:**

McGee will be in contact with the following people to be part of the fundraising committee for the Library: Ray Meyer, Sue Terrell, and Patty Biscard. Anyone else who has someone else to participate should let McGee know. He plans to invite people to the June meeting.

### **Investment Transfers:**

Discussion was had regarding the resolution for transferring funds for the building renovations. Mefferd requested the resolution remove the Louise E. Ambelang Memorial fund from the list of



possible transfers. McGee recommended that the entire amount of \$220,484.13 be removed from the Harold A. Swanson Memorial Fund to cover the roof and the upcoming improvements. Mefferd made a motion to approve the resolution to move funding from memorials to pay for improvements but remove Ambelang Memorial Fund from the resolution. A roll call vote was called for with the following: Dixon – yes, Fenton – yes, McGee- yes, Mefferd – yes, Miller – yes, Pillsbury- Allen – yes, and Sharp – yes.

A motion was made to approve the resolution to transfer funds from the Chariton Public Library investments to Chariton Public Library general fund for the fiscal year ending June 30, 2022 for purchase of collection items was made by Mefferd and seconded by Dixon. A roll call vote was called for with the following: Dixon – yes, Fenton – yes, McGee- yes, Mefferd – yes, Miller – yes, Pillsbury- Allen – yes, and Sharp – yes.

**New Business:**

The building work was discussed at the beginning of the meeting.

The book sale was discussed at the meeting on continuing and is it worth the time of our staff It was suggested that donation locations for other organizations be sought for donations to go to. After the renovations are done, the discussion of the book sale can be revisited.

The discussion of facemask and the Library's policy was discussed. Liegois stated the direction the City was going with the wording recommended. All members gave their viewpoints on the mask mandate. The policy is still in place and a discussion will be brought back up at the May meeting. It was recommended to change the signage on the door regarding mandate.

Murphy gave her director's report, which was attached with the agenda.

A motion was made by Pillsbury-Allen and second by Sharp to adjourn the meeting. The motion passed unanimously. The Chariton Free Public Library Board Meeting ended at 6:45 pm.

Truly Submitted by:

A handwritten signature in black ink, appearing to read 'Laura Liegois', with a large, stylized initial 'L'.

Laura Liegois

City Manager

**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 Altenhofen 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

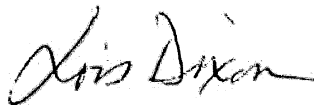
Fenton – Yes

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

**Chariton Free Public Library**  
**July 15, 2021**

The Chariton Free Public Library Board held its regular monthly meeting in Council Chambers at City Hall on, July 15, 2021 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:34 p.m.

Trustees Fenton, Mefferd, Miller, Pillsbury-Allen (online), Sharp and Watkins-Schoenig were present. Librarian Murphy and City Manager Liegois were present. Architects Ed Soenke & Tim Heilkema, Engineer Lynn Vannoy and Mayor Denny Bisgard were also present.

The **Agenda** was unanimously adopted as amended to include the resignation of Trustee Lois Dixon on a motion from Mefferd, seconded by Miller.

**Architect Presentation:**

Lynn Vannoy visited the library earlier in the day to look at the HVAC units. He reported that two of the upstairs units have failed (north building) and the other (south) is working hard. All of them should be replaced with more efficient units of a smaller size, so that they'd do a better job of dehumidifying the building. Of the downstairs units, the one that services the south (original) part of the basement has failed completely and should be replaced with the addition of a "whole house" dehumidifier. Even after the foundation repairs, the humidity in the basement must still be controlled. He spoke with a Trane dealer who thought it would be at least 8 weeks before we could get the units. Murphy will supply him with a list of local HVAC contractors, including any brands they are associated with.

There was a great deal of discussion concerning the mold found in the west utility room, which we believe to exist in the closet under the south stairs as well. The Board directed Murphy to purchase more dehumidifiers, one for each basement room.

Ed Soenke and Tim Heilkema also visited the library to view the leakage from the heavy rains, the mold, and assess how to deal with the south stairs in the next phase of the project. Ed noted that the downspouts (which Murphy thinks were installed when the roof repair was done in 2008) are actually directing a great deal of water from the gutters right to the south stair area. This is exacerbating both the leak issues and the disintegration of the south stairs themselves and the limestone adjacent to the steps.

When asked about the timeframe for the trenching project, Soenke said that it would likely still be 2 weeks before bids came in for it, and that the work would likely not start until September. Watkins-Schoenig asked that the Board be provided an updated printed timetable, plan and list of what will be addressed in all phases of the revitalization project, including new price estimates.

Liegois and Bisgard asked that the Board provide an outline of where funding was coming from and specifically what it would pay for as the revitalization proceeds. Discussion of fundraising was tabled until McGee could be present.

Discussion was held about the landscaping plan provided by Genus Landscaping. Liegois reminded Murphy that she should attend the Historic Preservation meeting on 7/19/21 to keep them in the loop when discussing how changes to the landscaping will affect the appearance of the Library façade. Murphy plans to start attending the monthly meetings to present any repairs or changes being discussed by the Board during the revitalization.

**Public Forum - none**

The **June 2021 Minutes** were unanimously approved as amended to include the pricing for the landscaping plan, \$2,500, on a motion from Watkins-Schoenig, seconded by Miller.

**Correspondence:** Mefferd mentioned that he'd seen Paul Goldsmith, who told him what a wonderful library we have.

TRESCO Warranty received

Keith & Peggy Goldsmith Memorial, \$100 given by Paul & Leslie Goldsmith

Dave Brandt Donation, "The Letter Keeper" by Charles Martin

Open Access Patron Report & Direct State Aid Report submitted to State Library.

Infomax Contract Termination Letter

The **June 2021 Financial Statement & May 2021 Treasurer's Report** were accepted.

The **July 2021 Claims** were unanimously approved on a motion from Mefferd, seconded by Fenton.

**Grants –**

- a. ARPA - **\$5,000 awarded** towards purchase of exterior charging stations.
- b. SCICF Grant **awarded \$10,000** for Building Work
- c. Vredenburg Foundation – Grant Request for Building Work – submitted 7/2/21
- d. Coons Foundation – Donation Request for Building Work – submitted 7/12/21
- e. Johnson Foundation – Donation Request for Building Work – submitted 7/12/21
- f. Chariton Public Library Foundation – Donation Request for Building Work (not yet submitted)  
Murphy will contact Alyse Hunter.

**Old Business**

- a. Fundraising Committee – tabled.

**New Business**

- a. Mefferd moved to accept the Mainstay IT Contract Quote for \$150/month, \$1,800/year. Watkins-Schoenig seconded and the motion passed unanimously.
- b. Mefferd moved to close the library on Monday August 9<sup>th</sup> for a Staff Inservice Day to deliver emergency and staff procedures training. Miller seconded and the motion passed unanimously.
- c. Policy Review – Operations Policy, Internet Policy, Conduct Policy tabled to August meeting.
- d. Watkins-Schoenig moved to accept, with regret, the resignation of Trustee Lois Dixon. We're very grateful for her years of service. Sharp seconded and the motion passed unanimously.

**Other Business** - none

**Director's Report** attached.

The meeting was adjourned at 7:57 p.m. on a motion from Watkins-Schoenig, seconded by Miller.

Kris Murphy , Secretary pro tem

The next meeting of the Library Board will be Thursday, August 5, 2021.

# Chariton Free Public Library

## August 5, 2021

The Chariton Free Public Library Board held its regular monthly meeting in Council Chambers at City Hall on August 5, 2021 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:58 p.m. once a quorum was present.

Trustees Fenton, Pillsbury-Allen (online), Seuferer, Sharp, and Watkins-Schoenig were present. Librarian Murphy and City Manager Liegois were present. Architectural team members Ed Soenke & Tim Heilkema and Lynn Vannoy were also present. Jim Mefferd attended the meeting as a guest.

The **Agenda** was unanimously adopted as amended to include the acceptance of Tim McGee's resignation from the board and consideration of the architectural plans for HVAC and Drainage Remediation, on a motion from Fenton, seconded by Seuferer.

### **Architect Presentation:**

At 5:38 trustees present spoke with the architects for clarification on the materials they'd submitted. Sharp asked if waterproofing work for the south stairs was the reason another \$15,000 had been added to that estimation. Soenke confirmed that was the case. Fenton asked if the stairs would be returned to their current state after the project. Soenke said they were not replacing the stairs. Instead they would be addressing the drainage issues beneath the stairs as part of the drainage remediation. Soenke mentioned that the downspouts adjacent to the stairs would be relocated to the corners of the building. Sharp asked Murphy if Historic Preservation was okay with that, and Murphy responded that during her presentation at their meeting, none of the group had any issues with relocation of the downspouts.

At 5:58 a quorum was achieved with Watkins-Schoenig in person and Pillsbury-Allen online.

Sharp asked about the difference in the HVAC options from the 12/1/2020 plan and the current plan. Watkins-Schoenig asked why we went from 6 units being replaced to 4 replacements and the fact that both jobs seemed to have the same cost estimate despite the difference in units replaced. Vannoy explained that in addition to price increases due to Covid, that what was actually to be installed in the basement included a "whole house" dehumidifier to address moisture issues. Vannoy said that we needed to order the units right away, and they would still not be available for 6 – 8 weeks.

Sharp asked about the easement listed in the documents. Soenke explained that a 12 foot easement would be necessary as the trenching and regrading would affect the property adjacent to the west of the Library building. Liegois will address the easement issue.

Watkins-Schoenig again asked for a timeline from the architects. They presented a timeline of work already completed rather than the future timeline she requested at the July meeting.

Watkins-Schoenig moved to allow the architects to move forward with the RFPs for the HVAC (as outlined in Item #4 on the plans) and Drainage Remediation. Seuferer seconded and the motion passed unanimously. The Board will address an HVAC maintenance schedule and plans for future replacement of the remaining units in December.

**Public Forum** none

The **July 2021 Minutes** were unanimously approved on a motion from Watkins-Schoenig, seconded by Fenton.

### **Correspondence:**

Murphy signed and submitted the Enrich Iowa Letter of Agreement.  
Tim McGee's Letter of Resignation from Library Board was submitted.  
Fenton sent Thank You Letters to

The Vredenburg Foundation for the grant funds received.

Ray Meyer & Ruth Comer for their donation of audiobooks.

To the Family of Jacob Wesley Zimmerli for the donation of 3 copies of his book "One Soldier's Story"

The **July 2021 Financial Statement & June 2021 Treasurer's Report** were reviewed.

The **August 2021 Claims** were unanimously approved on a motion from Watkins-Schoenig, seconded by Seuferer.

**Grants –**

- a. Vredenburg Foundation – **awarded \$25,000** for Building Work
- b. Coons Foundation – Request Letter **RETURNED Unable to Forward (Murphy will contact Karen Dixon)**
- c. Johnson Foundation – **No Response**
- d. Chariton Public Library Foundation – Donation Request for Building Work (not yet submitted) Nancy Lahart is the one to contact.

Now that we have a landscaping plan in place, Murphy will send a letter of inquiry to The Carver Trust, and hopefully submit a grant request for the bioswale. Requests for building funds will be sent to US Cellular and Hy-Vee Corporate.

**Old Business**

Fundraising Committee tabled.

Policy Review – Internet Policy and Conduct Policy tabled. Murphy forgot to print out new copies for the meeting.

Watkins-Schoenig made a motion to approve the Operations Policy as amended. removing the \$3.00 charge for Interlibrary Loans. Seuferer seconded and the motion passed unanimously.

**New Business**

Seuferer made a motion to approve the Library Petty Cash Policy. Watkins-Schoenig seconded and the motion passed unanimously.

Due to the recent surge in Covid infections and the highly contagious Delta Variant, On-Site Library Programming will not be resumed at the time. Visiting programs that were scheduled for September and October will be cancelled.

**Other Business**

Watkins-Schoenig moved to accept, with regret, Tim McGee's resignation from the Library Board. Sharp seconded, and the motion passed unanimously. We're grateful for his thirty years on the board and very sorry to see him go.

**Director's Report** attached.

The meeting was adjourned at 6:33 p.m. on a motion from Pillsbury-Allen, seconded by Fenton.

Kris Murphy, Secretary pro tem

The next meeting of the Library Board will be Thursday, September 2, 2021.

**Chariton Free Public Library**  
**September 2, 2021**

The Chariton Free Public Library Board held its regular monthly meeting in Council Chambers at City Hall on September 2nd, 2021 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:33 p.m.

Trustees Fenton, Mefferd, Meyer, Miller, Pillsbury-Allen (online), Seuferer, and Sharp were present. Librarian Murphy and City Manager Liegois were also present. Architectural team members Ed Soenke & Tim Heilkema and Lynn Vannoy were also present.

The **Agenda** was unanimously adopted on a motion from Mefferd, seconded by Seuferer.

**Election of Officers:** Miller was nominated for the position of president by Seuferer, but the nomination died for lack of a second. Fenton was nominated for the position of president by Miller, seconded by Meyer. Fenton was unanimously voted in as board president, to fill the vacancy left by the resignation of trustee Tim McGee.

Mefferd was nominated for the position of vice president by Meyer, seconded by Miller. Mefferd was unanimously voted in as board vice president, to fill the vacancy left by the resignation of trustee Lois Dixon.

**Architect Presentation:** Architects Soenke and Heilkema, together with engineer Vannoy discussed the bids for the HVAC portion of the library renovation project received by the deadline of September 2<sup>nd</sup> at 2:00 PM. The city received two bids for replacement of HVAC units: a bid of \$45,500.00 from Primo Heating and Cooling and a bid of \$47,946.00 from Riley Heating and Cooling. The architectural team confirmed that, after reviewing both bids, that both bids met their standards for the project.

After discussion by the board, it was moved by Mefferd and seconded by Seuferer to accept the bid of \$45,000.00 from Primo Heating and Cooling due to the urgency of needs and availability of supplies under article 4 of the agenda. The board interprets article 4 to include the right to accept bids. Motion passed unanimously. It was then moved by Miller and seconded by Sharp to award an additional allowance of up to \$5,000 to contract Drake Electric to complete necessary electrical work for the HVAC work to be completed. Motion passed unanimously.

It was recommended in the future that bids be scheduled further in advance of meetings to allow more time to consider bids and to explicitly include bid approvals in the meeting agenda.

No bids were received for foundation work by the bid deadline. It was recommended by the architectural team to wait to reissue a request for bids for foundation work in February, and to work to clarify the nature of the proposal, and conduct a broader search for contractors in order to attract bidder interest.

The architect team recommended the installation of two basement sump pumps in advance of the foundation work to help alleviate moisture issues in the basement.

**Public forum:** none

The **August 2021 minutes** were unanimously approved on a motion from Seuferer seconded by Pillsbury-Allen.

**Correspondence:** Librarian Murphy received the library's annual BRIDGES Letter of Agreement

Due to the date of the meeting, the **August 2021 Financial Statement** was not ready for review.



The **September 2021 Claims** were unanimously approved on a motion from Mefferd, seconded by Sharp.

**Grants:**

Coons Foundation: request letter was sent to new foundation address in West Des Moines  
Johnson Foundation: no response to request  
CFPL Foundation: board advised Librarian Murphy to send a letter to Sherrill Garton at the CFPL Foundation  
Carver Trust: letter of inquiry was sent to be allowed to submit a grant application

**Old Business:**

Steamfest: The board supported library staff participation in Steamfest, but directed Librarian Murphy to keep the library open if possible during the event.

Policy Review: The board reviewed the current Internet Policy and Conduct Policy. Mefferd moved to renew the policies as currently written, motion was seconded by Seuferer. Motion passed unanimously.

Fundraising Committee: Trustees Miller and Meyer volunteered to head a fundraising committee to raise funds for ongoing CFPL renovations.

Library Programming: The board and Librarian Murphy discussed resuming on-site, in-person library programming. Due to the continuing COVID-19 pandemic, the board directed Librarian Murphy to postpone the resumption of on-site, in-person programming until conditions improve. Librarian Murphy was asked to prepare a report on the programming budget for the next meeting, to help assess current programming.

**New Business:**

The board discussed amending Article V Section 1 of the Chariton Library Board of Trustees Bylaws to read:

**Section 1: The regular meeting of the Board of Trustees shall be held in the board room at 5:30pm on the first second Thursday of each month. The President may call a special meeting at any time so long as legal notice is given under the Iowa Open Meetings Law. A special meeting shall be called upon the written request of any member.**

After discussion, the first reading of the amendment was moved by Seuferer and seconded by Meyer. A roll call vote was taken:

Fenton: Yes  
Mefferd: Yes  
Meyer: Yes  
Pillsbury-Allen: Yes (virtual)  
Seuferer: Yes  
Sharp: Yes

**Other Business:** Trustee Fenton discussed using the Genealogy Room of the library for next month's meeting.

No **director's report** was provided.

The meeting was adjourned at 7:30pm on a motion from Pillsbury-Allen, seconded by Meyer.

Justin Sharp  
CFPL Board Secretary

The next meeting of the CFPL Library Board will be Thursday, October 7th, 2021 in the Genealogy Room of the Library.

**Chariton Free Public Library**  
**October 7, 2021**

The Chariton Free Public Library Board held its regular monthly meeting in the multipurpose room at the Library on October 7, 2021 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Fenton, Mefferd, Meyer, Miller, Pillsbury-Allen, Seuferer, and Sharp were present. Librarian Murphy and City Manager Liegois were also present.

The **Agenda** was unanimously adopted on a motion from Mefferd, seconded by Seuferer.

**Public forum:** none

The **September 2021 minutes** were unanimously approved on a motion from Meyer seconded by Miller.

**Correspondence:** A \$100 donation was made to CFPL by Patricia McKinley for the purchase of children's books

E-mail correspondence was exchanged between Laura Liegois and Nancy Lahart regarding the annual meeting of the CFPL Foundation.

Librarian Murphy also presented a letter from her to the CFPL Foundation requesting fundraising assistance with library renovations

The **September 2021 Financial Statement** was reviewed. The board noted the cost incurred to transfer bequest monies and expressed a desire to avoid those fees with future transfers. Meyer expressed a desire to have the full treasurer's report available at the November meeting. Mefferd moved to accept the financial statement, seconded by Pillsbury-Allen. Meyer called for a roll call vote.

|                  |     |
|------------------|-----|
| Fenton:          | Yes |
| Mefferd:         | Yes |
| Meyer:           | No  |
| Miller:          | Yes |
| Pillsbury-Allen: | Yes |
| Seuferer:        | Yes |
| Sharp:           | Yes |

The motion to accept the September 2021 Financial Statement was approved.

The **September 2021 Claims** were unanimously approved on a motion from Mefferd, seconded by Seuferer.

**Grants:**

CFPL Foundation: donation request letter submitted on September 9<sup>th</sup>.

**Old Business:**

The board held a second reading of the amendment to Article V Section 1 of the Chariton Library Board of Trustees Bylaws to read:

Section 1: The regular meeting of the Board of Trustees shall be held in the board room at 5:30pm on the ~~first~~ second Thursday of each month. The President may call a special meeting at any time so long as legal notice is given under the Iowa Open Meetings Law. A special meeting shall be called upon the written request of any member.

After discussion, the second reading of the amendment was moved by Meyer and seconded by Miller. A roll call vote was taken:

Fenton: Yes  
Mefferd: Yes  
Meyer: Yes  
Miller: Yes  
Pillsbury-Allen: Yes  
Seuferer: Yes  
Sharp: Yes

Having passed the second reading, the bylaws were so amended.

Library Programming: The board and Librarian Murphy discussed resuming on-site, in-person library programming and resuming public use of the library meeting room. Librarian Murphy presented a record of programming expenses dating back to August 2021. Murphy explained that current, off-site programming is significantly less cost-effective than traditional on-site programming due in part to patrons not returning programming materials. Murphy expressed a desire to resume on-site, in-person programming based on staff and patron wishes to resume.

After discussion, Mefferd made a motion that the CFPL not resume on-site programming and not allow public use of the meeting room at this time, due to ongoing public health concerns. Meyer seconded. Sharp called for a roll call vote.

Fenton: Yes  
Mefferd: Yes  
Meyer: Yes  
Miller: No  
Pillsbury-Allen: No  
Seuferer: No  
Sharp: No

Seuferer moved to reconsider the motion, and to consider the two issues separately with more information at the next meeting. Pillsbury-Allen seconded the motion to reconsider. Sharp called for a roll call vote.

Fenton: Yes  
Mefferd: Yes  
Meyer: Yes  
Miller: Yes  
Pillsbury-Allen: Yes  
Seuferer: Yes  
Sharp: No

The motion to reconsider carried, and the board directed Librarian Murphy to work with city officials to find the capacity of the meeting room, so that half capacity and social distancing protocol in the meeting room could be considered, and discussed at the November board meeting.

### **New Business:**

The board reviewed the bid from Mainstay Systems to reconfigure and upgrade existing wireless network equipment. The board discussed funding sources for the cost of the project, and expressed a desire to include a technology line-item as part of the next library budget. Seuferer moved to approve the bid, seconded by Pillsbury-Allen.

Board president Fenton established a Building & Grounds Committee made up of Linda Miller and Justin Sharp

Board president Fenton established a Construction Committee made up of Ray Meyer and Rachael Watkins-Schoenig.

Board president Fenton established a Policy Review Committee made up of Jim Mefferd and Marcia Fenton.

Board president Fenton established a Technology Committee made up of Bevin Pillsbury-Allen and Susan Seuferer

### **Committee Reports:**

The fundraising committee met and decided not to move forward with a fundraising campaign until they have a more complete picture of the library's finances, as well as the scope and details about the renovation project so that they can better determine the library's financial need.

The September **director's report** was reviewed.

The board discussed meeting before the next meeting to complete a **board training** exercise.

The meeting was adjourned at 7:30pm on a motion from Pillsbury-Allen, seconded by Meyer.

The board discussed the possibility of changing the November board meeting date, as it falls on Veterans' Day. No action was taken and the meeting date will remain the same.

Justin Sharp  
CFPL Board Secretary

The next meeting of the CFPL Library Board will be Thursday, November 11, 2021 in the Meeting Room of the Library.

**Chariton Free Public Library**  
**November 11, 2021**

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom at the Library on November 11, 2021 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Fenton, Mefferd, Meyer, Pillsbury-Allen, Seuferer, and Sharp were present. Librarian Murphy and City Manager Liegois were also present.

The **Agenda** was unanimously adopted on a motion from Meyer, seconded by Seuferer.

**Public forum:** Karen Patterson, Lucas County Genealogy Society president addressed the board with a request to change the Genealogy room staffed hours for the winter season. The proposed staffing change would result in the room being staffed less than the 50% of the operating hours of the CFPL. Patterson asked the board to waive that contract requirement or to amend the contract with the Society at the next contract review.

The **October 2021 minutes** were unanimously approved on a motion from Meyer seconded by Pillsbury-Allen.

**Correspondence:**

- a. Library Foundation Donation of \$1000
- b. Donation from Monica Gillman, \$75 to purchase Retro DVDs
- c. Colby Vredenburg Memorial, \$500 given by Martha Vredenburg
- d. In Honor of John & Jodi Pierschbacher's Marriage, \$100 given by Richard & Joyce Chalfant – requests no thank you note
- e. In Memory of Peggy & Keith Goldsmith, \$50 given by Paul & Leslie Goldsmith
- f. In Honor of Ruth Morgan's 100th Birthday, Debbie Macomber's "It's Better This Way" in LP, given by Chariton Book Club
- g. In Memory of Loren Burkhalter, \$50 given by Robert & Cheryl Evans

The **October 2021 Financial Statement and Treasurer's Report** were reviewed.

The **October 2021 Claims** were unanimously approved on a motion from Meyer, seconded by Mefferd. Librarian Murphy was asked to monitor spending at Amazon.com in the future, and to utilize local vendors whenever possible

**Grants:**

- a. Outdoor Device Charging Stations ordered – ARPA Grant reimburses us after purchase.
- b. Librarian Murphy contacted Kristen Vander Molen for the REAP Grant for Historical Buildings regarding a grant for preserving the stained-glass windows in the library

**Old Business:**

*Library Programming and Meeting Room Availability:* Librarian Murphy shared that she contacted city code enforcement officer George Johnson to determine the capacity of the meeting room, but did not get a response.

After discussion, it was moved by Pillsbury-Allen and seconded by Justin Sharp to resume on-site library programming and meeting room public availability.

Fenton: No  
Mefferd: No  
Meyer: Yes

Pillsbury-Allen: Yes

Seuferer: Yes  
Sharp: Yes

The motion passed with a vote of 4-2.

## **New Business:**

*Library Board By-Laws Review:* after discussion, the by-laws review was directed to the policy committee for further study

*Child Safety Policy Review:* moved by Mefferd to accept the Child Safety Policy as amended, seconded by Susan Seufferer. Approved unanimously.

*Sex Offender Policy Review:* moved by Mefferd to accept the Sex Offender Policy as amended, seconded by Pillsbury-Allen. Approved unanimously.

*Meeting Room Policy Review:* after discussion, the meeting room policy was directed to the policy committee for further study.

*Library Staff Wages:* Librarian Murphy presented the board with a table comparing the wages for CFPL employees to similar positions at other Code-D libraries in the southeast and southwest library districts. After discussion, the board directed Librarian Murphy to develop a recommendation for salary increases and present her recommendations to the board at the December board meeting, when the yearly budget will be planned.

*Consideration to approve Advantage Preservation quote to microfilm and digitize Chariton Newspapers issues from January 2019 to June 2021 at a cost of \$1,272.50.* Librarian Murphy reported that the digital records of the Chariton Newspapers had not been updated in some time and that it was necessary to scan issues every two years or so to keep the records up-to-date. After reviewing the bid, it was moved by Seufferer and seconded by Mefferd to approve the bid from Advantage Preservation for \$1,272.50. Approved unanimously

## **Committee Reports:**

*Building & Grounds Committee:* The committee met to discuss building and grounds priorities for the near term: the cleaning out of the board room and repairs around the north door of the library. The committee also discussed the library's custodial arrangements with the city and discussed the possibility of scheduling a board/community clean up day at the library to help with minor building and grounds work.

*Construction Committee:* The committee met with architect Ed Soenke and developed a new timeline for the library's renovation project, which was presented to the board. The committee plans to prioritize putting out RFB's earlier and moving faster on essential items in the renovation project.

*Executive Committee:* The committee met with Librarian Murphy before the board meeting to plan the meeting agenda.

*Fundraising Committee:* did not meet

*Policy Committee:* did not meet

*Technology Committee:* did not meet

The October **director's report** and **programming report** were reviewed.

The meeting was adjourned at 6:49pm on a motion from Pillsbury-Allen, seconded by Seufferer.

Justin Sharp  
CFPL Board Secretary

The next meeting of the CFPL Library Board will be Thursday, December 9, 2021 in the Boardroom of the Library.

**Chariton Free Public Library**  
**December 9, 2021**

The Chariton Free Public Library Board held its regular monthly meeting in the multipurpose room at the Library on December 9, 2021 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Fenton, Meyer, Miller, Pillsbury-Allen, Sharp, and Watkins-Schoenig were present. Librarian Murphy was also present.

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

**Public forum:** Karen Patterson, Lucas County Genealogy Society president addressed the board with the proposed new winter hours for the Genealogy room.

The **November 2021 minutes** were unanimously approved on a motion from Meyer seconded by Pillsbury-Allen.

**Correspondence:**

- a. Coons Foundation building fund donation of \$5,000
- b. Thank You note from the family of Harlan Ranshaw regarding flowers sent to Harlan's funeral
- c. Letter from library volunteer Sharon Neel acknowledging receipt of eight defunct library patron computers for recycling

The **November 2021 Financial Statement and Treasurer's Report** were reviewed.

The **December 2021 Claims** were unanimously approved on a motion from Meyer, seconded by Sharp.

**Grants:**

- a. Kristen Vander Molen sent an example REAP Historical Buildings grant application to use as a guide for the library's application. Fenton reminded the board to consider local contractors when and if the library begins work on the windows.

**Unfinished Business:**

**Library Staff Wages:** Librarian Murphy shared a proposal for library staff wage increases with the board. The board reviewed the proposal and decided to wait until reviewing the overall library budget proposal before taking action on wage increases.

**New Business:**

**Genealogy Room Winter Hours:** after discussion, it was moved by Watkins-Schoenig and seconded by Meyer to temporarily waive the open hours requirement under Item 4 of the Genealogy Society's contract with the Library Board for a period from December 1, 2021 to April 1, 2021. The motion passed unanimously.

**Consideration of Bids for Drainage Remediation and Foundation Work:** Architect Edd Soenke met earlier with the Construction Committee. No bids for work were received as of the board meeting.

**Circulation Policy Review:** after discussion, the circulation policy was directed to the policy committee for further study

**Operations Policy Review:** after discussion, the operations policy was directed to the policy committee for further study

**Internet Policy Review:** after discussion, the internet policy was directed to the policy committee for further study

**Election of Board Officers:** A slate of officers was moved by Watkins-Schoenig and seconded by Meyer.

for Board President: Marcia Fenton  
for Board Vice-President: Jim Mefferd  
for Board Secretary: Justin Sharp

The slate of officers was approved unanimously.

**Adoption of Annual Library Calendar:** Librarian Murphy presented the board with a draft calendar for board review. Watkins-Schoenig asked Murphy to consider the inclusion of either Martin Luther King Jr. Day or Juneteenth as a library holiday. Board discussed the need for additional in-service time for library staff. After discussion, Watkins-Schoenig moved to table adoption of the calendar, seconded by Meyer. Motion approved unanimously.

**Library FY 23 Budget Request:** Librarian Murphy presented the board with a draft budget request for FY23. The board discussed the increase in the technology budget due to the library's contract with Mainstay Technology and the need to increase fundraising efforts into 2022 and 2023. Watkins-Schoenig discussed with the board the possibility of increased funding from the City of Chariton in the future.

It was moved by Meyer and seconded by Miller to approve the library budget request for FY 23.

### **Committee Reports:**

**Building & Grounds Committee:** The committee thanked Librarian Murphy for her work on decluttering areas of the library. The committee discussed outdoor lighting concerns around the north door and the parking lot area. Librarian Murphy informed the board that she has tried to contact Alex Drake to complete electrical work, but has been unsuccessful. Murphy will work with City Manager Laura Liegois to find someone to repair the lights around the south door. The committee recommended that the door to the program director's office/storeroom be put back in place for patron safety.

**Construction Committee:** The committee met with architect Ed Soenke to discuss bids for foundation work. No bids were received by the bid deadline, so the bid deadline has been extended to December 21<sup>st</sup>. The committee hopes to receive bids from at least two bidders. The committee plans to move forward with installing sump pumps now, before the spring season.

**Executive Committee:** The committee did not meet. Fenton shared the forms for Librarian Murphy's annual performance review, and requested that board members return the forms to her by mail no later than December 20<sup>th</sup>. Fenton plans to conduct Librarian Murphy's annual performance review in closed session at the board's regular meeting in January.

**Fundraising Committee:** did not meet

**Policy Committee:** did not meet

**Technology Committee:** did not meet

The October **director's report** and **programming report** were reviewed.

The meeting was adjourned at 7:02 pm on a motion from Meyer, seconded by Fenton.

Justin Sharp  
CFPL Board Secretary

The next meeting of the CFPL Library Board will be Thursday, January 13th, 2022 in the Boardroom of the Library.



**Chariton Free Public Library**  
**January 13, 2022**

The Chariton Free Public Library Board held its regular monthly meeting in the multipurpose room at the Library on January 13, 2022 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 6:10 p.m.

Trustees Fenton, Mefferd, Meyer (virtual), Seuferer, Sharp, and Watkins-Schoenig (virtual) were present. Librarian Murphy was also present.

The **Agenda** was unanimously adopted on a motion from Mefferd, seconded by Seuferer.

**Public forum:** none

The **December 2021 minutes** were unanimously approved as amended on a motion from Meyer seconded by Mefferd.

**Correspondence:**

- a. Donation from Patti and Denny Bisgard
- b. Donation from Sharon and Larry Squibb
- c. Resignation of Program Director Dawn Morgan

The **November 2021 Financial Statement and Treasurer's Report** were reviewed.

The **December 2021 Claims** were reviewed by the board. It was recommended by Meyer and Watkins-Schoenig to withhold \$7,500 from the payment to Primo Heating and Cooling based on work not completed, with payment to be authorized upon completion of work. After discussion, the **December 2021 claims** were unanimously approved on a motion from Meyer, seconded by Mefferd.

**Old Business:**

*Library Staff Wages:* The board reviewed the new staff wages as part of the library's budget proposal to be presented to the City Council.

*Adoption of Library Calendar:* The board discussed the proposed 2022 Library Calendar. Meyer moved to adopt the Library Calendar with the inclusion of June 20<sup>th</sup> (Juneteenth) as a staff in-service day. Motion seconded by Watkins-Schoenig and approved unanimously.

**New Business:**

*Policy Review:* After discussion, it was moved by Sharp and seconded by Mefferd to approve the circulation, operations, and meeting room policies as amended by the policy committee. The motion passed unanimously.

*Library Director Evaluation:* It was moved by Seuferer and seconded by Meyer to table the library director's evaluation to the February board meeting. Motion carried unanimously.

## Committee Reports:

*Building & Grounds Committee:* See attached minutes

*Construction Committee:* See attached minutes. Murphy updated the board on the preliminary results of the foundation inspection by the architects.

*Executive Committee:* The executive committee met to review the agenda for the January board meeting. The committee decided to move the review of the board's contract with the Lucas County Genealogy Society to February to allow more time for the library board and the LCGS to review the present contract. The board met with Librarian Murphy to discuss the results of the Library Director's evaluation.

*Fundraising Committee:* did not meet

*Policy Committee:* The policy committee met to review the board policies for internet, circulation, operations, and meeting room policy. The committee decided to table review of the Internet policy pending completion of network upgrades by Mainstay Inc. The committee recommended changes to the circulation, operations, and meeting room policies for board review.

*Technology Committee:* did not meet

The December 2021 **director's report** was reviewed.

The meeting was adjourned at 6:39 pm on a motion from Seuferer, seconded by Fenton.

Justin Sharp  
CFPL Board Secretary

The next meeting of the CFPL Library Board will be Thursday, February 10th, 2022 in the Boardroom of the Library.

## Building Committee Minutes

The Building Committee of The Chariton Library Board met Tuesday afternoon, January 11, in the board room. Marcia, Linda, and Kris were in attendance.

Linda emphasized as the meeting began the goal of the library board and the library staff should be the same--- to make our library the best possible. All agreed.

1. Outside Lighting—After over a month Alex Drake responded to our text asking him to check out the lighting on the north side of the building. He spoke to Kris about several issues as noted in the director's report.
2. Door on the Programming room—Kris noted she wasn't able to do that by herself. Marcia offered to find some help at an upcoming meeting.
3. Programming site—Linda stated that the Building Committee thought that changing the genealogy room to the programming site might be worthwhile considering, and again opening up both stairways as accesses to the room. The genealogy group would then move to the meeting room. Kris stated that the library staff would love to have the genealogy room for programming but the meeting room would need to be kept as the meeting room because there wasn't another room in the library big enough for groups that might want to use it. Marcia questioned what groups actually use the meeting room. Kris stated that there were actually 5 groups that use that room including: an adult Anime Club, Optimae Services, DHS visits, speech therapists, and family groups for family and holiday parties. ...more brainstorming to follow.
4. Kris suggested we do a community survey to see how the community views our library and how the community would like to see it used.
5. Lauri and Kris will be doing the summer programs.

Submitted by Linda

## Chariton Free Public Library

February 10, 2022

The Chariton Free Public Library Board held its regular monthly meeting in the multipurpose room of the library on February 10, 2022 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:35 p.m.

Trustees Fenton, Mefferd, Meyer, Miller, Seufferer (virtual), Sharp (virtual), and Watkins-Schoenig (virtual) were present. Librarian Murphy and City Manager Liegois were also present. City Councilman Jared McGee was also present (virtual).

There was no **public forum**.

Meyer made a motion, seconded by Miller to approve the **consent agenda** with removal of item C. Motion passed.

In regards to item C, the financial statement, Trustee Meyer pointed out that any CD should not be allowed to automatically renew without the consent of the board. In the past the library has accrued some early-withdrawal finance charges when CDs were withdrawn prematurely. If approval is not possible at the renewal date the CD should be placed into the checking account until renewal or removal can be approved by the board. The board agreed with the proposal.

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

### Old Business

The Library Director evaluation was requested to be reviewed in closed session by Librarian Murphy. The review will take place at the end of the meeting.

### New Business

The Policy Committee reviewed and made recommendations for changes to the Programming Policy. A draft was enclosed in the packet. Mefferd made a motion to accept the Programming Policy as revised. Sharp seconded. Adopted.

The Policy Committee also reviewed The Internet Use Policy. Several changes were suggested in the draft that was included in the packet. Sharp explained several of the suggested changes. Mefferd made a motion to accept the Internet Use Policy as revised. Watkins-Schoenig seconded. Adopted.

### Committee Reports:

Construction Committee: See attached minutes. Watkins-Schoenig reported that the Construction Committee had met February 7. The committee questioned why the problem with the front steps wasn't addressed until the last inspection. The RFP for the steps will be due February 22.

Building and Grounds: The Building and Grounds Committee met February 8. Minutes are attached.

Executive Committee: The Executive Committee met during the month to prepare the agenda for the February meeting.

Policy Committee: The Policy Committee met during the month and revised both Chariton Public Library Internet Use Policy and the Chariton Public Library Programming Policy.

Fundraising Committee: The Fundraising Committee will meet before the next board meeting.

The January **director's report** was included in the packet. Trustee Sharp asked if all legalities were considered when advertising the Children's Program Director's position. Murphy stated that all legalities were met.

At 6:17 Trustee Meyer made a motion that a closed session as specified in Chapter 21.5 Section(1)(i) of the Iowa Code, "To evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session" be opened with Liegois in attendance. Sharp seconded. A voice vote was taken. Fenton, Mefferd, Meyer, Miller, Seuferer, Sharp and Watkins-Schoenig all voted yes.

The closed session was held.

At 6:49 Meyer made a motion that the closed session end. Mefferd seconded. A voice vote was taken. Fenton, Mefferd, Meyer, Miller, Seuferer, Sharp, and Watkins-Schoenig all voted yes.

Agenda items for the March 10 meeting were reviewed.

The meeting was adjourned at 6:51 by a motion from Meyer, seconded by Seuferer. Adjourned.

Submitted by Linda Miller, Secretary pro tem

**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 3<sup>rd</sup>, 2022.

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

#### **1. Review Agenda**

The executive committee reviewed the agenda for the March 3<sup>rd</sup> 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 30<sup>th</sup>.

**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 3<sup>rd</sup>, 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.

**Chariton Free Public Library  
Special Meeting  
March 17, 2022**

The Chariton Free Public Library Board held a special meeting in the multipurpose room at the Library on March 17, 2022 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:32 PM.

Trustees Bisgard, Fenton, Mefferd, Meyer, Miller, Pillsbury-Allen, Seuferer, and Sharp were present. Librarian Murphy and City Manager Laura Liegois were also present.

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

**Public forum:** none

**New Business:**

*Consideration of Bids for Drainage Remediation Project:* The board reviewed bids from FairCo and Vermillion for waterproofing work around the foundation of the original library building and removal and reconstruction of the main entrance stairs on the south side of the building. The board discussed the bids and the state of the project. It was moved by Seuferer and seconded by Meyer to reject both bids due to cost and concerns about the scope of the project. Motion passed unanimously.

After discussion, Mefferd moved that the Construction Committee go back to The Design Partnership and direct them to develop new bids for water remediation of the foundation without removing the stairs or waterproofing behind the stairs while the board works to fundraise and obtain an easement for work to be performed. The motion was seconded by Miller.

Ayes: Fenton, Mefferd, Meyer, Miller, Pillsbury-Allen, Seuferer, Sharp

Nays: Bisgard

*Consideration for Approval by Resolution to Transfer Funds of the Ambelang Bequest for the Chariton Free Public Library's Capital Improvements:* After discussion, it was moved by Meyer and seconded by Seuferer to approve the transfer of funds. Motion passed unanimously.

*Consideration for Approval by Resolution to Transfer Funds of the Herrick Bequest for the Chariton Free Public Library for Investment Options:* After discussion, it was moved by Meyer and seconded by Seuferer to approve the transfer of funds to allow the board to review investment options. Motion passed unanimously.

*Consideration for Approval by Resolution to Transfer Funds of the Allender Bequest for the Chariton Free Public Library for Investment Options:* After discussion, it was moved by Meyer and seconded by Mefferd to approve the transfer of funds to allow the board to review investment options. Motion passed unanimously.

The meeting was adjourned at 6:59 pm on a motion from Pillsbury-Allen, seconded by Meyer.

Justin Sharp  
CFPL Board Secretary

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



**Chariton Free Public Library  
Special Meeting  
April 5, 2022**

The Chariton Free Public Library Board held a special meeting in the multipurpose room at the Library on April 5, 2022 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 6:01 PM.

Trustees Bisgard, Fenton, Mefferd (6:04), Meyer, Seuferer, and Sharp were present. Librarian Murphy and City Manager Laura Liegois were also present. Architect Edd Soenke was present via video conference.

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

**Public forum:** none

**Consideration of bids for approval—re: Drainage Remediation and Foundation Work**

The board received two amended bids for drainage remediation work (not to include replacement of the south stairs) from CK Fairco Inc. and the Vermillion Design Group. After discussion and consideration of the bids, the board chose to take no action on the bids, pending the city obtaining an easement for work to begin on the west side of the library property.

Adjournment: It was moved by Seuferer and seconded by Bisgard to adjourn the meeting at 7:14.

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**  
**April 14, 2022**

The Chariton Free Public Library Board held its regular monthly meeting in the Library Meeting Room on April 14, 2022 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 PM.

Trustees Bisgard, Fenton, Mefferd, Meyer, Sharp and Watkins-Schoenig were present. Librarian Murphy and city council liaison Jarett McGee were also present.

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

**Public forum:** none

**Good News**

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

The **April 2022 Claims** were reviewed by the board. After discussion, and the removal of the Primo claim, the **claims** were unanimously approved on a motion from Meyer, seconded by Mefferd.

**Unfinished Business:**

*Consideration of bids for approval re: Drainage Remediation and Foundation Work:*

The board reviewed the bids from CK Fairco and Vermillion Design Group. Meyer informed the board that the city had successfully obtained a construction easement from the property owner west of the library, had spoken with the project architect to review the bids and timeline, and that the construction committee recommended approving the CK Fairco bid.

It was moved by Meyer and seconded by Mefferd to approve the bid from CK Fairco for drainage remediation and foundation work for the amount of \$165,440. Motion passed unanimously on a roll call vote.

*Library Board By-Laws amendment:* After discussion, it was moved by Mefferd and seconded by Sharp to approve the amendments to the Library Board By-Laws as presented at the March 2022 meeting. Motion passed unanimously.

*Genealogy Contract:* Karen Patterson, president of the Lucas County Genealogical Society addressed the board to update board members on recent LCGS projects and provided the board with a list of LCGS officers with contact information.

**New Business:**

*FY22 Budget Amendment:* The board discussed the need to amend the Library's FY22 budget request to better reflect current budget projections. It was moved by Meyer and seconded by Mefferd to accept the budget revisions presented by Librarian Murphy and to include the following additional revisions

Construction Projects line: increase to \$225,000

Building and Grounds line: increase to \$15,000

Donations line: increase to \$20,000

The motion passed unanimously on a roll call vote.

*Confidentiality Policy review:* The executive committee recommended approval of the confidentiality policy as amended by Librarian Murphy. After discussion, it was moved by Mefferd and seconded by Bisgard to approve the policy as amended. Motion passed unanimously.

*Surveillance Policy review:* The executive committee recommended approval of the surveillance policy as amended by Librarian Murphy. After discussion, it was moved by Mefferd and seconded by Bisgard to approve the policy as amended. Motion passed unanimously.

**Committee Reports:**

*Building & Grounds Committee:* See attached minutes

*Construction Committee:* See attached minutes.

*Executive/Policy Committee:* See attached minutes.

*Fundraising Committee:* See attached minutes.

*Technology Committee:* did not meet

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

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

Justin Sharp  
CFPL Board Secretary

The next meeting of the CFPL Library Board will be Thursday, May 12th, 2022 in the Meeting Room of the Library.

## Chariton Free Public Library

May 12, 2022

The Chariton Free Public Library Board held its regular monthly meeting in the Library Meeting Room on May 12, 2022 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:34 PM.

Trustees Bisgard, Fenton, Mefferd, Meyer, Miller, Pillsbury-Allen, Seufferer, Sharp and Watkins-Schoenig were present. Librarian Murphy and city manager Laura Liegois were also present.

The **Agenda** was unanimously adopted as amended on a motion from Watkins-Schoenig, seconded by Seufferer.

### Good News

**Public forum:** none

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

The **May 2022 Claims** were reviewed by the board. There was an additional claim of \$4,616.26 from Johansen Plumbing and Heating for installation of two sump pumps in the basement level of the library. After discussion, the **claims** were unanimously approved via roll call vote on a motion from Watkins-Schoenig, seconded by Pillsbury-Allen.

### Unfinished Business:

*Genealogy Contract:* Karen Patterson, president of the Lucas County Genealogical Society, along with members Melody Wilson and Sue Terrell, addressed the board to update board members on recent LCGS projects, and projects planned for summer 2022. Patterson also wished to address the board regarding the LCGC's contract with the library. LCGS is concerned about their potential liability under Article VI of the contract with the library. Mefferd indicated that he would work with the society on changes to Article VI and have a draft of the updated contract prepared soon. No action was taken by the board.

### New Business:

*Consideration for reinvestment or transfer of the Blake Bequest funds when the current investment matures on 7/10/22:* Meyer discussed moving the Blake Bequest funds (\$1,000) to a money market account to accrue interest faster, or contacting the family to discuss options for better using the funds, as the interest rate on the account is very low. The board discussed the history of the bequest and discussed options for reinvestment or use of funds. No action was taken by the board.

*Consideration for approval of Mainstay Systems of Iowa quote for FY23 purchase of network server:* Librarian Murphy updated the board on a quote from Mainstay Systems to replace the library's current server, which is nearly a decade old. Murphy indicated that she will seek an FCC Emergency Connectivity Grant to belay the cost of the upgrade. The board decided to wait to approve the server purchase until the grant application was complete or more information about grants and funding was available. No action was taken by the board.

### Committee Reports:

*Building & Grounds Committee, Fundraising Committee, Technology Committee:* Did not meet

*Construction Committee:* Meyer updated the board on progress on the foundation waterproofing and repair project. A contract was signed with CK Fairco, and the committee is confident that the project is ready to proceed and work will start soon. See attached minutes.

*Executive/Policy Committee:* See attached minutes.

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

The meeting was adjourned at 6:37 pm on a motion from Pillsbury-Allen, seconded by Miller.

Justin Sharp  
CFPL Board Secretary

The next meeting of the CFPL Library Board will be Thursday, June 9th, 2022 in the Meeting Room of the Library.

# Chariton Free Public Library

## June 9, 2022

The Chariton Free Public Library Board held its regular monthly meeting in the Library Meeting Room on June 9, 2022, pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 6:30 p.m.

Present were Trustees Fenton, Meyer, Miller, Pillsbury-Allen and Watkins-Schoenig. Also present were City Manager Liegois, Librarian Murphy, City Councilman McGee and LCGS members Patterson and Terrell.

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

**Public Forum:** none

**Good News:** Murphy offered the first program at the Chariton Farmers Market today. She reported that it went very well and we have high hopes for the upcoming weekly Farmers Market programs scheduled through July.

**The Consent Agenda** (below) was unanimously approved on a motion from Meyer, seconded by Pillsbury-Allen.

- a. **May 12, 2022 Minutes**
- b. **Correspondence**  
Meyer Donation \$143 Closing Costs Public Library Land Purchase  
Paul & Leslie Goldsmith \$100 in Memory of Keith & Peggy Goldsmith
- c. **May 2022 Financial Statement, April 2022 Treasurer's Report**
- d. **Grants**  
Our \$5,000 ARPA Grant check arrived from the State as reimbursement for the purchase Outdoor Charging Stations.  
Murphy will apply for the Vredenburg Foundation Grant to be used towards ongoing construction project costs.

**The June 2022 Claims** were unanimously approved on a motion from Meyer, seconded by Watkins-Schoenig.

### Unfinished Business

Lucas County Genealogical Society members Karen Patterson and Sue Terrell reported on their interactions with researchers during the month of May. They also reminded the Library Board that they'll be at the Chariton Cemetery on June 13<sup>th</sup> to demonstrate the art of grave witching. Anyone from the public wishing to attend may try it out for themselves.

Meyer moved to cash the Blake Trust funds when the investment matures on 7/10/22. Miller seconded and the motion passed unanimously.

| <u>Number</u> | <u>Purchased</u> | <u>Matures</u> | <u>Amount</u> | <u>Rate</u> | <u>Bank</u> | <u>Fund</u> |
|---------------|------------------|----------------|---------------|-------------|-------------|-------------|
| 82649         | 07/10/18         | 07/10/22       | 1,000.04      | .40%        | MHB         | Blake       |

Watkins-Schoenig moved to accept the quote (\$3,789) from Mainstay Systems of Iowa for the FY23 purchase and installation of a new Library network server. Meyer seconded. Miller questioned where the funding would come from. Our new equipment budget for FY23 is only \$1,000. The Board and City will amend the FY23 budget in March or April of 2023 to accommodate the additional expense. The motion passed unanimously.

### New Business

Meyer moved to approve the new *Agreement Between The Chariton Public Library and The Lucas County Genealogical Society* as presented. Watkins-Schoenig seconded and the motion passed unanimously.

Consideration of the Elevator Maintenance Options presented by OTIS, KONE and Schumacher were tabled to allow the Building Committee to review them thoroughly and bring a recommendation to the Board.

On a motion from Meyer, seconded by Miller, the Board directs the City Clerk to issue an RFP to local financial institutions and to People's Bank for money market account investment options for Library funds. The Board will use the information provided by the City Clerk at the July 14<sup>th</sup> meeting.

**Building Grounds Committee** (did not meet)

**Fundraising Committee** (6/9/22 meeting minutes attached)

**Executive/Policy Committee** (6/1/22 meeting)

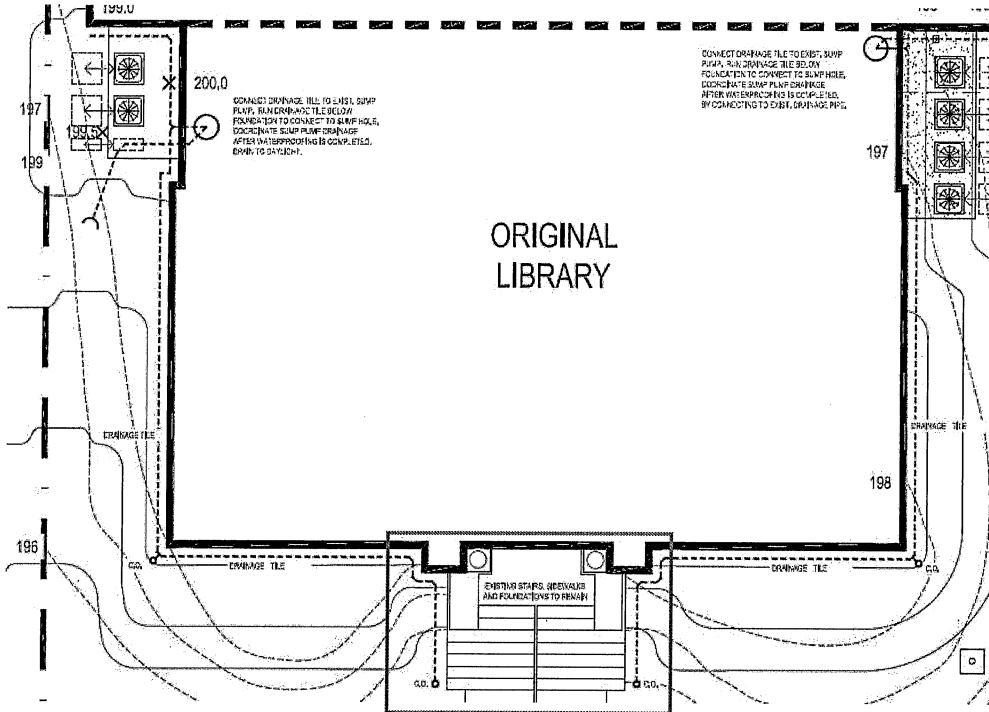
**Technology Committee** (did not meet)

**Construction Committee (6/7/22 meeting)** (Bisgard, Meyer, Murphy, Watkins-Schoenig, Soenke, Fairholm)  
Meyer's photographs show that waterproofing was not extended along the west and east sides of the stairs, which is what the Library Board intended should be done. The plan below seemed to show, and Soenke had told the Board, that the waterproofing would extend along the base of the stairs.

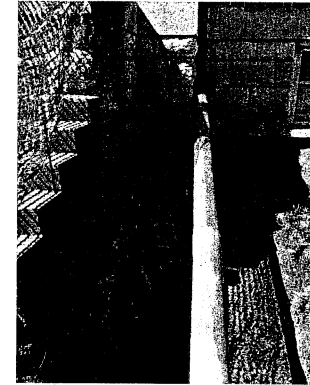
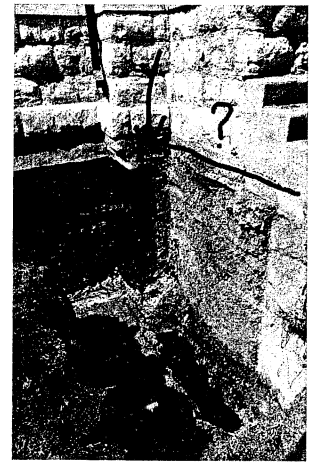
The addendum to the waterproofing project said....

- Item No. 2 **Delete work for south stair replacement.** Instead extend the drain tile south on both the west and east sides of the stair; install to ensure storm water drains to the new tile shown on the previous drawings, dated

But it did not stipulate extension of the waterproofing to that same area.




West side →



← East side

During the meeting Soenke contacted Fairholm & the issue of the waterproofing not wrapping the front pillars was discussed. Fairholm said that the area to the west of the stairs, filled only that morning, could be dug out again (possibly with a change order) to install waterproofing around the pillars/corners adjacent to the stairs, and that on the east side, still unfilled, waterproofing would be installed.



**Edd Soenke**  
to Ray meyer, Rachel Schoenig, Tim Hielkema, Kris Murphy, Chris Fairholm

Mon, Jun 6, 2022 10:03 PM

Construction committee team:

Because the Bentonite Composite Sheet Waterproofing System specified for the project could not meet the attachment requirements (pull-out tests to the limestone rubble), we are substituting an equal system (as specified by TDPa) by TREMCO: **TREMproof 250 GC**, Single-Component, Rapid Curing, Fluid-Applied Elastomeric Waterproofing Membrane on properly parged walls of the limestone rubble foundations (see attached photo on the bottom and images of the excavations).

For now, the drain tile system has been tied into the existing drain tile. In the future, if it is determined the system becomes plugged even after attempting to clean the drain tile via the installed cleanouts, stormwater will be pumped up from both sump pumps to daylight on the west and east.

We can discuss the details of these decisions during the ZOOM call tomorrow noon.

Edd

← A change-up in product due to the rough surface of the limestone rubble foundation.

**Staff Reports** –Director's Report attached.

**Board Comments** –There was discussion concerning the Genealogical Society holding keys to the Library building.

### Agenda Items for Next Meeting

Personnel Policy (City Employee Handbook)

**Adjournment:** The meeting was adjourned at 7:18 p.m. on a motion from Pillsbury-Allen, seconded by Watkins-Schoenig.

Library Director Kris Murphy \_\_\_\_\_, Secretary pro tem

The next meeting of the Library Board will be Thursday, July 14, 2022.

**Chariton Free Public Library  
June 17, 2022 Special Meeting**

The Chariton Free Public Library Board held a special meeting in the Library Meeting Room on June 17, 2022 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:31 PM.

Trustees Bisgard, Fenton, Mefferd, Meyer, Miller, and Watkins-Schoenig (online) were present. Librarian Murphy was present.

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

**New Business:**

Meyer moved to pay the claim for \$54,423 submitted by CK Fairco Inc. for waterproofing work completed. Bisgard seconded. The roll was called with all trustees present voting aye. The motion passed unanimously.

**Board Comments:** There was some discussion concerning the gutters and downspouts. The board directed Murphy to email Edd Soenke to ask about the timeline for this part of the project.

The meeting was adjourned at 5:42 pm on a motion from Bisgard, seconded by Mefferd.

Library Director Kris Murphy \_\_\_\_\_, Secretary pro tem

## **Chariton Free Public Library**

### **July 14, 2022**

The Chariton Free Public Library Board held its regular monthly meeting in the Library Meeting Room on July 14, 2022, pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 6:30 p.m.

Present were Trustees Bisgard, Fenton, Meyer, Miller, Seuferer and Watkins-Schoenig (online). Also present were Director Murphy and LCGS members Terrell and Patterson.

**The Agenda** was unanimously adopted on a motion from Meyer, seconded by Bisgard.

**Public Forum:** Terrell and Patterson reported they had 16 people attend their witching demonstration. Their next meeting is August 8, 2022, during which a speaker will offer a program on LIDAR, the radar used to locate previous construction and other items to be found on historical homesteads.

**Good News:** We had 23 at the Farmer's Market program today.

Miller moved to approve the **Consent Agenda**, including the **June 9, 2022 Meeting and June 17, 2022 Special Meeting Minutes, Correspondence** Donation in Memory of Ruth Morgan, Given by Doris McNeilly -- \$80, **June 2022 Financial Statement, May 2022 Treasurer's Report & April 2022 corrected Treasurer's Report**, and **Grants** Vredenburg Foundation 2022 Grant Report & 2023 Grant Request for construction projects submitted, REAP Grant from State Historical Society was not awarded for Windows Project. Seuferer seconded the motion and the Consent Agenda was approved unanimously.

**The July, 14 2022 Claims** were unanimously approved on a motion from Bisgard, seconded Seuferer.

#### **Unfinished Business**

**Library Investment Options:** The City Clerk provided two responses to her RFP sent to local banks, one from People's Bank and the other from Midwest Heritage. (Attached) Meyer also contacted Community First Credit Union to get their rates. There was question as to whether the local branch of each bank had been the recipient of the prior RFP or if it went to corporate offices elsewhere.

Meyer motioned to reject these responses to the original RFP and request the City Clerk send out a new RFP requesting just the Money Market Rates from all local banks and Peoples Bank. Miller seconded. Bisgard, Fenton, Meyer, Miller, Seuferer and Watkins-Schoenig all voted aye and the motion carried unanimously.

#### **New Business**

##### **Library Personnel Policy & City of Chariton Employee Handbook**

Murphy submitted a Library Personnel Policy to supplement the City's Employee Handbook addressing specific differences unique to the library department, (Attached, Library additions in red) for review.

Watkins-Schoenig questioned the definitions for employee from the City Handbook, which were attached. There was some discussion trying to determine which category our employees fall into. Murphy has done research to determine what the federal and state laws are, but found nothing to address the discrepancies in the City Handbook. Meyer suggested it was the ACA (Affordable Care Act). Seuferer moved to table the Personnel Policy to August until these questions were answered. Meyer seconded. Bisgard, Fenton, Meyer, Miller, Seuferer and Watkins-Schoenig all voted aye and the motion carried unanimously.

**Building Grounds Committee** (Miller reviewed the topics discussed at the 7/12/2022 meeting, **minutes attached**)

**Construction Committee** (Meyer reviewed the topics discussed at the 7/12/2022 meeting, **minutes attached**)

Meyer and Murphy reported on a visit from John Beck Electric (7/13/22 @ 1:30pm). Murphy showed Beck several of the electrical issues the Library is currently dealing with and provided Beck with the Lighting drawings prepared by Engineer Lynn Vannoy for replacement of the current upstairs fixtures. Beck also received spec sheets for the existing fixtures, both the suspended lighting and the can lights in the stage area. He will get back to us with options and numbers. We anticipate a visit from Tesdell Electric as well.



**Fundraising Committee** (6/9/22 minutes attached)

**Executive/Policy Committee** (7/11/2022)

**Technology Committee** (did not meet)

**Staff Reports** –Director’s Report attached.

**Board Comments** – Discussion of the recent spray paint vandalism in the Library. So far no news from law enforcement.

**Agenda Items for Next Meeting**

Library Investment Options

Library Personnel Policy (re: new City Employee Handbook)

**Adjournment:** The meeting was adjourned at 7:29 p.m. on a motion Watkins-Shoenig, seconded Seuferer.

After the adjournment, trustees checked on several of the building projects/issues to assess what work has been done and what needs to be done next.

\_\_\_\_\_, Secretary pro tem  
Kris Murphy

The next meeting of the Library Board will be Thursday, August 11, 2022.

**Fundraising Committee Minutes June 9, 2022**

The Fund-raising Committee of the Library Board met June 9th at 6:00 P.M. Those in attendance were Ray, Linda and Marcia.

The following items were addressed:

- A meeting with the Library Foundation should be arranged to discuss fund-raising and to discuss “where the library was, where it is now, and where it going.”
- We will prepare a one-page letter for October or November to ask for individual donations for the library building project.
- Grants must be applied for as available. Application has been made for the REAP grant. The Vredenburg grant will be due July 8th. Other grants to apply for include: the Dekko/Splash grant, the Coons grant, the Lucas County Community Foundation grant.

Submitted by: Linda Miller

**Building and Grounds Committee Minutes July 12, 2022**

The Building and Grounds Committee of the Library Board met July 12th in the library. Marcia and Linda were in attendance.

The following items were addressed:

- Good news: The outside walls of the basement were DRY! Dust was noted in the furnace room that should be swept so it doesn’t filter throughout the building
- The dehumidifiers were dumped.
- There is a lot of debris that needs to be put in a dumpster and hauled out. Who should we get to do this?
- Who will reseed the grass and water it?
- We need to get estimates for overhead lights, doors, and stained-glass windows by August 15th so we can submit those bids to the Library Foundation.

Submitted by: Linda Miller

## 7/12/22 Construction Committee Meeting -- Ray, Denny, Rachel, Kris, Edd

**Architect Agenda:** Review work status on current projects and spending to date

### Committee Agenda

- Review budget & payments to date (Ray has requested balance sheet for construction work from City – breakdown by payment)
- Reprioritize work as needed
- Review work status and proposals
- Review timelines and coordinate with building and fundraising when needed

| Individual Project  | Priority | Award  | Status                             | Funding Source                          | Cost   | Timing   |
|---|----------|--|------------------------------------|---|--|--|
| <b>Roofing Phase 1 (flat roof)</b>  | Done     | Tremco   | Completed                          | Curtis, Judd, Milnes, SCICF, Vredenburg | \$51,964   | 2021   |
| Individual Project  | Priority | Award  | Status                             | Funding Source                          | Cost   | Timing   |
| <b>HVAC</b>   | A        | Primo  | Nearly complete                    | SWANSON? SCICF?                         | \$45,500 (bid) Invoiced = \$45,500<br>Paid to date: \$41,000 | Fall 2021  |
| <p>(7/12) The whole house dehumidifier has not been hooked up to the electric. We will inspect after Lib Bd meeting this Thursday. After we inspect on Thursday, Denny will talk with Alex to look at the electric for the dehumidifier and for the A/C as well</p> <p>The ceiling trap door has not yet been repaired AND he added freon again to the A/C. We are still withholding money (\$4500) for the trap door. Will call in other contractors and deduct their work from that remaining \$4500. Denny will ask Riley Heating and Cooling to come in and check on the A/C<br/>Denny will ask Mo to fix the trap door</p> |          |  |                                    |   |  |  |
| Individual Project  | Priority | Award  | Status                             | Funding Source                          | Cost   | Timing   |
| <b>Water Remediation</b>  | A1       | Fairco – work in progress<br>Will reach out to Isaac M for landscaping |                                    | SWANSON? SCICF?                         |  | Summer 2022  |
| <p>(7/12) Waterproofing is done Fairco's work is nearly done – needs to put in new gutters and downspouts still. We are waiting on supply to come in. Hopefully in the next 1-2 weeks. He will also repair the dirtwork that has already settled but not landscape as the landscaping was apparently removed from the contract. After downspouts and gutters are installed, we will landscape.<br/>Ray contacted Isaac M to request a bid this week on landscaping (hoping to complete ASAP after gutters are done). Will likely need sod for S and E sides to hold dirt.</p>   |          |  |                                    |   |  |  |
| <b>Sump pumps with battery back up</b>  | A1a      | Johansen's   | Done – confirming they are working | SWANSON? SCICF?                         | \$4616.26  | Completed and paid May 2022  |
| <p>(7/12) These are done and connected; we will double check to ensure they are working during our inspection on Thursday. We have paid</p>   |          |  |                                    |   |  |  |
| <b>Repair Interior Damage</b> Removing plywood and ascertaining damage – will take 2 years for interior wall to dry out   |          |  |                                    |   |  |  |
| <b>Roofing Phase 2 (soffits, eaves, gutters)</b>  | C        |  | Pending funding                    | SWANSON? SCICF?                         | \$38,000 (old est)   | Summer 2022 (South side)<br>Remaining 3 sides after other work is complete |
| <p>(7/12) Gutters, downspouts to be done this summer with Fairco. They will also angle the eaves in the front. This is JUST for the South and part of the East side of the building; there will be additional work that needs to be done. (repairing wood roof on East side, putting in copper gutters on South side) (see 3/23 email with bids)</p>  |          |  |                                    |   |  |  |
| <p>Note: we will need to reinstall the flagpole too. Kris will ask Edd if Fairco will reinstall flagpole (since they took it out)</p>   |          |  |                                    |   |  |  |



| Individual Project   | Priority | Award | Status          | Funding Source                | Cost                | Timing                    |
|--|----------|-------|-----------------|-------------------------------|---------------------|---------------------------|
| <b>Windows and South (front) Door</b>  | D        |       | Pending funding | County BOS?<br>Library Fndtn? | \$125,000 (old est) | Summer/Spring 2022 - 2023 |
| <p>(7/12) This was moved out of the RFP and moved into the windows project. We did not get the State Historical Society grant (REAP)</p> <p>Next step: Kris submitted a grant to the county board of supervisors (Larry Davis) - Kris will follow up on that</p> <p>Ray, Marcia, Linda met with the Friends of the Library Foundation and can also ask them for windows (in addition to a request for lighting)</p> <p>Ray will talk with Alyse to see if we can get a quote for the front door and window surround (separate from the other windows) so we can let Library Foundation know about specific quote. Stained glass windows need to be removed, re-leaded, and then protected again. Ray will ask about that, too. There are 4 stained glass windows on the E and on the W side.</p> <p>Note: this will also require city and historic commission approval</p> |          |       |                 |                               |                     |                           |
| <b>Other windows</b>   | D        |       |                 | County BOS? Library Fndtn?    |                     | 2022 – 2023               |
| <p>(7/12) Our REAP grant was turned down</p> <p>This will be part of the request to County Brd of Supervisors that Kris is checking on. Hope to access the Covid \$</p> <p>(Note from prior discussions: Kris will call Prairie City Librarian and find out how they got money from Pella Windows.</p>   |          |       |                 |                               |                     |                           |
| Individual Project   | Priority | Award | Status          | Funding Source                | Cost                | Timing                    |
| <b>Interior Lighting</b>   |          |       |                 | Library Fndtn?                | \$50,000 (old est)  | 2022 – 2023               |
| <p>(7/12) Will seek information from lighting companies, such as Spectrum lighting</p> <p>Goal is to replace fluorescent lighting with LED, make them adjustable, raise fixtures where needed, etc. Will ask the lighting company for suggestion. Tracy Taylor has worked with Spectrum and they've done work for Chamber.</p> <p>This interior lighting may also be a good alternative for the Library Foundation to help defray costs (in lieu of the front door and surround).</p> <p>Ray will contact Spectrum to have them come down and provide input (for both upstairs and downstairs). (Kris will be there M-F)</p>   |          |       |                 |                               |                     |                           |
| <b>Landscaping &amp; signage</b>   |          |       |                 |                               | \$100,000 (old est) | FUTURE                    |
| <b>North Entrance remodeling (canopy)</b>  |          |       |                 |                               | \$150,000 (old est) | FUTURE                    |
| <b>ADA Evaluation</b>  |          |       |                 |                               |                     | FUTURE                    |
| <b>Rain Garden/bioswale feasibility</b>  |          |       |                 |                               |                     | FUTURE                    |
| <b>Parking lot improvements</b>  |          |       |                 |                               |                     | FUTURE                    |
| <b>Standby Generator</b>   |          |       |                 |                               |                     | FUTURE                    |
| <b>Exterior Lighting</b>   |          |       |                 |                               |                     | FUTURE                    |

#### Library Projects Update

7/14/22 at 8:08 AM

to 'Rachel Schoenig', d.bisgard@mchsi.com, murphy@chariton.lib.ia.us

Just as an update before tonight's board meeting, I asked Beck Electric of Indianola to stop by the library yesterday to see if they're interested in replacing the lights in the library. Jon Beck has worked with Christopher and Rachel on their projects. Kris will be able to tell us more about Beck's visit – when I stopped at the library to meet him, she also was asking if they could fix the couple small items we have been waiting for Alex to fix.

I also left a phone message for Tesdell Electric to see if they would be interested in the work. I have not heard back from them yet. They did work for us at the museum and also have done work for Hy-Vee. (I spoke with Christopher after our meeting on Tuesday, and he suggested both Beck and Tesdell – I will contact Spectrum Lighting if the first two are not interested in the project.)

I also am arranging a visit from Doors Inc, probably next week, to give us a proposal for the south door. I spoke with Alyse after our meeting, and she indicated that Ottumwa Glass probably would not offer a wooden door option. We worked with Doors Inc on all the doors at the Charitone.

Alyse also indicated that Ottumwa Glass probably would not work on the stained glass. She recommended the group that worked on the stained glass for the Methodist Church and will get me their contact information.

Ray

Raymond C. Meyer

**Chariton Free Public Library**  
**August 11, 2022**

The Chariton Free Public Library Board held its regular monthly meeting in the Library Meeting Room on August 11, 2022 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 PM.

Trustees Bisgard, Fenton, Mefferd, Meyer, Pillsbury-Allen, Seuferer and Sharp were present. Librarian Murphy and city council liaison Jarett McGee (virtual) were also present.

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

**Good News** Librarian Murphy gave the board an update on the successful summer programs given at the Chariton Farmer's Market.

**Public forum:** none

The **consent agenda** was unanimously approved on a motion from Meyer seconded by Pillsbury-Allen.

The **August 2022 Claims** were reviewed by the board. The claims included resubmission of a \$3,000 payment to Primo Heating and Cooling that was originally submitted in February, but had not been paid out by the city. After discussion, the **claims** were unanimously approved on a motion from Mefferd, seconded by Miller.

**Unfinished Business:**

*Consideration of Library Funds Investment Options:*

The board reviewed bids for deposit of library funds from First Interstate Bank, Midwest Heritage, US Bank, and Peoples Bank. Meyer recommended that the library choose US Bank, due to their bid offering the highest rate of return at 1.25%.

It was moved by Meyer and seconded by Mefferd to open a money market account at US Bank and deposit as much of the current library funds as possible, given consideration of moneys required for monthly operations at the discretion of the city treasurer. The motion passed unanimously on a roll call vote.

*Library Personnel Policy and Chariton City Employee Handbook:* After discussion, it was moved by Mefferd and seconded by Seuferer to approve the policy as amended by Mefferd. Motion passed unanimously on a roll call vote.

*Library Conflict of Interest Policy:* After discussion, it was moved by Mefferd and seconded by Pillsbury-Allen to approve the policy. Motion passed unanimously on a roll call vote.

**New Business:**

*Doors Inc. Quote:* The board discussed the need to replace the south doors as part of the overall library renovations. The construction committee recommended Doors Inc. due to their work as part of the Hotel Charitone renovations. It was moved by Mefferd and seconded by Miller to accept the bid from Doors Inc. for \$9,489, subject to design approval by the Chariton Historical Preservation Commission. The motion passed unanimously on a roll call vote.

*Spectrum Lighting Quote:* The board discussed the need to update the lighting on the upstairs level of the library as part of the overall library renovations. The construction committee recommended Spectrum Lighting, due to their work at the Indianola library. Bids were also solicited from two other firms, who did not submit bids by the deadline. It was moved by Mefferd and seconded by Meyer to accept the bid from Spectrum Lighting for \$9,275. The motion passed unanimously on a roll call vote.

**Committee Reports:**

*Building & Grounds Committee:* See attached minutes

*Construction Committee:* See attached minutes.

*Executive/Policy Committee:* Did not meet.

*Fundraising Committee:* See attached minutes.

*Technology Committee:* Did not meet.

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

The meeting was adjourned at 6:38 pm on a motion from Pillsbury-Allen, seconded by Miller.

Justin Sharp  
CFPL Board Secretary

**Chariton Free Public Library**  
**September 8, 2022**  
**Amended October 13, 2022**

The Chariton Free Public Library Board held its regular monthly meeting in the Library Meeting Room on September 8, 2022 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 PM.

Trustees Bisgard, Fenton, Mefferd, Meyer, Seuferer and Sharp were present. Librarian Murphy was also present.

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

**Good News** Librarian Murphy gave the board an update on construction progress and the conclusion of the summer reading program.

**Public forum:** none

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

***Consideration to approve D&T Services bid:***

The board discussed a bid from D&T services for demolition of walls and cabinetry and removal of items from the Laura Curtis room and book sale rooms in the basement of the library. Librarian Murphy recommended that the board approve the quote so that work could begin in the basement as soon as next week, pending payment of the September claims. It was moved by Mefferd and seconded by Meyer to approve the bid from D&T Services for demolition and removal of refuse in the amount of \$1,922. The motion passed unanimously on a roll call vote.

The **September 2022 Claims** were reviewed by the board. The claims included the aforementioned bid from D&T Services. After discussion, the **claims** were unanimously approved on a motion from Seuferer, seconded by Mefferd.

**Unfinished Business:**

***Doors Inc. Replacement of South (Front) Entrance Door and Surround:***

Meyer updated the board on the progress of the front door replacement project. The design is working its way through design approval by the Chariton Historical Preservation Commission, who voiced some concerns on the final color of the doors and soffits. Meyer will continue discussions with the CHPC and the board will contact Bruce Smith of Smith Auto Body for options to paint the doors before installation.

***PRIMO HVAC Concerns:*** Librarian Murphy shared with the board that PRIMO technicians visited the library on September 8<sup>th</sup> and met with herself and board members Bisgard and Meyer to address ongoing concerns about the HVAC system. Three of the four units installed are currently working. One unit has a cracked drip pan, which may be causing the unit to shut down. PRIMO indicated they would continue to work with Murphy and the library board to resolve the issues.

**New Business:**

***Consideration to approve Bovard Studio quote for restoration of stained glass windows:*** The board discussed a bid from Bovard Studio for restoration of the original stained glass windows on the west and east sides of the original building. The board reviewed material presented by Bovard Studio and discussed the current state of the windows. It was moved by Mefferd and seconded by Bisgard that because the project is of a specialized nature such that there are likely no other credible bidders available, and on the basis of Bovard Studio's reputation as a recommended bidder, to accept the bid for restoration of the stained glass windows for the amount of \$21,483. The motion passed unanimously on a roll call vote.

**Consideration of adding monthly off-site server backup service to contract with Mainstay Systems:** Director Murphy recommended that the board approve the addition of a monthly off-site server backup service to the library's existing contract with Mainstay Services. Murphy told the board that the library's servers are currently backed up on three portable hard drives, which is a time-consuming process and could lead to the loss of data. After discussion, it was moved by Bisgard and seconded by Seuferer to approve the addition of the off-site server backup service to the library's contract with Mainstay Systems at the cost of \$864 per year. The motion passed unanimously on a roll call vote.

**Spectrum Lighting Installation and Library Closure:** Director Murphy shared that Spectrum Lighting is ready to install lighting fixtures on September 29<sup>th</sup> and 30<sup>th</sup>. It was Murphy's recommendation that the library close on those two days to allow for the work to be completed. It was moved by Seuferer and seconded by Mefferd to authorize Murphy to close the library on September 29<sup>th</sup> and 30<sup>th</sup> for lighting installation. The motion passed unanimously on a roll call vote.

### **Committee Reports:**

*Building & Grounds Committee:* See attached minutes

*Construction Committee:* See attached minutes.

*Executive/Policy Committee:* See attached minutes.

*Fundraising Committee:* See attached minutes.

*Technology Committee:* Did not meet.

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

The board discussed a possible incident in which children with bicycles entered the meeting room during a meeting room program and discussed possible solutions to increase supervision of programs in the meeting room. No action was taken by the board.

The meeting was adjourned at 6:38 pm on a motion from Meyer, seconded by Seuferer.

Justin Sharp  
CFPL Board Secretary

The next meeting of the CFPL Library Board will be Thursday, October 13th, 2022 in the Meeting Room of the Library.

**Chariton Free Public Library**  
**October 13, 2022**

The Chariton Free Public Library Board held its regular monthly meeting in the Library Meeting Room on October 13, 2022 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 PM.

Trustees Bisgard, Fenton, Mefferd, Meyer, Miller, Pillsbury-Allen, Seuferer and Sharp were present. Director Murphy and City Counsel Liaison Jarrett McGee (virtual) was also present.

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

**Good News** Director Murphy gave the board an update on a staff inservice held on the 13<sup>th</sup>, a webinar on disruptive patron behavior. Staff also worked on cataloguing, organizing bin-kits. Director Murphy also noted that the high school Spanish Club was working on a display for the display case and that the staff was planning activities for the lighted Christmas parade.

**Public forum:** none

It was moved by Meyer and seconded by Miller to remove the **September 2022 minutes** from the consent agenda for revision. The following amendments to the September 2022 minutes were made:

- Add board approval of contract with Mainstay Systems for offsite server backup service at a cost of \$864 per year.
- Remove Miller from the motion to adjourn the meeting, replace with appropriate board member.
- Amend date of next meeting.

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

The **October 2022 Claims** were reviewed by the board. After discussion, the **claims** were unanimously approved on a motion from Mefferd, seconded by Pillsbury-Allen.

**Unfinished Business:** none

**New Business:**

**Window Project RFP:** The board discussed moving forward with a request for proposals for replacement of windows in the library. Fenton discussed adding double-hung windows as part of the RFP, Meyer reported that the cost would be prohibitive and that single-hung windows would meet historical preservation requirements. RFP will not include the south basement windows or the stained glass windows. It was moved by Meyer and seconded by Mefferd to approve the request for bids. The motion passed unanimously on a roll call vote.

**Officer Nomination Committee:** Board vice-president Mefferd stated that he will work on a slate of officers to be proposed in November and elected at the December board meeting.

**Committee Reports:**

*Building & Grounds Committee:* See attached minutes

*Construction Committee:* See attached minutes.

*Executive/Policy Committee:* See attached minutes.

***Fundraising Committee:*** See attached minutes. Fenton presented the board with copies of a draft fundraising letter to be sent out to solicit donations to support ongoing library renovations. After discussion of the letter, it was moved by Meyer and seconded by Seuferer to approve sending out the letter on behalf of the CFPL.

A roll call vote on the motion was held:

Bisgard: Aye

Fenton: Aye

Mefferd: Nay

Meyer: Aye

Miller: Aye

Pillsbury-Allen: Aye

Seuferer: Aye

Sharp: Aye

The motion passed 7-1.

*Technology Committee:* Did not meet.

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

The meeting was adjourned at 6:38 pm on a motion from Seuferer, seconded by Pillsbury-Allen.

Justin Sharp  
CFPL Board Secretary

The next meeting of the CFPL Library Board will be Thursday, November 10, 2022 in the Meeting Room of the Library.



## Chariton Free Public Library

November 10, 2022

The Chariton Free Public Library Board held its regular monthly meeting in the Library Boardroom on November 10, 2022 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:32 PM.

Trustees Fenton, Meyer, Miller, Pillsbury-Allen, and Sharp were present. Director Murphy was present. Lucas County Genealogical Society Members Karen Patterson, Sue Terrell, Jacob Johnston and Don Holmes were also present.

The *Agenda* was unanimously adopted on a motion from Meyer, seconded by Sharp.

**Public Forum:** LCGS President Patterson stated that genealogy room hours would follow the winter schedule beginning on December 1<sup>st</sup>. Johnston spoke about possibly acquiring a Family Search login for one of the society's machines.

The *Consent Agenda* was unanimously approved on a motion from Meyer seconded by Pillsbury-Allen. Jim Mefferd's resignation from the Library Board was accepted with thanks for his many years of service. Murphy will select items to purchase for the collection in honor of both Mefferd and Tim McGee.

The *November 2022 Claims* were unanimously approved on a motion from Miller, seconded by Pillsbury-Allen.

**Unfinished Business:** none

### New Business:

**Board Officer Nominations:** A slate of officers was nominated as follows: Fenton to continue as President for a second term, Sharp to serve as Vice President, and Pillsbury-Allen to serve as Secretary. Miller moved to approve the slate of officers, Meyer seconded and the motion passed unanimously.

**Committee Assignments:** After some discussion, a new set of committees were created and trustees volunteered to serve on each. Since not all were present and a new trustee remains to be appointed to the board, the assignments will be revisited at the December meeting.

**Building & Grounds:** Bisgard, Sharp, \_\_\_\_\_

**Community Relations** (Fundraising, Services, Planning, Technology): Miller, Pillsbury Allen, \_\_\_\_\_

**Finance & Policy:** Meyer, Seuferer, \_\_\_\_\_

### Reports:

**Construction Committee:** 11/8/22 Minutes attached.

**Fundraising Committee:** The fundraising letter went out and donations have been coming in. Fenton, Miller & Seuferer are tracking the donations and sending thank you letters. As of 11/10/22, \$16,665 has been raised. The City created a new income line within the budget to track these donations.

**Technology Committee:** Murphy and Seuferer met on 10/25/22, Minutes attached.

**November 2022 Director's Report** was reviewed.

**Board Comments/Discussion:** Fenton will send out the Director Evaluation. Trustees were notified that the City of Chariton will hold a budget meeting on 1/26/23 at which the Library may make its budget request presentation.

The meeting was adjourned at 6:30 pm on a motion from Pillsbury-Allen, seconded by Miller.

The next meeting of the Library Board will be Thursday, January 12, 2023 in the Library Boardroom.

Kris Murphy,  
Library Director

# **Chariton Free Public Library**

## **December 8, 2022**

The Chariton Free Public Library Board held its regular monthly meeting in the Library boardroom on December 8, 2022, pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m. Trustees Fenton, Meyer, Miller, Pillsbury-Allen and Watkins-Schoenig (online) were present. Library Director Murphy was present.

The Agenda was unanimously adopted on a motion from Watkins-Schoenig, seconded by Meyer.

Good News: Fundraising for building projects is going great! Fenton & Miller reported that donations as of today total \$22,905. Murphy reported that we had received a check for \$416 from the City of Russell for library services.

The Consent Agenda was unanimously approved on a motion from Meyer, seconded by Miller.

- a. November 10, 2022 Minutes
- b. Correspondence - None
- c. November 2022 Financial Statement, September 2022 Treasurer's Report
- d. Grants: County Board of Supervisors Window Project Request \$59,405.94

The December 2022 Claims were unanimously approved on a motion from Pillsbury-Allen, seconded by Miller.

### **Unfinished Business**

Miller moved to approve the Slate of Board Officers (Fenton, President; Sharp, Vice President; Pillsbury-Allen, Secretary), Meyer seconded and the motion passed unanimously. Officers begin their terms in January.

Committee Assignments were reviewed. Watkins-Schoenig volunteered to join the Community Relations Committee.

Building & Grounds: Bisgard, Sharp, New Trustee

Community Relations (Fundraising, Services, Planning, Technology): Miller, Pillsbury Allen, Watkins-Schoenig

Finance & Policy: Meyer, Seuferer, Fenton

### **New Business**

Fenton distributed the Director Evaluation to be returned to her by December 22, 2022.

Watkins-Schoenig made a motion to approve the quote from Andy Peterson Construction for \$59,405.94 for the Window Replacement Project contingent on the Lucas County Board of Supervisors agreement to provide the funding for the project. Miller seconded and the motion passed unanimously.

The FY24 Budget Request was tabled. Murphy will visit with City Manager Liegois to check that the funds estimated for salaries are sufficient to provide a cost of living increase in July 2023.

Meyer made a motion not to renew the Dewey investment when it matures on 1/5/23 and to direct the City Clerk to transfer the funds to the Library's operating fund to be invested with the other bequest funds, and directed Murphy to confirm that all of the transferred funds have been invested as previously approved at the August 11, 2022 meeting of the Board. Watkins-Schoenig seconded and the motion passed unanimously.

**Building & Grounds Committee** (Construction Funding Report Attached) Meyer reported that CK Fairco will not return to address the grading issues or the downspout issues. Approval of the completion of the Waterproofing Project will be addressed at the January meeting. No further retainage will be paid.

**Fundraising Committee** Fenton, Miller & Seuferer have been meeting weekly to process incoming donations and send thank you letters.

**Director's Report** attached.

### **Agenda Items for January Meeting**

Library Director Evaluation Review

Consideration for Approval by Acceptance of Completion of the Water Remediation Project

The meeting was adjourned at 6:19 p.m. on a motion from Pillsbury-Allen, seconded by Meyer.

Kris Murphy, Library Director

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The next meeting of the Library Board will be Thursday, January 12, 2023.

# Chariton Free Public Library

## January 12, 2023

The Chariton Free Public Library Board held its regular monthly meeting in the Library Meeting Room on January 12, 2023, pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m. Trustees Bisgard, Fenton, Meyer, Miller, Seufferer, Sharp and Watkins-Schoenig were present. Director Murphy was present.

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

**Public Forum:** Ben Clarke of Iowa Firm Foundation presented a verbal proposal for an educational support initiative he is working on. The Board asked him to present a plan or proposal document specifying what he'd like to do and what the Library's role would be as part of the initiative.

**Good News:** The Building Fundraiser has generated \$28,370 so far. Thanks again to Fenton, Seufferer and Miller for all the effort they've put in managing the fundraising efforts.

### Consent Agenda:

Seufferer motioned to approve items of the Consent Agenda. Bisgard seconded and the motion passed unanimously.

December 8, 2022 Minutes

Correspondence – Thank You from Mary Jo Fisher @ Chamber/Main Street for books supplied for Dazzlefest.

December 2022 Financial Statement, October & November 2022 Treasurer's Reports

Grants - County Board of Supervisors Window Project \$11,200, remainder to Lockridge

**The January 2023 Claims** were unanimously approved on a motion from Miller, seconded by Sharp.

### Unfinished Business

**Library Director Evaluation Review** tabled until the February meeting when it will be discussed in closed session.

Meyer moved to approve **Acceptance of Completion of the Water Remediation Project** withholding the final retainage payment of \$3,500 since C.K. Fairco did not return to address the regrading and downspout issues. Watkins-Schoenig seconded and the motion passed unanimously.

Bisgard motioned to approve the **FY24 Budget Request**. Meyer seconded and the motion was approved unanimously.

Meyer made a motion to direct the City Clerk to request bids on CD rates for **investment** of the following bequests which carry stipulations directing the principal be invested and the interest generated used to purchase items for the collection. Watkins-Schoenig seconded and the motion passed unanimously.

|   |             |                          |
|---|-------------|--------------------------|
| Margaret Brown Herrick Memorial Fund          | \$38,083.42 | (Juvenile Collection)    |
| William D. & Audrey B. Allender Memorial Fund | \$32,001.05 | (Audiovisual Collection) |
| Victoria J. Dewey Memorial Fund               | \$4,029.96  | (Any Collection)         |
| Charles Arthur Blake Memorial Fund            | \$1,000.04  | (History Books)          |

### New Business

**2023 Library Calendar** tabled to February meeting.

Seufferer made a motion to approve the **FY23-25 Library Strategic Plan**. Bisgard seconded and the motion passed unanimously.

Miller reported that both the CHS Spanish Club and Rotary Club would be interested in donating time for **Community Service Projects** at the Library. Spring Clean-Up Day was suggested. Watkins-Schoenig suggested a Cinco de Mayo program/event. Murphy will suggest and coordinate volunteer opportunities for both groups.

### Building & Grounds Committee

Sharp reported that he's been working through the quotes from the elevator maintenance companies and creating a spreadsheet to better compare the options. He's been in contact with KONE. Murphy said she'd share contact emails for Schumacher and Otis. Bisgard reported that contractor Andy Peterson has ordered 28 windows for the window replacement project. Funding from the Lucas County Board of Supervisors was placed in account at Lockridge for this purpose. A 12-week wait on product arrival is anticipated. Bisgard also mentioned meeting with Rusty Stansbery concerning the circuit boxes for the lighting switches.

**Finance & Policy Committee** Meyer reported that this committee will meet with the City Clerk starting in February.

**Director's Report** attached.

**Board Comments:** Seufferer suggested that trustee training options be emailed regularly throughout the year with a suggestion to watch material linked in the email, and with a follow-up discussion held prior to the monthly meeting. This sounded good to all. Murphy will start doing this every other month beginning this spring.

### Agenda Items for February Meeting

Director Evaluation Review

Library Calendar

Elevator Maintenance Options

The meeting was adjourned at 6:39 p.m. on a motion from Miller, seconded by Seufferer.

The next meeting of the Library Board will be Thursday, February 9, 2023.

Kris Murphy, Library Director

# Chariton Free Public Library

## February 9, 2023

The Chariton Free Public Library Board held its regular monthly meeting in the Library Boardroom on February 9, 2023, pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m. Trustees Bisgard, Fenton, Meyer, Miller, Pillsbury-Allen, Seuferer and Sharp were present. Director Murphy was present.

**The Agenda**, amended to move the Closed Session before adjournment, was unanimously adopted on a motion from Miller, seconded by Seuferer.

**Public Forum:** none

**Good News:** Fenton thanked everyone for all the work they've put in over the month at committee meetings and in working on the elevator maintenance options, light switch issues, and investment options.

**Consent Agenda:** Meyer moved to approve the Consent Agenda. Pillsbury-Allen seconded and the motion passed unanimously.

- a. **January 12, 2023 Minutes**
- b. **Correspondence** – BRIDGES FY24 Agreement Letter
- c. **January 2023 Financial Statement, January 2023 Capital Projects, December 2022 Treasurer's Report**
- d. **Grants** - Lucas County Community Grant due March 1<sup>st</sup>. We will request funding for the stained glass window project.

**The February 2023 Claims** were unanimously approved on a motion from Bisgard, seconded by Seuferer.

### Unfinished Business

The *Library Calendar* was unanimously approved as amended on a motion from Seuferer, seconded by Pillsbury-Allen.

Sharp reported on his interaction with KONE about the Library's *Elevator Maintenance* and the options received from other vendors. Our current contract with KONE, signed in 1993, is automatically renewed for a five-year term unless we notify them of our intention to terminate the contract 90-120 days prior to renewal. Since we cannot now terminate the contract, Murphy will track their maintenance visits (the contract stipulates 4/year) and provide them with a list of issues to be addressed.

### New Business

Bisgard reviewed his interaction with local electrician Rusty Stansbery concerning issues with *low voltage light switches and faulty timers*. Specifics of the plan for this project can be found in the Building & Grounds report attached. Meyer moved to ask Stansbery to schedule and perform phase one of the low voltage light switch replacement. Miller seconded and the motion was unanimously approved. Bisgard will contact Stansbery to set up a Sunday install with Murphy.

#### *Restricted-Principal Bequest Investments:*

Meyer moved to approve a resolution for each bequest, stipulating that a CD be purchased from Community First Credit Union at a rate of 4.25% APY for a term of twelve months. The motion seconded by Bisgard and unanimously approved. (Resolutions attached)

*Transfer of the \$22,760.<sup>91</sup> in the 167 Library Endowment budget line to the General Fund* was tabled until the March meeting.

*Discussion of Funding Inequities* was tabled until the March meeting. Murphy will offer a training session on Library Finance at 5:00 on March 9, 2023, prior to the Board Meeting, for those who were unable to attend the training session this month.

**Building & Grounds Committee** (2/3/23 minutes attached)

**Community Relations Committee** (2/7/23 minutes attached)

**Finance & Policy Committee** (2/6/23 minutes attached)

**Director's Report** attached.

### **Board Comments & Continuing Education:**

Meyer and Fenton both attended the keynote presentation of the Iowa Libraries Online Conference for 1 hour CE credit. Murphy attended the same presentation and another session; *Partnering with Your Community: One Interaction at a Time*.

### **Agenda Items for March Meeting**

Transfer of the \$22,760.<sup>91</sup> in the 167 Library Endowment budget line to the General Fund

Funding Inequities

Director Evaluation

**Adjournment:** The meeting was adjourned at 6:45 p.m. on a motion from Pillsbury-Allen, seconded by Meyer. The next meeting of the Board will be Thursday, March 9, 2023, following the Library Finance Training session.

Kris Murphy, Library Director

# Chariton Free Public Library

## March 9, 2023

The Chariton Free Public Library Board held its regular monthly meeting in the Library Boardroom on March 9, 2023, pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Bisgard, Fenton, Meyer, Miller, Pillsbury-Allen(5:52), and Watkins-Schoenig were present. Director Murphy was present. Library Clerk Angela Altenhofen was present for the discussion of the Circulation Policy.

**The Agenda** was unanimously adopted after amending the Director's Evaluation year to 2022, on a motion from Meyer, seconded by Watkins-Schoenig.

**Good News:** Fenton reported that Murphy gave a presentation to the Women's Club at their March meeting.

**The Consent Agenda** was approved unanimously after a motion from Meyer, seconded by Miller.

a. **February 9, 2023 Minutes**

b. **Correspondence –**

Library Accreditation Application submitted 2/9/2023

Notification In HONOR of Celeste Stites, given by FT Chapter of TTT *How to Catch a Mermaid* and *How to Catch a Unicorn*

Notification In HONOR of Atlas Belcher, given by FT Chapter of TTT *How to Catch a Turkey* and *How to Catch a Dinosaur*

Notification In HONOR of Bash Allen, given by FT Chapter of TTT *How to Catch a Snowman* and *How to Catch a Gingerbread Man*

Thank you to Sharon Squibb for her donation of \$100 which has been used to place eight books in the collection.

Notification In memory of Miriam Hibbs, given by Chariton Women's Club, *The Mitford Affair* by Marie Benedict

*Reflections on Captivity* by Porter Halyburton donated by Dave Brandt

In Memory of Sara Palmer, a total of \$130 in donations from Dennis Reida, Drucilla McLuen, Sharon Falck & Lucas Presbyterian Church

c. **January 2023 Financial Statements (Revenues, Expenditures, Fund Balance), FY23 Budget**

d. **Grants –** Lucas County Community Grant - Stained Glass Project \$22,557 – submitted 2/14/23  
Iowa STEM Scale Up Grant – STEM Cart Grant Application – submitted 2/24/23

**The March 2023 Claims** were unanimously approved on a motion from Meyer, seconded by Bisgard.

### Unfinished Business

The 2022 Director Evaluation was accepted.

Transfer of \$22,760.91 from the Library Endowment Fund to the General Fund was approved unanimously after a roll call vote with all present voting aye.

### New Business

Bisgard moved to approve **Phase 2 of the Low Voltage Electrical Replacement Project** at an estimate of \$1,200-\$1,500. Watkins-Schoenig seconded and the motion passed unanimously.

The **Circulation Policy Revision** concerning fines was tabled to the April meeting. Angela Altenhofen attended the meeting to present the views of two of the staff. The Finance/Policy Committee will review the entire Circulation Policy at their next meeting and bring recommendations to the Board.

**Library Landscaping:** There was discussion concerning the grading and seeding of the areas to the west and south of the building. Bisgard will speak with Isaac again to get pricing for the grading and seeding options for turf grass and clover. Miller will speak to Sue Gruebel at the High School to see if we can get any assistance from the horticultural classes. Pillsbury-Allen has spoken to Johnson Machine Works to investigate the option of receiving some of the bike racks they created. A special meeting is planned as soon as we have more information.

The **Funding Inequities Discussion** was tabled until the April meeting.

**Building & Grounds Committee** Bisgard reports that the sash windows will be available April 3<sup>rd</sup>.

**Community Relations Committee** (Met 3/7/23)

**Finance & Policy Committee** (Met 3/6/23) New finance reports included in this month's Board Packet.

**Director's Report** attached.

### Board Comments & Continuing Education:

MEYER Boardroom Series Policy Watch: Policies Lost and Found (Part 2) 02/28/2023 1.5 CREDITS

MEYER Boardroom Series 2022: The Ten Habits of Highly Effective Library Boards 02/23/2022 1 CREDIT

### Agenda Items for April Meeting

Funding Inequities Discussion

Circulation Policy

**Adjournment:** The meeting was adjourned at 6:27 p.m. on a motion from Pillsbury-Allen, seconded by Meyer.

Kris Murphy, Library Director

The next meeting of the Library Board will be Thursday, April 13, 2023.

**CHARITON FREE PUBLIC LIBRARY BOARD OF TRUSTEES  
SPECIAL MEETING · THURSDAY MARCH 23, 2023**

The Chariton Free Public Library Board held a special meeting in the Library Boardroom on March 23, 2023, pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Fenton, Kramme, Meyer, Miller, Pillsbury-Allen, Seuferer, Sharp and Watkins-Schoenig (online) were present. Director Murphy was also present. Trustee Bisgard was absent.

Trustee Kramme took his Trustee Oath.

The Agenda was unanimously adopted on a motion from Watkins-Schoenig, seconded by Seuferer.

**New Business**

- a. Miller made a motion to accept the quote (attached) from *iH Landscaping* for grading, seeding and fertilizing the south, west and east Library lawn areas for \$4,775, and to schedule work. The motion was seconded by Seuferer and passed unanimously on a roll call vote with all present voting aye.

Murphy will contact Isaac to schedule the work.

Meyer spoke with Isaac concerning the type of groundcover and it was determined that we should go ahead at this time with the turf grass as the base planting for the entire area with additions of flowering plants and other landscaping work to follow at a later date after funding for the project has been secured.

There was discussion concerning watering after seeding to ensure successful establishment of the turf. Building and Grounds Committee will speak with City Manager Liegois and Isaac to determine how watering will be performed and who might do it. It is possible that Isaac may supply a watering system for the project.

- b. Watkins-Schoenig made a motion to approve payment of the *iH Landscaping* claim for \$1,800 for the previous installation of straw wattle around the south, west and east Library lawn areas. Kramme seconded and the motion passed unanimously on a roll call vote with all present voting aye.

| CHARITON FREE PUBLIC LIBRARY<br>CHARITON, IOWA<br>MARCH 23, 2023 CLAIMS |                  |    |            |
|---|------------------|----|------------|
| CLAIMS  | BUDGET LINE      | V# | PAYMENT    |
| iH Landscaping Drainage Control Wattle Install                          | 006 - 410 - 6751 |    | \$1,800.00 |

The meeting was adjourned at 5:51 pm on a motion from Pillsbury-Allen, seconded by Meyer.

Kris Murphy, Library Director

The next meeting of the Library Board will be Thursday, April 13, 2023.



**iH Landscaping**

49813 State Highway 14  
Chariton, Iowa 50049

**641.203.1060**

ihlandscaping@me.com  
ihlandscaping.com

**Estimate**

|                     |
|---------------------|
| <b>Name/Address</b> |
| Chariton Library    |

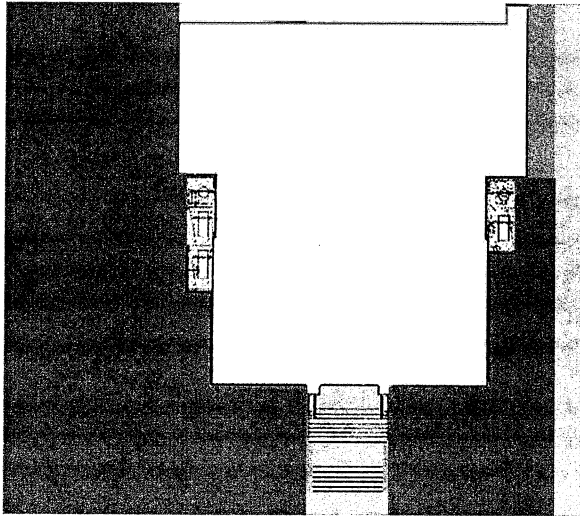
We propose hereby to furnish material and labor - complete in accordance with the following specifications. Payment is to made as follows: 50% down 50% upon completion.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

| Date     | Estimate No. |
|----------|--------------|
| 03/11/23 | 1035         |

**NOTE: THIS IS AN ESTIMATE ONLY, THE PRICES IN THIS PROPOSAL ARE SUBJECT TO CHANGE WITHOUT NOTICE.**

| Item       | Description   | Total             |
|------------|---|-------------------|
| Grass seed | grading seeding and erosion control   |                   |
| FERTILIZER | 100 lbs grass seed  | 700.00T           |
|            | 50 lbs fertilizer   | 75.00T            |
| Hydromulch | 800 lbs hydromulch  | 1,000.00T         |
| LABOR      | labor to remove straw waddle, grade, seed, fertilize, and spray hydromulch  | 3,000.00          |
|            | Watering the grass is up to you. Without proper water the the grass will not grow properly. We are not liable for improper grow in if it does not get proper water. |                   |
|            | Sales Tax   | <del>124.25</del> |
|            |   |                   |
|            |   | <b>\$4,775.00</b> |

ACCEPTANCE OF PROPOSAL: The prices, specifications and conditions are satisfactory and are hereby accepted.  
iH Landscaping is authorized to do the work as specified. Payment will be made as outlined above.

**Total \$4,899.25**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Chariton Free Public Library

## April 13, 2023

The Chariton Free Public Library Board held its regular monthly meeting in the Library Boardroom on April 13, 2023 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Bisgard, Fenton, Kramme, Meyer, Miller, Pillsbury-Allen, Seuferer and Sharp were present. Director Murphy was present.

**The Agenda** was unanimously adopted on a motion from Seuferer, seconded by Pillsbury-Allen.

**Public Forum:** none

**Consent Agenda:** Meyer moved to approve the Consent Agenda with the March 9, 2023 Minutes and Financial Statements removed. Kramme seconded and the motion passed unanimously.

Miller moved to approve the March 9, 2023 Minutes amended to include her presence at that meeting. Meyer seconded and the motion passed unanimously.

After discussion of the February 2023 Financial Statements, Meyer moved to approve them. Miller seconded and the motion passed unanimously.

**The April 2023 Claims** were unanimously approved on a motion from Meyer, seconded by Pillsbury-Allen.

### Unfinished Business

Sharp moved to approve the amended *Circulation Policy* with the addition of military ID to the list of acceptable forms of identification. Kramme seconded and the motion passed unanimously.

### New Business

Meyer made a motion to submit the *Budget Amendment Request* to the City with the dollar amounts increased for Local Grant Income (4471) to \$150,000 and Construction Projects Expenses (6751) to \$270,000. (Attached) Bisgard seconded and the motion passed unanimously. Murphy will speak with the County Board of Supervisors about the donation for the window project.

Seuferer made a motion to approve the 28E Agreement received from the City of Russell contracting for library services provided by the Chariton Free Public Library to Russell residents for an annual payment of \$416. Pillsbury-Allen seconded and the motion passed unanimously.

**Building & Grounds Committee (No Meeting)** The windows are in, we're waiting on contractor availability. Murphy will talk with the City to see if someone can remove the damaged gutter lining hanging from the NW corner of the building.

**Community Relations Committee (4/3/23)** Miller reported, minutes attached.

**Finance & Policy Committee (4/10/23)** Meyer reported during the discussion of the financial statements.

**Director's Report** attached.

**Board Comments & Continuing Education:** Fenton attended a Community Partnerships webinar.

Annual Clean-Up Day was discussed and Murphy will submit a request to Sharp for students to dust the Library furniture and trim.

**Adjournment:** The meeting was adjourned at 6:18 p.m. on a motion Pillsbury-Allen, seconded by Kramme.

The next meeting of the Library Board will be Thursday, May 11, 2023.

Kris Murphy, Library Director



**CHARITON PUBLIC LIBRARY BUDGET AMENDMENT REQUEST FY23**

| ITEM LINE             | INCOME                                | BUDGETED         |                  |
|-----------------------|---------------------------------------|------------------|------------------|
| 006-410-4300          | INTEREST                              | \$2,000          | \$200            |
| 006-410-4440          | STATE GRANTS                          | \$0              | \$0              |
| 006-410-4470          | RURAL FEES                            | \$18,500         | \$18,500         |
| 006-410-4471          | LOCAL GRANTS                          | \$50,000         | \$150,000        |
| 006-410-4550          | MISCELLANEOUS                         | \$0              | \$0              |
| 006-410-4705          | DONATIONS                             | \$4,000          | \$1,000          |
| 006-410-4707          | BUILDING DONATIONS                    | \$0              | \$29,000         |
| 006-410-4715          | REFUND                                | \$0              | \$200            |
| 006-410-4765          | LIBRARY INCOME (Fees and Fines, etc.) | \$3,500          | \$3,500          |
| 006-410-4799          | OTHER                                 | \$4,000          | \$5,500          |
| 006-950-4000          | CITY PROPERTY TAXES                   | \$140,000        | \$140,000        |
| <b>TOTAL REVENUES</b> |                                       | <b>\$222,000</b> | <b>\$347,900</b> |

| ITEM LINE                                | EXPENDITURES                   | BUDGETED         |                  |         |
|--|--------------------------------|------------------|------------------|---------|
| 006-410-6010                             | GROSS SALARIES                 | \$116,200        | \$95,000         |         |
| 006-410-6210                             | SUBSCRIPTIONS/LICENSES         | \$1,500          | \$3,000          | NP DIG. |
| 006-410-6230                             | TRAVEL/TRAINING/DUES           | \$500            | \$300            |         |
| 006-410-6310                             | BUILDING & GROUNDS             | \$3,000          | \$4,000          | CLEANUP |
| 006-410-6371                             | UTILITIES                      | \$17,800         | \$18,000         |         |
| 006-410-6402                             | ADVERTISING                    | \$0              | \$0              |         |
| 006-410- 6405                            | AUDITOR                        | \$500            | \$500            |         |
| 006-410- 6408                            | INSURANCE                      | \$0              | \$0              |         |
| 006-410-6411                             | LEGAL EXPENSES                 | \$0              | \$0              |         |
| 006-410-6497                             | MISCELLANEOUS                  | \$0              | \$0              |         |
| 006-410-6498                             | PROGRAMMING                    | \$4,000          | \$4,000          |         |
| 006-410-6502                             | BOOKS - LIBRARY FUNDS          | \$4,000          | \$3,000          |         |
| 006-410-6505                             | NEW FURNITURE/EQUIPMENT        | \$1,800          | \$4,000          | SERVER  |
| 006-410-6507                             | OPERATING SUPPLIES             | \$2,000          | \$1,000          |         |
| 006-410-6508                             | POSTAGE                        | \$200            | \$200            |         |
| 006-410-6522                             | DONATION/MEMORIAL BOOKS        | \$1,000          | \$1,000          |         |
| 006-410-6523                             | DONATION/MEMORIAL AUDIO-VISUAL | \$500            | \$500            |         |
| 006-410-6524                             | AUDIO-VISUAL - LIBRARY FUNDS   | \$1,000          | \$1,500          |         |
| 006-410-6525                             | SOFTWARE & TECH SUPPORT        | \$6,000          | \$6,500          |         |
| 006-410-6526                             | CUSTODIAL SUPPLIES             | \$600            | \$500            |         |
| 006-410-6751                             | CONSTRUCTION PROJECTS          | \$60,000         | \$270,000        |         |
| <b>TOTAL LIBRARY BUDGET EXPENDITURES</b> |                                | <b>\$220,600</b> | <b>\$413,000</b> |         |

|  |                  |
|--|------------------|
| DOOR (FOUNDATION)                          | \$14,000         |
| WINDOWS (MATERIALS & LABOR) (COUNTY FUNDS) | \$60,000         |
| STAINED WINDOWS (LCCF FUNDS?)              | \$22,000         |
| LIGHT SWITCH/WIRING                        | \$2,000          |
| LANDSCAPING                                | \$10,000         |
|  | <b>\$108,000</b> |

# Chariton Free Public Library

## May 11, 2023

The Chariton Free Public Library Board held its regular monthly meeting in the Library Boardroom on May 11, 2023, pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Bisgard, Fenton, Kramme, Meyer, Miller, Pillsbury-Allen, Seuferer, and Sharp were present. Director Murphy was present.

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

**Public Forum:** none

### Good News:

Clean-up day went very well. Students dusted all uncovered surfaces, including baseboards and trim, and cleaned the public keyboards and monitors.

Murphy received notification just today that we received a grant of \$2,500 for the purchase of mesh tables for the garden area west of the building. One table is wheelchair accessible. Pillsbury-Allen reported that the family has received enough memorials for Jane to purchase 3 benches for the area as well.

Ray Meyer will offer a *Lawyers in Libraries* program May 30<sup>th</sup> at 5:30 pm to educate individuals on power of attorney.

**Consent Agenda:** Meyer moved to approve the Consent Agenda. Seuferer seconded and the motion passed unanimously.

a. April 13, 2023 Minutes

b. Correspondence –

President Fenton Thank You to Lucas County Community Foundation Grant \$11,000 for Stained Glass Project

President Fenton Thank You to Library Foundation Donation \$9,999 Library Door Project

In Memory of Jane Pillsbury, a total of \$445 in donations from Kristian Anderson & Mary Carr, Dave and Jean Brandt,

Lynn and John Carrico, Stephen & Mary Ann Drexler, and Nicholas & Maria Hunter. The family has received other memorials.

In Memory of Donna Sallee \$25 given by CHS Class of 1979 (Nicholas & Maria Hunter). The family has received other memorials.

In Memory of James B. Adams \$25 given by CHS Class of 1979 (Nicholas & Maria Hunter).

c. March 2023 Financial Statements (Revenues, Expenditures, Fund Balance), FY23 Zero Balance Budget

d. Grants

\$9,999 Library Foundation Donation for Library Door Replacement

\$11,000 Lucas County Community Foundation for Stained Glass Project

**The May 2023 Claims** were unanimously approved on a motion from Sharp, seconded by Kramme.

**Unfinished Business:** none

### New Business

**Building Revitalization Update & Assessment:** We looked over some history of the work previously done on the gutters (in 2006) and discussed the potential for proceeding with phase two of the roof repair, which actually addresses repair of the gutters, soffits, fascia and trim. All of the issues need to be assessed prior to requesting bids for the work and before applying for grant funds. We will apply to the Vredenburg Foundation again this year for funds to use towards the completion of the stained glass project and other building projects.

**Building & Grounds Committee** (see discussion above)

**Community Relations Committee** (5/5/23 minutes attached)

**Finance & Policy Committee** (Meyer & Seuferer reported on the 5/8/23 meeting)

**Director's Report** attached.

**Board Comments & Continuing Education:** none

**Agenda Items for NEXT MONTH Meeting:** none

**Adjournment:** The meeting was adjourned at 6:22 pm on a motion from Pillsbury-Allen, seconded by Meyer.

The next meeting of the Library Board will be Thursday June 8, 2023.

Kris Murphy, Library Director

# Chariton Free Public Library

## June 8, 2023

The Chariton Free Public Library Board held its regular monthly meeting in the Library Boardroom on June 8, 2023 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Bisgard, Fenton, Kramme, Meyer, Miller, Seuferer, Sharp, and Watkins-Schoenig(online) were present. Director Murphy was present.

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

**Good News:** We received a STEM Cart through the Henry's Heroes program, sponsored by the *Deb & Jeff Hansen Foundation* and *Iowa Select Farms*. We were nominated by Travis Burk, who, as a child visited the Library often and remembered us fondly. So far we have 62 people registered for the Summer Program, 35 kids, 7 teens and 20 adults!! Registrations generally continue to come in for the first couple of weeks and sometimes continue to trickle in throughout the summer. Programs began at the Farmers Market on June 8<sup>th</sup>, with an attendance of 19. We hope it'll be a really big summer!

**Consent Agenda:** Seuferer moved to approve the Consent Agenda. Bisgard seconded and the motion passed unanimously.

- a. May 11, 2023 Minutes
- b. Correspondence - none
- c. April 2023 Financial Statements
- d. Grants

**The June 2023 Claims** were unanimously approved on a motion Watkins-Schoenig, seconded by Miller.

### Unfinished Business

Building Revitalization: Bisgard went through the topics discussed at the May 30<sup>th</sup> Building and Grounds meeting (minutes attached). The Board discussed completed projects and plans for upcoming projects. Fenton presented Bisgard with quotes from *Interiors & More* for carpeting and blinds for the boardroom and meeting room. No color selection was made. The original windows in the basement were discussed, with the best option being removal, repair and reinstallation at some future date, but there is no rush as we have not been in the habit of opening them. During a discussion of the HVAC system Bisgard directed Murphy to contact PRIMO about the circulation area unit that isn't functioning properly. Murphy will apply for the Vredenburg Foundation grant this month for upcoming building work. The Library Foundation meets in September and we will likely request funds for future projects.

There was a lot of discussion of possible landscaping ideas for the greenspace west of the Library. The most immediate need is a fence and options were discussed. Murphy will visit Lockridge to see what they have available and get suggestions to bring back to the Board. The current idea is a security fence that includes decorative and activity spaces. Watkins-Schoenig suggested involving local students and seeking Splash Grant funds.

**New Business** none

**Building & Grounds Committee** (5/30/23 minutes attached)

**Community Relations Committee** (6/2/23 minutes attached) (6/6/23 Fenton & Miller met with Friends Treasurer Wright)

**Finance & Policy Committee**

**Director's Report** attached.

**Board Comments & Continuing Education:** none

**Agenda Items for July 2023 Meeting:**

Board Bylaws

Fence options

**Adjournment:** The meeting was adjourned at 6:51 p.m. on a motion from Miller, seconded by Kramme.

The next meeting of the Library Board will be Thursday, July 13, 2023.

Kris Murphy, Library Director

## Building & Grounds Committee

May 30, 2023

Our Building and Grounds committee met on Tuesday, May 30<sup>th</sup>. Our committee hasn't met for a while, so we had good organizational conversation. We thank Marcia for her leadership in that conversation.

With everyone's help we have put together a list of "Library Projects to do". This list would supplement the list Kris gave us last month, but replace the "In progress projects" and the "Pending projects" sections.

It is our hope that our full Library Board at the next meeting, can help update and prioritize this "Library Projects to do" list. --Denny

### Library Projects to do 06/05/23

|             |                                  | Who   |   |
|-------------|----------------------------------|-------|---|
| Windows     | replace 28 windows               | Denny | 28 new Anderson low E windows have been installed in the building by Andy Peterson. |
|             | repairing Stained glass window   | Kris  |   |
| Landscaping | grass                            | Denny | Isaac has been paid & is about completed  |
|             | fence                            |       | Need to determine style and location  |
|             | flag pole & light                |       | use old pole and light?   |
|             | Signage                          |       | What & where?   |
|             | Outdoor sitting area & furniture |       | Pillsburg/Young donations, plus AARP grant  |
|             | Charging stations                |       | we have stored and ready to install somewhere.                                      |
|             | Other bushes & foliage           |       |   |

|   |        |                                    |
|---|--------|------------------------------------|
| Window coverings in meeting rooms                           | Marcia | asked Int. & More for an estimate. |
| Returning stained glass (from old Church) to C.R. Robertson | Marcia |                                    |

|   |   |
|---|---|
| Roof maintenance                        | tile maint. to south 1/2 of bldg.<br>fix gutter membrane on S. 1/2 of bldg.<br>make sure gutters are working & sufficient |
| Repair all soffits and trim on building |   |

|  |
|--|
| Carpet upgrade plan                      |
| Cleaning & repair of limestone & cement  |
| Tuckpointing brick (eastside)            |
| Bicycle rack improvements                |
| Plan for downstairs usage and remodeling |

#### needed ?

removal of curb at north entrance?      should we?  
Painting of Boardroom?

#### Routine maintenance to schedule:

|  |   |
|--|---|
| Light bulbs changed                    |   |
| Elevator maintenance                   | Frank Hawk (Kone) has a 5 year contract to come quarterly for inspection & minor service. Kris and Frank will touch base each visit to make sure we don't have any issues. We will pay for any major repairs. |
| HVAC check-up<br>HVAC filters replaced | Primokov did the latest installs & service.   |
| Clean gutters & downspouts             |   |
| Cleaning & purging                     | upstairs<br>downstairs<br>bathrooms<br>meeting rooms  |

## **Community Relations Minutes**

**June 2, 2023**

The Community Relations committee of the Chariton Free Public Library met at 10:30 in the board room on June 2, 2023. Marcia, Bevin, and Linda were in attendance.

The following items were discussed:

### **Articles in the Newspaper**

Linda has spoken to Amanda Thompson from the Chariton Leader about a "New Book Column" in the newspaper. Amanda thought it was a great idea. She will be talking to her publisher to see if we can proceed. Linda gave the contact information to Lauri.

### **Book Sale**

The book sale was discussed. It will be held in the fall after the Friends group is established. Bevin volunteered to be in charge of the book sale. Bevin stated she had a shed in which she could store the books. We discussed if it would be better to have the sale at the library or in her garage. Discussion to continue.

### **Fix-it Workshops**

Rachel presented the idea of having some "Fix-it" workshops at the library. We all thought it was a great idea. We will wait until Rachel can attend a meeting to discuss how to proceed.

### **Friends Group**

Linda and Marcia will begin establishing the Friends of the Library Group next Tuesday at 3:30. Linda will contact Cathy Wright, a previous Friends member, to get her view point on how to proceed. We also discussed a Book Club for kids as a branch of the Friends group.

### **Internet availability**

The Chariton Public Library website and Facebook page needs to be updated. We will ask Kris who is responsible but those updates.

### **Story Time**

Storytime for kids is now on Friday mornings which make it hard for parents that are employed to get their kids there. We will talk to Megan to see if an evening group might be possible this fall.

Next meeting is scheduled for July 7 at 10:30

Submitted by: Linda Miller

# **Chariton Free Public Library**

## **July 13, 2023**

The Chariton Free Public Library Board held its regular monthly meeting in the Library Boardroom on July 13, 2023 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Bisgard, Kramme, Meyer, Miller, Seuferer, Sharp, and Watkins-Schoenig were present. Director Murphy was present.

**The Agenda** was unanimously adopted on a motion from Seuferer, seconded by Watkins-Schoenig.

**Good News:** Summer Program is going well, with lots of adults participating.

**Consent Agenda:** Meyer moved to approve the Consent Agenda. Kramme seconded and the motion passed unanimously.

### **June 8, 2023 Minutes**

#### **Correspondence –**

Library Accreditation Certificate & letter of congratulations from State Librarian Michael Scott  
Chariton Area Chamber/Main Street Nominee Certificate for Revitalization Project  
Congratulations letter from Chuck Grassley on receipt of AARP Community Challenge Grant  
Memorial donation for Joanne E. Housman, given by Fred Housman and Family, \$500

### **May 2023 Financial Statements**

**Grants –** Vredenburg Foundation Grant Request for Library Revitalization Project

**The July 2023 Claims** were unanimously approved on a motion from Watkins-Schoenig, seconded by Seuferer.

**Unfinished Business** none

### **New Business**

Library Board Bylaws were reviewed in consideration of an amendment to change the month of election of officers from December to June, and the beginning of the terms of officers from January to July to coincide with the beginning of the financial year and trustee terms. The Board will vote on this amendment at the August meeting.

Bisgard and Murphy spoke about the current HVAC issues. PRIMO had been called in to repair two of the old units and presented a quote for their replacement due to inability to get parts for the units. Bisgard will contact another local HVAC company for repair, and if replacement is necessary, to meet the requirement of multiple bids for a job of this size, we will request bids from all of the local HVAC providers.

Conversation about other building issues and plans continued with the B&G Committee report. (minutes attached)

**Building & Grounds Committee** (6/27/23 minutes attached)

**Community Relations Committee** (Friends of the Library Subcommittee, see attached)

**Finance & Policy Committee** (7/10/23)

**Director's Report** attached.

**Board Comments & Continuing Education:** none

### **Agenda Items for July 2023 Meeting:**

Board Bylaws Amendment  
Friends of the Library

**Adjournment:** The meeting was adjourned at 6:57 p.m. on a motion from Miller, seconded by Watkins- Schoenig.

The next meeting of the Library Board will be Thursday, August 10, 2023.

Kris Murphy, Library Director

**Chariton Free Public Library  
Building & Grounds Committee Meeting  
June 27th, 2023**

The Chariton Free Public Library Board Building and Grounds Committee met in the Meeting Room at the Chariton Public Library on June 27th, 2023.

Committee members Bisgard, Kramme, and Sharp were present.

1. Need to prioritize next steps for building projects/maintenance needs
  - a. The committee discussed the need to review and reevaluate current and upcoming projects for the library building and grounds and make sure that the next projects align with library needs and budget. The committee discussed creating a long-range plan as part of this process.
2. Maintenance Issues
  - a. Restriping the parking lot
    - i. After recent patron falls, the committee plans to explore ways to restripe/repaint the parking lot and north entrance to make sure that curbs and obstacles are more visible. We plan to coordinate with the city on this, as they will be restriping areas on the square soon.
  - b. Maintenance calendar
    - i. The committee plans to take a look at the current maintenance calendar for the library and work with Kris to help ensure completion of items on the calendar.
3. HVAC issues
  - a. Some units functioning, some units not. The system is still a mix of old and new equipment. Mark Kramme will work with PRIMO on a plan to address issues.
4. Fence and Landscaping
  - a. The committee discussed plans for a fence or other way of marking the property line on the west side. Rachael Watkins-Schoenig and Library Director Kris Murphy have ideas for an interactive feature. The committee raised concerns about possible easement issues with building a fence and cost/benefit concerns. Justin Sharp will work with Kris and Rachel to explore this project.
5. Roof issues
  - a. Denny has been investigating issues with the tile roof. Repairs to the roof were last done by Wood Roofing in the early 2000's. Denny Bisgard will contact Wood Roofing and coordinate this project.

**Community Relations Board**

The Community Relations Board of the Chariton Free Public Library Board did not formally meet this month, but the Friends subcommittee met weekly. The Friends introduction letter, purpose statement, and bylaws are a part of your packet. The letter will be sent out the first of September with a kick-off reception and election of officers to be held September 25. Since this letter will be sent to everyone who contributed to our fund-raising campaign last year, Kris will also compose an update letter with the improvements we've made this year and upcoming projects. If you have any suggestions to anything in the packet, please direct them to Linda or Bevin.

Before September, Linda will also compose a letter to the Library Foundation asking for a monetary gift for the new carpet or shades.

Submitted by Linda Miller

# Chariton Free Public Library

## August 10, 2023

The Chariton Free Public Library Board held its regular monthly meeting in the Library Boardroom on August 10, 2023 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Bisgard, Kramme, Meyer, Sharp, and Pillsbury-Allen were present. Director Murphy was present. **The Agenda** was unanimously adopted on a motion from Bisgard, seconded by Kramme.

**Good News:** Our New Additions to the Collection Highlights were printed in the newspaper. This will be a monthly practice.

**Consent Agenda:** Meyer moved to approve the Consent Agenda. Bisgard seconded and the motion passed unanimously.

- a. July 13, 2023 Minutes
- b. Correspondence - none
- c. June 2023 Financial Statements
- d. Grants - none

**The August 2023 Claims** were unanimously approved on a motion from Meyer, seconded by Pillsbury-Allen.

### Unfinished Business

Bisgard moved and Kramme seconded to amend the Board Bylaws moving the election of officers to June and for terms of office to begin July first to coincide with the fiscal year. Motion passed unanimously on a roll call vote.

In consideration of whether or not to approve the replacement of the two HVAC units currently not operational, and too old to purchase parts for repair, there was a discussion of alternative solutions while reviewing the two quotes. The item was tabled to the September meeting in order that Bisgard might contact the vendors to discuss the alternatives and request new quotes.

### New Business

Pillsbury-Allen reported on the Community Relations Committee's Friends of the Library subcommittee meeting. A new letter was drafted for the Friends membership and fundraising initiative which will remain separate from any other fundraising efforts. The letter will go out August 25<sup>th</sup>. A slide was created and submitted to the Vision II Theater to promote membership and announce the annual meeting on September 25<sup>th</sup>. It will begin running immediately.

Discussion of a request for funding from the Library Foundation was tabled until the September meeting.

Bisgard moved and Pillsbury-Allen seconded to accept the quote from Mainstay Systems of Iowa LLC to replace the NVR server for the camera surveillance system. The server stopped recording in March due to a circuit board failure. The motion was approved unanimously and Murphy will request Mainstay proceed with purchase and replacement.

**Building & Grounds Committee** (HVAC discussion above)

**Community Relations Committee** (Friends discussion above)

**Finance & Policy Committee** (HVAC discussion above)

Director's Report attached.

Board Comments & Continuing Education: none

In order to comply with Trustee training requirements Murphy will schedule training sessions in upcoming months.

Agenda Items for September 2023 Meeting:

Election of Officers (due to change in trustees)

HVAC Options/Quotes

Library Foundation funding request

**Adjournment:** The meeting was adjourned at 6:36 p.m. on a motion from Pillsbury-Allen, seconded by Kramme.

The next meeting of the Library Board will be Thursday, September 14, 2023.

Kris Murphy, Library Director



## **Chariton Free Public Library**

### **September 14, 2023**

The Chariton Free Public Library Board held its regular monthly meeting in the Library Meeting Room on September 14, 2023 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Kramme, Meyer, Miller, Sharp, and Seuferer were present. Director Murphy was present.

**The Agenda** was unanimously adopted on a motion from Kramme, seconded by Seuferer.

**Consent Agenda:** Meyer moved to approve the Consent Agenda. Seuferer seconded and the motion passed unanimously.

#### **August 10, 2023 Minutes**

##### **Correspondence –**

Joanne Housman Memorial \$500 from Fred Housman & Family

Paul & Leslie Goldsmith \$100 Memorial for

Simply Lies by David Baldacci, donated in memory of Members Lost by Town & Country Book Club

#### **July 2023 Financial Statements**

**Grants –** Vredenburg Foundation Building Projects Grant awarded \$10,000

**The September 2023 Claims** were unanimously approved on a motion from Miller, seconded by Kramme.

#### **Unfinished Business**

Kramme moved and Miller seconded to approve the Riley proposal for replacement of one HVAC unit for \$14,000. This unit is located in the east utility room and services the boardroom, bathrooms and north lobby. Riley will redirect ducts from the other inoperable unit, which serviced the circulation desk and staff office, so that the new unit can cover the staff room, eliminating the need for a second HVAC unit. Due to the open nature of the circulation desk, it receives ample heating and cooling from adjoining rooms. The motion passed unanimously.

Miller has bids for upcoming projects to submit to the Library Foundation as funding requests at their September meeting.

#### **New Business**

**Board Officers:** Seuferer moved and Miller seconded that Meyer take up the vacant board presidency until June 2024, at which time the next regular nomination and election of officers will take place.

Miller moved, and Kramme seconded to agree to Gary Lundy's request for permission to place scaffolding upon and clean up landscaping on Library property adjacent to his building. The motion passed unanimously.

#### **Building & Grounds Committee** (HVAC discussion above)

**Community Relations Committee** Miller reported that on September 25<sup>th</sup> Friends of the Library will hold a meeting to elect officers for their board and discuss the October Book Sale.

**Finance & Policy Committee** will meet with the City Clerk in November to discuss an additional budget line for capital projects.

**Director's Report** attached.

#### **Board Comments & Continuing Education:** none

On September 21<sup>st</sup> Trustees are invited to attend a webinar offered via the State Library pertaining to library facilities. It will cover best practices for working with city administration for improved day-to-day facilities management and on bigger projects. The webinar will be archived for anyone unable to attend to view later.

#### **Agenda Items for October 12th Meeting:** none

**Adjournment:** The meeting was adjourned at 6:15 p.m. on a motion from Miller, seconded by Kramme.

The next meeting of the Library Board will be Thursday, October 12, 2023.

Kris Murphy, Library Director

## **Chariton Free Public Library October 12, 2023**

The Chariton Free Public Library Board held its regular monthly meeting in the Library Meeting Room on October 12, 2023 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Kramme, Meyer<sup>(online)</sup>, Miller, Pillsbury-Allen and Seuferer were present. Director Murphy was present.

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

**Consent Agenda:** Pillsbury-Allen moved and Seuferer seconded to approve the Consent Agenda. Approval was unanimous.

### **September 14, 2023 Minutes**

#### **Correspondence –**

Megan Narber resignation 9/22/23 (Megan will be working for Chariton CSD & we might employ her during the 2024 summer)

Library Foundation request response letter, hand delivered 10/11/23

### **August 2023 Financial Statements**

**Grants – none**

**The October 2023 Claims** were unanimously approved on a motion from Kramme, seconded by Miller.

**Unfinished Business – none**

### **New Business**

Annual Fundraising Letter: Miller typed up an excellent new letter to go out on November 1, 2023. It will be sent to the same donor list as last year. Miller speculated that once donors realize it will be an annual request the individual donated amounts may be smaller. We hope some who didn't donate last year will do so this year. Miller made a motion to approve the letter, Seuferer seconded and the motion passed unanimously.

**Building & Grounds Committee** HVAC will be installed October 16<sup>th</sup> and 17<sup>th</sup>. The Stained Glass Project has been completed. We anticipate a final bill from Bovard for that work. Meyer is trying to secure a definitive description of our property line for the Young Reading Garden space. We intend to place a privacy-type fence along the west perimeter.

**Community Relations Committee** (10/9/23 Minutes attached)

**Finance & Policy Committee** will meet with the City Clerk in November. (11/6/23 @ 2:00?)

**Director's Report** attached.

### **Board Comments & Continuing Education:**

Another State Library webinar, this one pertaining to budgets, will be offered on Thursday, October 26, 2023. We plan to utilize the webinar's archived recording as a trustee training opportunity immediately following the November meeting. Any trustee who cannot attend at that time is encouraged to register for and attend the event live, or to view the archived webinar on their own to meet the State requirement for trustee continuing education.

**Agenda Items for November 9<sup>th</sup> Meeting:** - none

**Adjournment:** The meeting was adjourned at 5:51 p.m. on a motion from Pillsbury-Allen, seconded by Kramme.

The next meeting of the Library Board will be Thursday, November 9, 2023.

Kris Murphy, Library Director

# **Chariton Free Public Library**

## **November 9, 2023**

The Chariton Free Public Library Board held its regular monthly meeting in the Library Boardroom on November 9, 2023 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Bisgard, Meyer, Miller, Pillsbury-Allen and Sharp were present. Director Murphy was present.

**The Agenda** was unanimously adopted on a motion from Miller, seconded by Pillsbury-Allen.

**Consent Agenda:** Bisgard moved and Sharp seconded to approve the Consent Agenda. Approval was unanimous.

### **October 12, 2023 Minutes**

#### **Correspondence –**

Annual Fundraising Letter was mailed out 10/31/23

### **September 2023 Financial Statements**

**Grants –** Report to AARP on Tables ordered for Young Reading Garden

**The November 2023 Claims** were unanimously approved on a motion from Miller, seconded by Pillsbury-Allen.

**Unfinished Business –** Library Foundation Funding Request: Foundation will meet after first of the year.

### **New Business**

**Collection Management Policy:** Miller received a text from one of the recipients of the fundraising letter concerning the banning of books and an article in the Des Moines Register pertaining to the recent law impacting Iowa schools. There was discussion of the policy. Miller will provide a copy of the policy to the individual concerned. The policy is available on the Library's website and will be made available at the circulation desk for future quick reference.

### **Building & Grounds Committee**

Bisgard spoke with Riley about removing the now defunct interior & exterior HVAC units. Bisgard spoke to Riley about an annual maintenance contract for the whole of the Library's HVAC system. Bisgard will also look into options for replacing the vent cover in the staff work room so that the flow can be adjusted.

The County should be sending the Library a check for \$7,482.50, which is the remainder of the funds they donated for the window replacement project. The funds are earmarked to cover part of the stained glass window project.

### **Community Relations Committee**

Miller and Pillsbury-Allen spoke about the Friends of the Library Book Sale. Miller and volunteers prepared the Annual Fundraising Letter and sent it out. Several responses have already arrived and Seufferer assisted with the thank you notes which have also been sent out to these donors. Miller and Seufferer will check weekly for incoming donations and Murphy will deposit the funds weekly.

The two also spoke of holding a Board/Staff holiday event to increase interaction between the groups. It is uncertain when it will be held or what it will entail. Suggestions were welcomed.

**Finance & Policy Committee** will meet with the City Clerk in November.

**Director's Report** attached.

**Board Comments & Continuing Education:** none

### **Agenda Items for December 14, 2023 Meeting:**

Library FY25 Budget Request

Library Director Annual Evaluation distributed

**Adjournment:** The meeting was adjourned at 6:48 p.m. on a motion from Sharp, seconded by Bisgard.

The next meeting of the Library Board will be Thursday, December 14, 2023.

Kris Murphy, Library Director

# Chariton Free Public Library

## December 14, 2023

The Chariton Free Public Library Board held its regular monthly meeting in the Library Boardroom on December 14, 2023 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Bisgard, Meyer, Pillsbury-Allen, Seufferer, Sharp and Watkins-Schoenig<sup>Online 6:05 PM</sup>, were present. New Trustee Rachel Fredericks was present and sworn in. Director Murphy was present.

**The Agenda** was unanimously adopted on a motion from Sharp, seconded by Pillsbury-Allen.

**Consent Agenda:** Seufferer moved and Bisgard seconded to approve the Consent Agenda. Approval was unanimous.

**November 9, 2023 Minutes**

**Correspondence** – none

**October 2023 Financial Statements**

**Grants** – none

**The December 2023 Claims** were unanimously approved on a motion from Pillsbury-Allen, seconded by Fredericks.

**Unfinished Business** – Library Foundation Funding Request: Foundation will meet after first of the year.

### **New Business**

Bisgard motioned to approve the FY25 Budget Request for submission to City and County. Seufferer seconded and the motion carried unanimously. (attached)

Pillsbury-Allen moved to approve the 2024 Library Calendar. Sharp seconded and the motion passed unanimously. (attached)

Meyer reviewed the newly drafted Director Evaluation and invited comments and suggestions. Watkins-Schoenig had made previous suggestions to be included in the final draft. Meyer will finalize the evaluation form and send it via email to all trustees to be completed and returned by January 4, 2024.

**Building & Grounds Committee** Bisgard fixed the leak in the exterior wall of the east utility room. He also spoke with Riley again about removing the now defunct HVAC unit and about scheduling annual maintenance for the whole of the Library's HVAC system. Meyer and Bisgard discussed the marking of the west boundary line and installation of temporary fencing.

**Community Relations Committee** Pillsbury-Allen reviewed the 12/6/23 Committee Minutes attached

**Finance & Policy Committee** will meet with the City Clerk in November.

**Director's Report** unavailable this month due to family medical issues.

### **Board Comments & Continuing Education:**

The Library Board would like to thank City Manager Laura Liegois for her service to the City and support of the Library.

Meyer reported on his attendance of the recent Boardroom Training Series webinar on Library Budgets and encourages other trustees to take advantage of the IA Learns system to complete their mandatory training hours. Murphy will email the IA Learns information out as a reminder.

Committee positions were discussed. Fredericks will join the Community Relations Committee. Watkins-Schoenig will move to the Building & Grounds Committee and Kramme will move to the Finance Committee.

### **Agenda Items for December 14, 2023 Meeting:**

Library FY24 Annual Report & FY25 Budget Presentation to City, County & Incorporated Towns

Library Director Annual Evaluation

**Adjournment:** The meeting was adjourned at 6:32 p.m. on a motion from Pillsbury-Allen, seconded by Fredericks.

The next meeting of the Library Board will be Thursday, January 11, 2024.

A Library Staff Inservice is scheduled for Monday, January 15, 2024

Kris Murphy, Library Director

# Chariton Free Public Library

## January 11, 2024

The Chariton Free Public Library Board held its regular monthly meeting in the Library Boardroom on January 11, 2024 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Bisgard, Fredericks, Meyer, Miller, Pillsbury-Allen and Sharp were present.  
Councilman Gary Shutt was present. Director Murphy was present.

**The Agenda** was unanimously adopted on a motion from Miller, seconded by Pillsbury-Allen.

**Consent Agenda:** Bisgard moved and Miller seconded to approve the Consent Agenda. Approval was unanimous.

**December 14, 2023 Minutes**

**Correspondence** – none

**November 2023 Financial Statements**

**Grants** –

LCCF Grant Report \$11,000 towards total \$22,557 Stained Glass Project

Vredenburg Foundation Grant Report \$10,000 towards total \$13,562 Riley HVAC Replacement paid 11/23

**The January 2024 Claims** were unanimously approved on a motion from Pillsbury-Allen, seconded by Fredericks.

**Unfinished Business**

Library Foundation Funding Request – waiting on response.

Discussion concerning the Library Director Evaluation centered around strategic planning. Meyer requested trustees form a Strategic Planning Committee. Many of the priorities the Board wished Murphy to focus on were related to this topic in regards to the Library's services and collection and the changing needs of our community demonstrated, we think, by the last few years' statistics. It was suggested we might employ an organizer and/or request assistance from the State Library. Bisgard and Fredericks volunteered for the committee. Meyer will contact Watkins-Schoenig to see if she'll chair the committee. Murphy will review the evaluation and determine three specific goals for the next year.

**New Business** – none.

**Building & Grounds Committee**

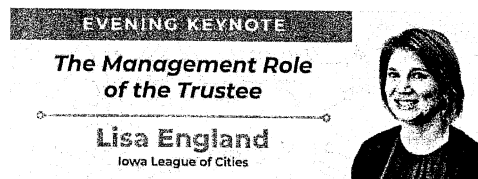
**Community Relations Committee** Miller reviewed the 1/11/24 meeting.

**Finance & Policy Committee** Meyer reviewed the 1/8/24 meeting.

**Director's Report attached**

**Board Comments & Continuing Education:**

Meyer reminded everyone that he'd sent out an email regarding the (ILOC) Iowa Libraries Online Conference evening keynote for trustees 1/25, 6-7 pm.



**Agenda Items for February 8, 2024 Meeting:**

Library FY24 Annual Report & FY25 Budget Presentation to City, County & Incorporated Towns  
Strategic Planning

**Adjournment:** The meeting was adjourned at 6:38 p.m. on a motion from Pillsbury-Allen, seconded by Bisgard.

The next meeting of the Library Board will be Thursday, February 8, 2024.

Kris Murphy, Library Director

# Chariton Free Public Library

## February 8, 2024

The Chariton Free Public Library Board held its regular monthly meeting in the Library Boardroom on February 8, 2024 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Bisgard, Fredericks, Meyer, Miller, Pillsbury-Allen, Sharp Watkins-Schoenig were present. Seufer was present online. Councilman Gary Shutt was present. Director Murphy was present.

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

**Consent Agenda:** Bisgard moved and Pillsbury-Allen seconded to approve the Consent Agenda. Approval was unanimous.

**January 11, 2024 Minutes**

**Correspondence** – none

**December 2023 Financial Statements**

**Grants** – see New Business

**The February 2024 Claims** were unanimously approved on a motion from Miller, seconded by Sharp.

### Unfinished Business

Library Foundation Funding Request – waiting on response.

### New Business

Watkins-Schoenig made a motion to accept the bid from Riley Heating and Cooling to replace the Meeting Room HVAC unit for \$12,658 but to wait to schedule the work until we've received a response from the Lucas County Community Foundation on the grant application for this project. Bisgard seconded and the motion passed unanimously. The grant application will be submitted immediately.

Trustees reviewed the **FY23 Annual Report**. A copy of the report will be submitted to the County Board of Supervisors at their budget meeting Monday February 12, 2024 at 10:00 a.m. The **FY25 Budget Request** will be submitted to the Supervisors at this meeting. Murphy and President Meyer will attend the meeting. All trustees were invited to attend. The FY25 Budget Request has already been submitted to the Mayor and City Clerk. Murphy will submit the FY23 Annual Report to the City Council at a future meeting.

Watkins-Schoenig made a motion to approve the **Child Safety Policy** as revised by the Finance and Policy Committee at their 2/5/2024 meeting. Pillsbury-Allen seconded and the motion passed unanimously.

The **Conduct Policy** was tabled to the March meeting for further revisions.

**Building & Grounds Committee** and **Strategic Planning Task Force** are scheduling future meetings.

**Community Relations Committee** Pillsbury-Allen reviewed the 1/30/24 meeting.

**Finance & Policy Committee** Meyer reviewed the financial reports and policies earlier in this meeting.

**Director's Report** attached

### Board Comments & Continuing Education:

At 5:00 p.m. on February 16, 2024 the Library Board will host a *We Love Our Library Social Hour* in the meeting room.

### Agenda Items for March 14, 2024 Meeting:

Conduct Policy

Potential Budget Amendment

**Adjournment:** The meeting was adjourned at 6:28 p.m. on a motion from Pillsbury-Allen, seconded by Fredericks.

The next meeting of the Library Board will be Thursday, March 14, 2024.

Trustee Training: How to use IA Learns at 5:00 on Thursday, March 14, 2024

Kris Murphy, Library Director

# Chariton Free Public Library

## March 14, 2024

The Chariton Free Public Library Board held its regular monthly meeting in the Library Boardroom on March 14, 2024 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:35 p.m.

Trustees Meyer, Miller, Sharp and Seuferer were present. Watkins-Schoenig joined the meeting by phone. Director Murphy was present.

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

**Consent Agenda:** Seuferer moved and Miller seconded to approve the Consent Agenda. Approval was unanimous.

### February 8, 2024 Minutes

#### Correspondence –

Phillip Purdy Memorial Donation from his niece Gloria Purdy (2 notifications sent)

Memorial Donation Gregory Alan Adams from his parents Carolyn & Kenneth McCart (requested no notifications)

### January 2024 Financial Statements

Grants – none

**The March 2024 Claims** were unanimously approved on a motion from Miller, seconded by Sharp.

### Unfinished Business

Library Foundation Funding Request – waiting on response.

Policy Revisions: *Conduct Policy* (tabled to April meeting)

### New Business

None

### Reports

Building & Grounds (2/23/24)

Community Relations (2/27/24)

Finance & Policy (3/11/24)

Strategic Planning Task Force (2/23/24)

Director's Report attached

### Board Comments & Continuing Education:

Miller, Sharp and Seuferer attended the How to use IA Learns Training at 5:00.

**Agenda Items for April 11, 2024 Meeting:** None

**Adjournment:** The meeting was adjourned at 5:38 p.m. on a motion from Watkins-Schoenig, seconded by Miller.

The next meeting of the Library Board will be Thursday, April 11, 2024.

Kris Murphy, Library Director

# Chariton Free Public Library

## April 11, 2024

The Chariton Free Public Library Board held its regular monthly meeting in the Library Boardroom on April 11, 2024 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Bisgard, Meyer, Miller, Sharp and Seuferer were present. Director Murphy was present.

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

**Consent Agenda:** Seuferer moved and Bisgard seconded to approve the Consent Agenda. Approval was unanimous.

### March 14, 2024 Minutes

#### Correspondence –

Enrich Iowa Agreement submitted to State Library (participation agreement for Interlibrary Loans program)

Gregory Burley Brown Donation \$300 to expend as needed

Fred Housman Memorial Donation from Denny & Patti Bisgard

### February 2024 Financial Statements

Grants – none

**The April 2024 Claims** were unanimously approved on a motion from Miller, seconded by Seuferer.

### Unfinished Business

Library Foundation Funding Request – waiting on response.

Seuferer made a motion to approve the *Conduct Policy*. Sharp seconded and the motion passed unanimously.

### New Business

Bisgard made a motion to approve Library Resolution 4112024 transferring \$10,272.17 from the Library Endowment Fund (167) to Library General Fund (006). Miller seconded and the roll was called. The motion passed unanimously.

Vote: Bisgard: aye Meyer: aye Miller: aye Seuferer: aye Sharp: aye

Miller made a motion to allow the Library to hold book sales of items weeded from the collection. Seuferer seconded and the motion passed unanimously. Weeding of the fiction collection has begun, and a sale featuring westerns, historical fiction and inspirational fiction may be held during the month of May.

### Reports

**Building & Grounds:** We discussed the need to address the damaged soffits, potentially leaking roof, damaged trim, etc. The Board directed Murphy to contact Wood Roofing (they've done work for us in the past) and ask them about performing an inspection to assess the situation and possibly submit a quote for the project. Bisgard made a motion to allow Murphy to engage Wood Roofing to perform an inspection of the roof, soffits, attic and trim, with an expense limit of \$2,000. Miller seconded, and the motion carried unanimously. Trustees will be on site for the inspection.

Community Relations (3/26/24, minutes attached)

Strategic Planning Task Force: 1 potential coordinator response was received from Lynn Adams @ ISU

Director's Report (attached)

### Board Comments & Continuing Education:

Sharp will set up students for Clean Up Day on May 1<sup>st</sup>. Bisgard and Miller offered the use of their trucks. This month Murphy will locate all materials that might be discarded on the day.

**Agenda Items for the May 9, 2024 Meeting:** None

**Adjournment:** The meeting was adjourned at 6:26 p.m. on a motion from Sharp, seconded by Seuferer.

Kris Murphy, Library Director



# Chariton Free Public Library

## May 9, 2024

The Chariton Free Public Library Board held its regular monthly meeting in the Library Boardroom on May 9, 2024 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:35 p.m.

Trustees Bisgard, Fredericks, Meyer, Miller, and Seufferer were present.  
Councilman Gary Shutt was present. Director Murphy was present.

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

**Consent Agenda:** Bisgard moved and Fredericks seconded to approve the Consent Agenda. Approval was unanimous.

**April 11, 2024 Minutes**

**Correspondence** – none

**March 2024 Financial Statements**

**Grants** – Lucas County Community Foundation HVAC Grant \$10,000 received.

**The May 2024 Claims** were unanimously approved on a motion from Miller, seconded by Seufferer.

### **Unfinished Business**

Library Foundation Funding Request – waiting on response.

### **New Business**

Fiscal Year 2025 salaries were discussed. Murphy will provide comparable Iowa library salaries, standard weekly staff hours and a report of staff hours for the year at the June meeting.

Board Bylaws were reviewed and Board Officer terms discussed. Vice President Sharp and Secretary Pillsbury-Allen have served the first year of their two-year terms. Election of the Board President will take place at the June meeting. Committee appointments were also discussed. With the addition of new trustees imminent, Miller will move from Community Relations to Building & Grounds, and the two new trustees will be asked to serve on Community Relations and the Financial Committee.

### **Reports**

**Building & Grounds:** Murphy reported that American Alarms came to replace the batteries in the alarm panel and install a new sensor in the elevator machine room to replace the water-damaged unit. During their visit, which was in response to the malfunction of the security keypads, the new battery failed to correct the issue. The tech inspected the alarm circuit box and the 1992 circuit panel appears to have ceased to function. The tech placed a work order for replacement of the unit and took photographs. American Alarms can do our annual inspection at the time of replacement of that unit. Murphy is waiting on a response from Wood Roofing on inspection of the damaged soffits, potentially leaking roof, damaged trim, etc. It was noted that another leak occurred in the east utility room. It is hoped that Wood Roofing's inspection might locate the issue.

**Community Relations:** Miller will be giving a Library tour for the Friends of the Library on Monday the 13<sup>th</sup>.

**Director's Report** (attached)

### **Board Comments & Continuing Education:**

Clean up day went well. Thanks to Bisgard, Murphy, Sharp & Seufferer for their work on the day, and thanks to the students and school staff who assisted in the effort.

### **Agenda Items for the June 13, 2024 Meeting:**

Fiscal Year 2025 Salaries

Election of Board President

**Adjournment:** The meeting was adjourned at 6:45 p.m. on a motion from Seufferer, seconded by Fredericks.

Kris Murphy, Library Director

# Chariton Free Public Library

## June 13, 2024

The Chariton Free Public Library Board held its regular monthly meeting in the Library Boardroom on June 13, 2024 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Bisgard, Blake, Fredericks, McGee, Meyer, Miller, Pillsbury-Allen and Seuferer were present.  
Director Murphy was present.

**New Trustees** Alicia McGee and Steve Blake were sworn in.

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

**Consent Agenda:** Pillsbury-Allen moved and Fredericks seconded to approve the Consent Agenda. Approval was unanimous.

### May 9, 2024 Minutes

**Correspondence** – \$100 Memorial for Keith & Peggy Goldsmith from Paul and Leslie Goldsmith (to purchase books)

### April 2024 Financial Statements

**Grants** – Langtry Foundation Grant of \$3,000 was received for purchase of an AED and other medical supplies.

**The June 2024 Claims** were unanimously approved on a motion from Seuferer, seconded by Pillsbury-Allen.

### Unfinished Business

Library Foundation Funding Request – waiting on response.

Fredericks made a motion to approve the pay rate increases for all Library staff for fiscal year 2025.  
Bisgard seconded and roll was called with all present voting aye. The motion passed unanimously.

| POSITION                | PER WEEK | ANNUAL          | FY2025 RATE | INCREASE |
|-------------------------|----------|-----------------|-------------|----------|
| Director (KM)           | 40       | 2,080           | \$50,000.00 | \$2.51   |
| Assistant Director (LG) | 29       | Estimated 1,560 | \$19.20     | \$4.50   |
| Clerk 1 (AA)            | 29       | Estimated 1,560 | \$15.00     | \$4.50   |
| Clerk 2/Custodial (CB)  | 29       | Estimated 1,560 | \$15.00     | \$4.50   |
| Clerk 3 (BT)            | 21       | Estimated 1,092 | \$12.00     | \$2.00   |

### New Business

Seuferer made a motion that Meyer continue as Board President until the end of the 2025 term. Pillsbury-Allen seconded and the motion passed unanimously.

Blake and Miller both joined the Building & Grounds Committee, and McGee will serve on the Community Relations Committee.

### Reports

**Building & Grounds:** The soffits were discussed. Meyer suggested we address this issue as soon as possible as pigeons are living in the attic of the building. Bisgard will contact local contractors to see if any can complete the repair of the soffits.

**Community Relations:** Miller spoke about the Library book sale which generated \$537.25. Murphy stated that about half of the books are still on the shelves in the meeting room and that staff would discuss another sale day. Ideally it would occur in July as the remainder books can then be donated to an organization in Ottumwa that offers an August sale.

**Finance:** Meyer reviewed the financial statements and zero balance budget sheet for the new trustees. Murphy was unable to report whether or not the City had created budget lines for capital projects so that they can be tracked separately from the operating fund.

**Strategic Planning Task Force:** Meyer will join this group. A meeting will occur in early July.

**Director's Report** (attached)

**Adjournment:** The meeting was adjourned at 6:36 p.m. on a motion from Pillsbury-Allen, seconded by Seuferer.

Kris Murphy, Library Director

## **Chariton Free Public Library July 11, 2024**

The Chariton Free Public Library Board held its regular monthly meeting in the Library Boardroom on July 11, 2024 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Bisgard, Blake, McGee, Meyer, Miller, and Seuferer were present. Trustee Sharp and State Library Consultant Misty Gray joined us via Go-To-Meeting. Director Murphy and Councilman Shutt were also present.

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

**Consent Agenda:** McGee moved and Seuferer seconded to approve the Consent Agenda. Approval was unanimous.

### **June 13, 2024 Minutes**

#### **Correspondence –**

\$100 memorial for Walter Faulconer, assorted donors

\$30 donation from Curt Daniels

\$40 memorial for Richard Wallace from Charles & Shirley McCracken

#### **May 2024 Financial Statements**

**Grants – None**

**The July 2024 Claims** were unanimously approved on a motion from Seuferer, seconded by Miller.

### **Unfinished Business**

Library Foundation Funding Request – waiting on response.

### **New Business**

The Strategic Planning Taskforce met July 1, 2024 to discuss options for collecting community data prior to beginning the planning process. Misty Gray joined our board meeting to discuss options for performing a community analysis. Afterwards the Board continued the discussion. The Taskforce will meet again August 5, 2024 to review Misty's proposed question set and determine our next steps in this process.

The Board reviewed the photographs of damaged sidewalk sections provided by our insurance company. Murphy was instructed to ascertain whether the insurance company was requesting or requiring that the work be done. The issue was tabled for further discussion at the August meeting.

Bisgard made a motion to approve the Mainstay tech support contract for FY25. Blake seconded and the motion passed unanimously.

### **Reports**

**Building & Grounds:** HVAC work is still being done to address issues with the existing thermostats and units. Wood Roofing will inspect the roof, eaves, gutters and attic on July 12, 2024.

**Community Relations:** Our next book sale is July 27, 2024. Miller suggested scheduling volunteers to work the sale. The committee hopes to meet before the end of July.

**Finance:** The committee did not meet this month, but plans to meet August 6, 2024.

**Director's Report** (attached)

**Adjournment:** The meeting was adjourned at 6:32 p.m. on a motion from Sharp, seconded by Seuferer.

Kris Murphy, Library Director

## **Chariton Free Public Library August 8, 2024**

The Chariton Free Public Library Board held its regular monthly meeting in the Library Boardroom on August 8, 2024 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Bisgard, Blake, Fredericks, Meyer, Miller, Pillsbury-Allen, Seuferer and Sharp were present. Director Murphy and Councilman Shutt were also present.

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

**Consent Agenda:** Bisgard moved and Blake seconded to approve the Consent Agenda. Approval was unanimous.

### **July 11, 2024 Minutes**

**Correspondence** – none

### **June 2024 Financial Statements (Final FY24 Financials)**

**Grants** – Vredenburg Foundation – Capital Projects Grant submitted and received - \$10,000.

**The August 2024 Claims** were unanimously approved on a motion from Fredericks, seconded by Miller, with the understanding that the check for Wood Roofing will be held until the report resulting from the inspection arrives.

### **Unfinished Business**

Library Foundation Funding Request – Miller sent a letter to the Foundation. They will meet in September.

Bisgard spoke with Dave Van Ryswick about the City Streets Crew replacing the areas of sidewalk and they agreed to do the work for us. Murphy will report to the insurance company and City Hall.

### **New Business**

Seuferer made a motion to approve the resolution to transfer funds from the Library General Fund to the Library Endowment. Pillsbury-Allen seconded. Roll was called with all present voting aye. McGee was absent. The motion passed unanimously. Resolution is attached.

### **Reports**

**Building & Grounds:** Meeting minutes attached.

**Community Relations:** The committee discussed the upcoming donation request letter, the letter Miller sent to the Library Foundation, and the potential options for implementing a Venmo donation process through either the Foundation or Friends of the Library. Other options for encouraging book donations were discussed. Committee members will follow up.

**Finance:** Meyer reported on the meeting, the June financials and introduced the above resolution.

**Strategic Planning Task Force:** Meeting minutes attached.

**Director's Report** (attached)

**Continuing Education:** Meyer mentioned an upcoming training option. Murphy will email the details.

**Adjournment:** The meeting was adjourned at 6:33 p.m. on a motion from Pillsbury-Allen, seconded by Sharp.

Kris Murphy, Library Director

**Strategic Planning Task Force**  
**August 5, 2024**

Present: Bisgard, Fredericks, McGee, Meyer and Murphy

The Strategic Planning Task Force met to determine how to proceed in the effort to garner community input prior to beginning work on the Library's Strategic Plan.

Discussion resulted in the decision to hold five (5) focus group events, each led by Library Trustees and the Director. Each trustee will choose a focus group to facilitate and will coordinate with a second trustee to generate a list of fifteen (15) potential participants for their chosen group. Our goal is to have at least ten (10) actually attend each group. (List of 20 potentials by October Board meeting to avoid overlapping.)

The Task Force will draft phone, voicemail, and text scripts to be used when inviting potential participants, a letter to be sent at a later date, and scripts for phone interviews (for those who cannot or choose not to attend) as well as a meeting script to be used at the focus group events.

Each trustee will call or text to invite participants in November. Letters will be mailed to participants in December/January. We anticipate that the groups will meet in mid to late January.

**FOCUS GROUPS:**

Readers/Users : Blake, Miller

Parents/Families: Sharp, Pillsbury-Allen

Donors: Seufferer, Meyer

Former Trustees: Bisgard, Meyer

Community Organizations/Services: McGee, Fredericks

**Building & Grounds Committee**  
**August 6, 2024**

Present: Bisgard, Blake, Miller, Sharp and Murphy

Murphy reported that we had heard nothing back yet from Wood Roofing after their inspection on July 12<sup>th</sup>. Murphy sent an email reminder and received a response citing company backlog as the issue. The correspondent said that he would send a reminder of his own to his team and try to get us an invoice for the inspection by this month's board meeting.

We discussed the sidewalk concerns raised by the insurance company. Murphy emailed the City Clerk to see if the City had similar issues to contend with and find out whether or not we could combine our correction efforts. The Clerk responded that they did not have similar issues but that we might ask the City streets crew if they could assist us in correcting ours.

We discussed the cleaning of the exterior stones of the Library. Bisgard will speak with Mark Devilbiss who is doing the exterior work at the Palmer building and try to get an estimate.

We discussed the Young Reading Garden and what steps might be taken over a multiyear timeline to make the space accessible and install the tables and charging stations which we have already purchased, as well as installing a fence. Murphy mentioned that we still have a space in the surveillance system DVR to accommodate a camera for that location. Since what occurs with this space depends on community use, we thought it might be best to address future plans in the focus group meetings.

We discussed the need to do something with the carpet in the community room because of several dirty spots. Linda will contact Gene Wright to get an estimate on cleaning the carpet. (Miller received a quote of \$483.85 for both boardroom and meeting room and will contact Wright to schedule cleaning with Murphy.)

We toured the building. The interior walls look dry after two years of observing whether the leakage problem has been controlled. Hopefully we can obtain some money to start drywalling so those rooms become usable again.

We plan on meeting the last Tuesday of every month. Next meeting will be August 27th at 4:15

**Chariton Free Public Library**  
**September 12, 2024**

The Chariton Free Public Library Board held its regular monthly meeting in the Library Boardroom on September 12, 2024 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Fredericks, McGee, Meyer, Seuferer and Sharp were present. Director Murphy was also present.

**The Agenda** was unanimously adopted on a motion from Seuferer, seconded by McGee.

**Consent Agenda:** Sharp moved and Fredericks seconded for unanimous approval of the Consent Agenda.

**August 8, 2024 Minutes**

**Correspondence** – none

**July 2024 Financial Statements**

**Grants** – none

**The September 2024 Claims** were unanimously approved on a motion from Fredericks, seconded by McGee.

**Unfinished Business**

Library Foundation Funding Request – no response yet.

**New Business**

Seuferer made a motion to reapprove the Library Personnel Policy. Fredericks seconded and the motion passed unanimously.

**Reports**

**Building & Grounds:** Meeting notes attached.

**Community Relations:** Will meet again soon.

**Finance & Policy:** Met to review and suggest reapproval of the Library Personnel Policy and to review the first FY25 financial reports.

**Strategic Planning Task Force:** Will meet again in October to go through the focus group lists and draft scripts for texts, calls and interviews.

**Director's Report** (attached)

**Continuing Education:** Meyer attended the Public Library Compensation Toolkit webinar offered by the State Library on August 22, 2024.

**Adjournment:** The meeting was adjourned at 6:00 p.m. on a motion from Fredericks, seconded by Sharp.

Kris Murphy, Library Director

## **Chariton Free Public Library October 10, 2024**

The Chariton Free Public Library Board held its regular monthly meeting in the Library Boardroom on October 10, 2024 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Bisgard, Blake, Fredericks, McGee, Meyer, Miller, Pillsbury-Allen, Seuferer and Sharp were present. Director Murphy was also present.

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

**Consent Agenda:** McGee moved and Blake seconded for unanimous approval of the Consent Agenda.

**September 12, 2024 Minutes**

**Correspondence** – none

**August 2024 Financial Statements**

**Grants** – Langtry Foundation First Aid Grant Report submitted

**The October 2024 Claims** were unanimously approved on a motion from Pillsbury-Allen, seconded by Miller.

### **Unfinished Business**

Library Foundation Funding Request – The Foundation will meet on October 22, 2024 and consider our request.

### **New Business**

Seuferer made a motion to approve the amended Library Internet and Wi-Fi Policy. Sharp seconded and the motion passed unanimously. Patrons will now be able to print via the Wi-Fi from their own devices.

The Board reviewed the building inspection performed by Wood Roofing & Sheet Metal. The Building and Grounds Committee will communicate with Matthew Welker to discuss options further and obtain a proposal for the work.

A draft of the annual fundraising letter was submitted by the Community Relations Committee. Murphy will supply the committee with a list of finished building projects to include.

### **Reports**

**Building & Grounds:** Gene Wright will clean the carpet in the meeting room and boardroom on October 14, 2024. Miller has spoken to Pierschbacher about doing odd jobs around the building. He will meet with Murphy to discuss fixing ceiling tiles. Murphy will contact Elite Pest Control about our mouse issues and to discuss a contract for quarterly insect control as well. Riley Heating & Cooling has submitted a proposal to provide annual HVAC inspections and cleaning to be considered at the November meeting. Also see Wood Roofing inspection above. The Committee will meet November 12, 2024 at 4:30.

**Community Relations:** See annual fundraising letter above.

**Finance & Policy:** Met to review and suggest amendment of the Library Internet & Wi-Fi Policy and to review the August 2024 financial reports.

**Strategic Planning Task Force:** Will meet October 28, 2024 at 4:00 to go through the focus group lists and draft scripts for texts, calls and interviews.

**Director's Report** (attached)

**Adjournment:** The meeting was adjourned at 6:30 p.m. on a motion from Pillsbury-Allen, seconded by McGee.

Kris Murphy, Library Director

## **Chariton Free Public Library November 14, 2024**

The Chariton Free Public Library Board held its regular monthly meeting in the Library Boardroom on November 14, 2024 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:28 p.m.

Trustees Bisgard, Fredericks, McGee, Meyer, Pillsbury-Allen, and Sharp were present. Councilman Gary Shutt, Friends of the Library President Marcia Fenton and community member Gray Fredericks were present. Director Murphy was also present.

**The Agenda** was unanimously adopted on a motion from McGee, seconded by Fredericks.

### **Public Forum:**

Gray Fredericks, who offered a D&D club here at the Library last summer, presented an idea for the Library to offer programs utilizing local volunteers who would receive payment for their time from the programming budget. He suggested the Library participate in NaNoWriMo (National Novel Writing Month) in November 2025 and offered to assist with the project.

Marcia Fenton gave an update on the membership and activities of the Friends of the Library group. She provided a request form to use when asking the Friends group for funds or volunteers. She encouraged Gray to involve the Friends in NaNoWriMo and any other programming that involves local volunteers. She has scheduled Friends volunteers for this week's Library book sale.

**Consent Agenda:** Pillsbury-Allen moved and Bisgard seconded for unanimous approval of the Consent Agenda.

**October 10, 2024 Minutes**

**Correspondence** – none

**September 2024 Financial Statements**

**Grants** – none

**The November 2024 Claims** were unanimously approved on a motion from Pillsbury-Allen, seconded by Sharp.

### **Unfinished Business**

Library Foundation Funding Request – Miller has submitted quotes for blinds for the meeting room and boardroom as well as a quote from Jay Pierschbacher to repair ceiling tiles.

### **New Business**

Bisgard moved and McGee seconded to accept the annual HVAC service proposal from Riley Heating & Cooling. The motion passed unanimously.

### **Reports**

**Building & Grounds:** Murphy will contact Gene Wright to spot clean the carpet in various rooms on the main floor.

**Community Relations:** The annual fundraising letter is ready to send out once envelopes and stamps are procured.

**Finance & Policy:** Met to review and suggest amendment of the Library Collection Management Policy and to review the September 2024 financial reports.

**Strategic Planning Task Force:** Met to approve scripts for contacting focus group potential participants and determine four questions to be used in the focus group sessions.

At tonight's Board meeting, Focus Group coordinators scheduled tentative dates in late January for their sessions.

**Director's Report** (attached) Sharp suggested Allender Memorial funds might be spent on our BRIDGES audiovisual content. Murphy will check the dollar amounts and report back.

**Adjournment:** The meeting was adjourned at 6:26 p.m. on a motion from Pillsbury-Allen, seconded by Sharp.

Kris Murphy, Library Director



## **Chariton Free Public Library December 12, 2024**

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom on December 12, 2024 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Blake, Fredericks, McGee, Meyer, Miller, Pillsbury-Allen, Seuferer, and Sharp were present. Director Murphy was also present.

**The Agenda** was unanimously adopted on a motion from McGee, seconded by Blake.

**Public Forum:** none

**Consent Agenda:** Seuferer moved and Pillsbury-Allen seconded for unanimous approval of the Consent Agenda.

**November 14, 2024 Minutes**

**Correspondence** – none

**October 2024 Financial Statements**

**Grants** – none

**The December 2024 Claims** were unanimously approved on a motion from Sharp, seconded by Blake.

### **Unfinished Business**

Miller reported that the Library Foundation has chosen to pay for the purchase and installation of blinds for the meeting room and boardroom and to pay for building repair work performed by Jay Pierschbacher.

Blake motioned and Miller seconded the purchase of a stockpile of replacement roof tiles in preparation for the upcoming roof repair projects. Current cost is quoted by Wood Roofing at \$930 for fifty tiles. The motion passed unanimously. Wood Roofing will order and store the tiles until the roof projects begin.

McGee made a motion to employ Wood Roofing to perform repairs on Roof 2 (North roof) and Roof 5 (book drop) for the quoted \$38,540. Miller seconded and the motion passed unanimously. Work will begin as soon as the spring weather allows.

### **New Business**

Meyer and Bisgard will visit with Mark Devilbiss about the tasks and pricing in the C&D Masonry Inc. quote.

Seuferer made a motion to approve the Collection Management Policy. Blake seconded and the motion passed unanimously.

Pillsbury-Allen made a motion to approve the Fiscal Year 2026 Library Budget Estimate. Fredericks seconded and the motion passed unanimously. Murphy will submit the request to City Hall.

### **Reports**

**Building & Grounds:** See items above.

**Community Relations:** See minutes attached.

**Finance & Policy:** Met to review October 2024 financial reports.

**Strategic Planning Focus Group Schedule:** (Library Meeting Room)

|                               |                    |
|-------------------------------|--------------------|
| Wednesday 1/22/25 5:30 – 7:00 | Patrons/Readers    |
| Thursday 1/23/25 5:00 – 7:00  | Community Groups   |
| Saturday 1/25/25 3:00 – 5:00  | Families/Educators |
| Sunday 1/26/25 1:00 – 3:00    | Former Trustees    |
| Sunday 1/26/25 3:00 – 5:00    | Donors             |

**Director's Report** (attached)

**Adjournment:** The meeting was adjourned at 6:33 p.m. on a motion from Pillsbury-Allen, seconded by McGee.

Kris Murphy, Library Director

**Chariton Free Public Library**  
**January 9, 2025**

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom on December 12, 2024 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Bisgard, Blake, Fredericks, McGee, Meyer, Miller, Pillsbury-Allen, Seuferer, and Sharp were present. City Council Member Shutt and Director Murphy were also present.

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

**Public Forum:** none

**Consent Agenda:** McGee moved and Pillsbury-Allen seconded for unanimous approval of the Consent Agenda.

**December 12, 2024 Minutes**

**Correspondence** – none

**November 2024 Financial Statements**

**Grants** – none

**The December 2024 Claims** were unanimously approved on a motion from Miller, seconded by Seuferer.

**Unfinished Business**

Bisgard made a motion to approve the quote provided by C&D Masonry Inc. for tuckpointing and brick and limestone repair, with cost estimated between \$19,435 and \$21,740. McGee seconded and the motion passed unanimously. Bisgard will contact Mark to schedule the work. Funds for the project are earmarked within the capital projects budget.

**New Business**

None

**Reports**

**Building & Grounds:** See Unfinished Business. Murphy will contact the City about installation of the flagpole. Bisgard will contact Rusty Stansbery about work on the globe lights at the front entrance and adjacent to the parking lot, as well as the flood light for the flagpole.

**Community Relations:** Fundraising donations total as of 1/9/25 is \$12,765. The committee is working with Friends of the Library on setting up electronic donation options.

**Finance & Policy:** Reviewed the November 2024 Financial Statements.

**Strategic Planning Focus Group Schedule: (Library Meeting Room)**

|                               |                    |
|-------------------------------|--------------------|
| Wednesday 1/22/25 5:30 – 7:00 | Patrons/Readers    |
| Thursday 1/23/25 5:00 – 7:00  | Community Groups   |
| Saturday 1/25/25 3:00 – 5:00  | Families/Educators |
| Sunday 1/26/25 1:00 – 3:00    | Former Trustees    |
| Sunday 1/26/25 3:00 – 5:00    | Donors             |

**Director's Report** (attached)

**Adjournment:** The meeting was adjourned at 6:30 p.m. on a motion from Pillsbury-Allen, seconded by Blake.

Kris Murphy, Library Director

**Chariton Free Public Library  
February 20, 2025**

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom on February 20, 2025 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Blake, Fredericks, McGee, Meyer, Miller, Seuferer, and Sharp were present. City Manager Doug Anderson and Director Murphy were also present.

**The Agenda** was unanimously adopted on a motion from Seuferer, seconded by Blake.

**Public Forum:** New City Manager Anderson and Library trustees introduced themselves.

**Consent Agenda:** McGee moved and Fredericks seconded for unanimous approval of the Consent Agenda.

**January 9, 2025 Minutes**

**Correspondence** – BRIDGES Agreement, Director Endorsement Renewal

**December 2024 Financial Statements**

**Grants** – Lucas County Community Foundation Roof Project Grant Request \$10,000

**The February 2025 Claims** were unanimously approved on a motion from Seuferer, seconded by Blake.

**Unfinished Business**

Miller reported that the Library Foundation had paid for both Jay Pierschbacher, for the ceiling repairs he'd done in the Library, and Interiors and More for the blinds installed in the meeting room and boardroom.

**New Business**

The Board reviewed the Focus Group summaries, added personal observations and discussed the potential strategic planning goals generated by public input.

**Reports**

**Building & Grounds:** Blake suggested contacting Riley to inform them that the heat units were unable to keep up with the recent weather. Our heat bill was enormous.

**Community Relations:** The committee is still looking at electronic donation options.

**Finance & Policy:** Reviewed the December 2024 Financial Statements and reported on the recent budget meeting at City Hall.

**Strategic Planning Focus Group:** See above.

**Director's Report** (attached)

**Agenda Items for Next Month's (March 20, 2025) Meeting**

The March meeting is scheduled for 3/20/25.

Director Evaluation

Strategic Planning (Task Force will meet at 4:30 on 3/20/25)

**Adjournment:** The meeting was adjourned at 6:30 p.m. on a motion from Miller, seconded by Fredericks.

Kris Murphy, Library Director

**Chariton Free Public Library**

**March 20, 2025**

The Chariton Free Public Library Board held its regular monthly meeting in the multipurpose room at the Library on March 20, 2025 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 PM.

Trustees Bisgard, Blake, Fredericks, McGee, Meyer, Miller, Seuferer and Sharp were present.

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

**Public Forum:** none

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

The **March 2025 Claims** were reviewed by the board. After discussion, the **claims** were unanimously approved on a motion from Bisgard, seconded by Blake.

**Old Business:**

*Strategic Planning:* Meyer reviewed the results of the focus groups held earlier this year. He shared preliminary priorities for the board as a result of input from the focus groups. The draft currently has three primary goals, with action steps for each goal. The board discussed the draft of the strategic plan, but did not take any action.

**New Business:**

*Director Annual Evaluation:* Meyer discussed the director evaluation process with new board members and outlined the next steps in the evaluation process. No action was taken by the board.

**Committee Reports:**

*Building & Grounds Committee:* Bisgard discussed the higher than usual energy bill for the month, and possible causes and solutions. He has also contacted Mark Devilbiss regarding the cleaning and sealing of the building exterior, and Devilbiss plans to begin work once the weather and temperatures are more stable.

*Community Relations:* McGee shared a draft application for community-led programming volunteers. The board discussed ways to recruit community volunteers.

*Finance and Policy:* Did not meet.

*Strategic Planning Taskforce:* See above

Director's report is attached.

The meeting was adjourned at 6:32 pm on a motion from McGee, seconded by Fredericks.

Justin Sharp  
CFPL Board Secretary

## **Chariton Free Public Library April 10, 2025**

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom on April 10, 2025 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Bisgard, Blake, McGee, Meyer, Pillsbury-Allen, Seuferer, and Sharp were present. Friends of the Library President Marcia Fenton and Bryna Walker, Library Program Services Consultant from Great Prairie AEA responsible for Chariton Community School District's libraries and Director Murphy were also present.

**The Agenda** was unanimously adopted on a motion from Bisgard, seconded by Seuferer.

**Public Forum:** Marcia Fenton introduced Bryna Walker to the Board and then spoke about a Middle School book club she would like to offer beginning in May. The group will read the *All Iowa Reads* title "Jawbreaker" by Christina Wyman and will meet weekly on Thursdays here at the Library. Walker will touch base in the future to see how we might, through our combined efforts, improve library services for students in the district.

**Consent Agenda:** Seuferer moved and Blake seconded for unanimous approval of the Consent Agenda.

**March 20, 2025 Minutes**

**Correspondence** – none

**February 2025 Financial Statements**

**Grants** – Lucas County Community Foundation awards ceremony at Pin Oak Marsh 4/28/25 at 5:30

**The April 2025 Claims** were unanimously approved on a motion from Pillsbury-Allen, seconded by McGee.

### **Unfinished Business**

The Community-Led Programming Application was reviewed and possible revisions and distribution tactics discussed.

The latest draft of the Strategic Plan was reviewed. Each Committee will review the plan, focusing on target dates for the action steps earmarked for their committee, ready to revisit the plan at the May board meeting.

The Director Evaluation was tabled until the May meeting on a motion from Sharp seconded by Seuferer.

**New Business** none

### **Reports**

**Building & Grounds:** 4/8/25 minutes attached.

Murphy will contact Wood Roofing for a start date on the roof project.

Sharp will request student helpers at the Library on clean-up day May 7<sup>th</sup>.

Pillsbury-Allen will reach out to local early childhood learning locations to see if they'd take some of our craft supplies off our hands.

**Director's Report** (attached)

### **Agenda Items for Next Month's (May 8, 2025) Meeting**

Director Evaluation

Strategic Plan

**Adjournment:** The meeting was adjourned at 6:30 p.m. on a motion from Pillsbury-Allen, seconded by Blake.

Kris Murphy, Library Director

## **Building and Grounds Committee**

**April 8, 2025**

Denny, Steve, and Linda met at 4:30 in the Board room of the library. The following items were discussed:

- The annual city Clean-up Day will be May 7. We will ask Justin if he can arrange for some high school students to help at the library. Denny will provide a truck to take things to the dump site. The goal will be to get rid of "stuff" we don't use or need in the library.
- The question was raised about who monitors the computers that students use in the library.
- The furnace filters need to be replaced bi-monthly. Who needs to take care of that?
- Steve and Denny will check that thermostat in the building to see if they can be regulated more efficiently.
- Where should we replace the flagpole? Denny has checked with Dave Ryswyk and the flagpole is in good shape. We will just need to decide where to put it and how to anchor it.
- Mark should start the limestone clean-up and do the brick work on the east office area beginning in the next couple of weeks.
- Has Kris heard from Wood Roofing as to when they will begin the first phase of the work that needs to be done on the roof?
- A short walking tour of the upstairs was made.

Submitted by Linda Miller

**Chariton Free Public Library**  
**May 8, 2025**

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom on May 8, 2025 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Bisgard, Blake, Fredericks, Meyer, Miller, Seuferer, and Sharp were present. Director Murphy was also present.

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

**Public Forum:** None

**Consent Agenda:** Bisgard moved and Blake seconded for unanimous approval of the Consent Agenda.

**April 10, 2025 Minutes**

**Correspondence** – none

**March 2025 Financial Statements**

**Grants** – Lucas County Community Foundation \$7,000 towards roof repairs received.

**The May 2025 Claims** were unanimously approved on a motion from Seuferer, seconded by Sharp.

**Unfinished Business**

The latest draft of the Strategic Plan was reviewed. Bisgard made a motion to adopt the Strategic Plan, Seuferer seconded and the motion passed unanimously.

Murphy declined a closed session to review the Director Evaluation. The evaluation and annual goals were reviewed and discussed. Murphy will submit a copy of the evaluation to the City.

**New Business** none

**Reports**

**Building & Grounds:** 4/8/25 minutes attached.

Matt Welker at Wood Roofing reports they've been coordinating with their sheet metal division on construction of the gutters and downspouts necessary for the roof repair project. They plan to start the repairs in the latter weeks of June.

Clean-up day went very well. We eliminated a lot of clutter and got our weeded large print to the senior center.

Mark Devilbiss has completed the cleaning and repair of the stonework and bricks. We'll receive a bill shortly.

**Director's Report** (attached)

**Agenda Items for Next Month's (June 12, 2025) Meeting**

Board Officers

**Adjournment:** The meeting was adjourned at 6:34 p.m. on a motion from Miller, seconded by Fredericks.

Kris Murphy, Library Director

## **Chariton Free Public Library June 12, 2025**

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom on June 12, 2025 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Bisgard, Blake, Meyer, Miller, Pillsbury-Allen and Seufferer were present. Director Murphy was also present.

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

**Public Forum:** None

**Consent Agenda:** Bisgard moved and Pillsbury-Allen seconded for unanimous approval of the Consent Agenda.

**May 8, 2025 Minutes**

**Correspondence** – Enrich Iowa Letter of Agreement, Mainstay Tech Support Contract Renewal

**April 2025 Financial Statements**

**Grants** – none

**The June 2025 Claims** were unanimously approved on a motion from Pillsbury-Allen, seconded by Seufferer.

### **Unfinished Business**

A meeting to present the Strategic Plan to our Focus Group Participants and other members of the public was scheduled for July 15, 2025 from 5:30 to 6:30. Group coordinators will invite their participants.

Several applications for Community-Led Programming have been received. The Community Relations Committee will address them at a future committee meeting.

### **New Business**

\$10,272.17 has been incorrectly transferred, without approval from the Library Board, in FY24 and again in FY25, from the Library Operating Fund (006) and into the Library Endowment Fund (167). The dollar amount matches the Judd bequest which was expended in FY22 on capital projects. The Judd fund no longer exists.

At the beginning of each fiscal year the Library Board transfers any remaining operating funds from the previous fiscal year to the endowment account. No funds may be transferred from the Library Operating Fund unless directed by the Library Board.

To resolve the issue, Seufferer moved to approve Library Resolution 6122025 to transfer \$10,272.17 from the Library Endowment Fund (167) back into the Library Operating Fund (006). Bisgard seconded. Roll was called:

**Vote:** Present: Bisgard: Aye Blake: Aye Meyer: Aye Miller: Aye Pillsbury-Allen: Aye Seufferer: Aye

Absent: Fredericks, McGee, Sharp

The motion passed unanimously.

There was some discussion of the unsigned Genealogy Agreement approved by the Library Board on June 9, 2022.

**Board Officers:** Miller moved to approve Seufferer as President, Bisgard as Vice-President and Fredericks as Secretary for the fiscal year beginning July 1, 2025. Blake seconded and the motion was approved unanimously.

Seufferer thanked Miller for her service on the Board. We're sorry to lose her.

### **Reports**

Building & Grounds: 5/20/25 minutes attached.

Director's Report (attached)

**Adjournment:** The meeting was adjourned at 6:34 p.m. on a motion from Pillsbury-Allen, seconded by Seufferer.

Kris Murphy, Library Director