

**CHARITON PUBLIC LIBRARY
BOARD MEETING
JULY 6, 2000**

The Chariton Public Library Board held its regular monthly meeting in the board room Thursday July 6, 2000, pursuant to notice given under the Iowa Open Meetings law. Present were Blass, Garton, Gross, Gripp, Mefferd, Morrett, Rich, Young, and Librarians Reynolds and Tyree. Absent: McGee. Lois Jessen from Friends of the Library was present. Vice President Morrett called the meeting to order at 7:00 p.m.

The minutes of the May and June meetings were read and approved as corrected. There was no correspondence.

Financial Statement was read. The Board discussed a possible audit problem.

Bills. Gross moved to pay the bills. Young seconded. Approved unanimously.

OLD BUSINESS

1. **Cost of living increase.** Mefferd moved, Gripp seconded, to give the library employees a 2.71% cost of living increase commensurate with the increase given other city employees. Approved unanimously.

NEW BUSINESS

1. **West wall water leak.** Vice President Morrett directed that Librarian Reynolds refer this issue to the City Manager.
2. **Heating & cooling system.** Discussed.
3. **School Board letter.** Discussion was held concerning a proposed letter to the Chariton School Board expressing the Library Board's support of the school library.
4. **Copy Machine.** The board directed Librarian Reynolds to make a recommendation concerning a replacement copy machine.
5. **Friends of the Library.** Lois Jessen reported on the Friends upcoming membership drive.
6. **Adjournment** There being no further business to come before the board, the Chariton Public Library Board adjourned at 6:15 p.m.

Respectfully submitted


James Mefferd,
SECRETARY

**CHARITON PUBLIC LIBRARY
BOARD MEETING
AUGUST 3, 2000**

The Chariton Public Library Board held its regular monthly meeting in the board room Thursday, August 3, 2000, pursuant to notice given under the Iowa Open Meetings law. Present were Blass, Garton, Gross, McGee, Mefferd, Morrett, Young, and Librarian Reynolds. Absent: Gripp, Rich, and Librarian Tyree. Lois Jessen from Friends of the Library was present. President McGee called the meeting to order at 7:00 p.m.

The minutes of the July meeting were read and approved as corrected. There was no correspondence.

Financial Statement was read.

Bills. President McGee directed Librarian Reynolds to refer the heating and cooling problems to the City Manager. Mefferd moved to pay the bills. Blass seconded. Approved with Garton voting nay concerning the Halvorsen bill.

OLD BUSINESS

1. **Trane Halvorsen.** President McGee will talk to the City Manager concerning the repair or replacement of the heating system or its components.
2. **Internet Policy.** The Internet Policy committee will submit a proposed policy at the next meeting.

NEW BUSINESS

1. **Friends of the Library.** Lois Jessen reported on the upcoming Friends membership drive.
2. **Adjournment** There being no further business to come before the board, the Chariton Public Library Board adjourned at 8:15 p.m.

Respectfully submitted,


James Mefferd,
SECRETARY

**CHARITON PUBLIC LIBRARY
BOARD MEETING
SEPTEMBER 7, 2000**

The Chariton Public Library Board held its regular monthly meeting in the board room Thursday September 7, 2000, pursuant to notice given under the Iowa Open Meetings law. Present were Blass, Garton, Gripp, Gross, McGee, Mefferd, Young, and Librarians Reynolds and Tyree. Absent: Morrett and Rich. President McGee called the meeting to order at 7:00 p.m.

The minutes of the August meeting were read and approved. There was no correspondence.

Financial Statement was read.

Bills. Garton moved to pay the bills. Gripp seconded. Approved unanimously.

OLD BUSINESS

1. **Internet Policy.** Gross submitted the proposed Internet policy and moved its acceptance. Blass seconded. The roll of the Board was called and the vote was as follows: Blass, yes; Garton, abstain; Gripp, no; Gross, yes; McGee, yes; Mefferd, yes ; Young, yes. The president declared the votes as 5 yes, 1 no, and 1 abstain and the Internet policy approved.

NEW BUSINESS

1. **Library Centennial Committee** will meet in October at 6:30 p.m.
2. **Library Survey.** President McGee appointed Blass and Rich to a committee to prepare a new library survey and present it to the board for its consideration in October.
3. **Friends.** The Friends of the Library will have a booth at the Chariton Schools Open House. Results of their membership drive was reported.
4. **Adjournment** There being no further business to come before the board, the Chariton Public Library Board adjourned at 7:40 p.m.

Respectfully submitted,


James Mefferd,
SECRETARY

**CHARITON PUBLIC LIBRARY
BOARD MEETING
OCTOBER 5, 2000**

The Chariton Public Library Board held its regular monthly meeting in the board room Thursday October 5, 2000, pursuant to notice given under the Iowa Open Meetings law. Present were Garton, Gripp, Gross, McGee, Mefferd, Morrett, Rich, Young, and Librarians Reynolds and Tyree. Absent: Blass. President McGee called the meeting to order at 7:00 p.m.

The minutes of the September meeting were read and approved. There was no correspondence.

Financial Statement was read.

Bills. Garton moved to pay the bills. Young seconded. Approved unanimously.

OLD BUSINESS

1. **Library Survey.** Deferred to November meeting.

NEW BUSINESS

1. **Friends.** The Friends of the Library will have a booth at the Chariton Arts Festival on October 14.
2. **Book sale** generated revenue of \$1,251.
3. **Bonnie Stone.** Librarian Reynolds reported that Bonnie is to return to work on December 4. President McGee directed Librarian Reynolds to have a plan for replacing Bonnie after she retires.
4. **Adjournment** There being no further business to come before the board, the Chariton Public Library Board adjourned at 7:55 p.m.

Respectfully submitted,


James Mefferd
SECRETARY

**CHARITON PUBLIC LIBRARY
BOARD MEETING
NOVEMBER 2, 2000**

The Chariton Public Library Board held its regular monthly meeting in the board room Thursday November 2, 2000, pursuant to notice given under the Iowa Open Meetings law. Present were Blass, Garton, Gross, McGee, Mefferd,, Young, and Librarians Reynolds and Tyree. Absent: Gripp, Morrett, and Rich. President McGee called the meeting to order at 7:00 p.m.

The minutes of the October meeting were read and approved. There was no correspondence.

Financial Statement was read.

Bills. Gross moved to pay the bills. Mefferd seconded. Approved unanimously.

OLD BUSINESS

1. **Library Survey.** Blass presented the Library Survey and moved its acceptance. Young seconded. Approved unanimously.

NEW BUSINESS

1. **Nellie Baker Bequest.** Librarian Reynolds reported Nellie Baker left a bequest of \$500 to the library in her will. Young moved, Blass seconded to purchase an oak media cabinet for the music room with a plaque honoring Nellie Baker. Approved unanimously.
2. **Enrich Iowa.** Librarian Reynolds reported that the library received \$2,757 from Enrich Iowa. She reported that her first priority is the purchase of a new copy machine. She will ask for bids.
3. **Christmas on the square.** The Board discussed our participation and whether we would have an open house during this time.
4. **Employee Christmas party.** The Board discussed different options.
5. **Adjournment** There being no further business to come before the board, the Chariton Public Library Board adjourned at 8:30 p.m.

Respectfully submitted,


James Mefferd,
SECRETARY

**CHARITON PUBLIC LIBRARY
BOARD MEETING
DECEMBER 14, 2000**

The Chariton Public Library Board held its regular monthly meeting in the board room Thursday December 14, 2000, pursuant to notice given under the Iowa Open Meetings law. Present were Blass, Gross, McGee, Mefferd, Morrett, Young, and Librarians Reynolds and Tyree. Absent: Garton, Gripp, and Rich. President McGee called the meeting to order at 7:00 p.m.

The minutes of the November meeting were read and approved. There was no correspondence.

Financial Statement was read.

Bills. Young moved to pay the bills. Blass seconded. Approved unanimously.

OLD BUSINESS

1. **Library Survey.** Library survey results were distributed.
2. **Centennial.** Librarian Reynolds reported that she is trying to find a coordinator.
3. **Budget.** Mefferd submitted the budget committee's proposed budget and moved its acceptance. Blass seconded. Approved unanimously.

NEW BUSINESS

1. **Election of Officers** will be held in January pursuant to the Bylaws.
2. **Adjournment** There being no further business to come before the board, the Chariton Public Library Board adjourned at 7:45 p.m.

Respectfully submitted,


James Mefferd,
SECRETARY

**CHARITON PUBLIC LIBRARY
BOARD MEETING
JANUARY 4, 2001**

The Chariton Public Library Board held its regular monthly meeting in the board room Thursday, January 4, 2001, pursuant to notice given under the Iowa Open Meetings law. Present were Blass, Garton, Gross, McGee, Mefferd, Morrett, Rich, Young, and Librarians Reynolds and Tyree. Absent: Gripp. President McGee called the meeting to order at 7:00 p.m.

The minutes of the December meeting were read and approved. There was no correspondence.

Financial Statement was read.

Bills. Morrett moved to pay the bills. Gross seconded. Approved unanimously.

OLD BUSINESS

Copier bids. Librarian Reynolds reported she has two bids for a new copy machine: Bailey Office Products for \$1,695 and a service agreement for \$700/year; and IKON for \$2,438 including a trade in allowance of \$900. Garton moved to purchase a Sharp copy machine from Bailey Office Products for \$1,695 including a one year warranty for parts and labor. Rich seconded. Approved unanimously.

NEW BUSINESS

1. **Election of Officers.** Rich reported that the Election committee recommended the following slate of officers: Morrett, President; Mefferd, Vice President; and Gross Secretary and moved to nominate the slate accordingly. Young moved, Blass seconded, that nominations cease and for election of the slate by acclamation. Approved unanimously.
2. **Magazine subscriptions.** Discussion was held.
3. **Adjournment** There being no further business to come before the board, the Chariton Public Library Board adjourned at 8:10 p.m.

Respectfully submitted,


James Mefferd,
SECRETARY

Chariton Free Public Library Board Minutes

February 1, 2001

The meeting was called to order at 7:05 P.M. Members Blass, Garton, Gross, Mefferd, Morrett, and Young were present along with librarians Reynolds and Tyree.

The minutes of the last regular meeting were read. Mefferd moved to accept the minutes as read, Blass seconded and the motion carried unanimously.

There was no correspondence.

The Financial Statement was read.

The Bills were read. Garton moved to pay the bills, Young seconded and the motion carried unanimously.

Old Business

- There was no old business.

New Business

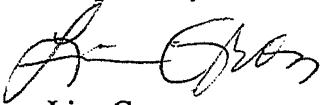
- The Annual Volunteer Luncheon was discussed. This luncheon is held each year to honor the numerous people who gladly volunteer their time at the library. In the past members of the board have financially supported the event. Mefferd moved that the cost up to \$100 be picked up by the library. Gross seconded and the motion carried unanimously.
- A date for the luncheon was also discussed. The board agreed that Reynolds, Garton and Gross will decide on a date and the librarians will send out the invitations.
- The service agreement for the new copier was discussed. Originally, as stated in the January minutes, it was reported that the warranty that came with the copier was one year in length. However, it has been determined that the actual warranty is only three months leading to a discussion of the purchase of a service agreement as it must be purchased before the expiration of the warranty. The service agreement in question includes all maintenance costs except paper. Items covered include: mileage, developer, drums, toner, parts, and labor. Gross moved to purchase the maintenance contract at \$480/year. Blass seconded and the motion carried unanimously.
- All board members who were able were asked to attend the following meetings to ask for increased financial support of the library:
 - Board of County Supervisors - Friday, February 2 at 10:30 A.M.
 - City Council - Monday, February 5 at 7:00 P.M.

Other Business

- The Friends of the Library will hold a general meeting on Tuesday, February 27 at 7:00 P.M. Items on the agenda will include the \$2000 the group has to spend, the volunteer luncheon, and the Centennial Celebration.

Young moved to adjourn the meeting, Gross seconded and the meeting was adjourned at 7:48 P.M.

Respectfully Submitted.



Lisa Gross
Secretary

Chariton Free Public Library Board Minutes

March 1, 2001

The meeting was called to order at 7:02 P.M. Members Blass, Garton, Gross, Mefferd, Morrett, Rich and Young were present along with librarians Reynolds and Tyree.

The minutes of the last regular meeting were read. Garton moved to accept the minutes as read, Rich seconded and the motion carried unanimously.

There was no correspondence.

The Financial Statement was read.

The Bills were read. Mefferd moved to pay the bills, Gross seconded and the motion carried unanimously.

Old Business

- Librarian evaluation. Both librarians need to be evaluated yearly by the board. Reynolds will mail out two forms, one for each librarian, to each board member. Completed forms should be returned to President Morrett.
- Centennial Celebration was discussed. Several people from the community have been approached to chair the planning of the celebration but the outline of the year long event seemed too vague. Garton and Gross volunteered to put together a tentative schedule of possible events with the help of one other board member yet to be named. The board then brain-stormed ideas for events. They are as follows:
 - Book passing.
 - Author/Poet/Writer's workshops
 - Pictures for the meeting room.
 - Reading event with prizes for the number of pages read.
 - costumes of children's book characters.
 - Storyteller
 - Donating pennies.
 - Huge birthday cakes and open house in October.
 - a "Sub Party" for teens.
 - Specially designed book marks.
 - Floats in the Homecoming Parade, 4th of July Parade, and any others.
 - Something concerning literacy.
 - Art in the Park/Shakespeare in the Gazebo.
 - Time capsule.

New Business

- Reynolds has a good CPU at home that she is willing to bring in for the library to use. To use this we would need a monitor and printer. Reynolds will bring specific specs for approval at the next meeting.

Young moved to adjourn the meeting, Gross seconded and the meeting was adjourned at 7:45 P.M.

Respectfully Submitted.



Lisa Gross
Secretary

Chariton Free Public Library Board Minutes

April 5, 2001

The meeting was called to order at 7:04 P.M. Members Garton, Gross, McGee, Mefferd, Rich and Young were present along with librarians Reynolds and Tyree. In the absence of President Morrett, Vice-President Mefferd served as President protem.

The minutes of the last regular meeting were approved as read.

There was no correspondence.

The Financial Statement was read.

The Bills were read. Garton moved to pay the bills, Rich seconded and the motion carried unanimously.

Old Business

- McGee moved to purchase Bibliofile ITS for \$675 of the Enrich Iowa funds. Gross seconded and the motion carried unanimously.

New Business

- Wednesday May 2 is Clean Up Day. Board members will meet Tuesday, May 1 at 5:00 P.M. to clean the library lot so the city will be able to haul any brush or garbage away.
- The volunteer luncheon was held today. 38 volunteers were honored. Mayor Mary Steirwalt also attended.
- There will be a continuing education program held for trustees in Anita on May 8. Topics include: library advocacy, goal setting strategies, state/local issues effecting libraries, outreach strategies, and lobbying.
- Dial-A-Story has quit working. Librarian Reynolds is going to include a new Dial-A-Story system in a DEKKO grant along with a new computer to house Bibliofile ITS.
- The Summer Reading Program is entitled "Reading Road Trip USA" and will begin June 12.

Young moved to adjourn the meeting, Gross seconded and the meeting was adjourned at 7:52 P.M.

Respectfully Submitted.



Lisa Gross
Secretary

Chariton Free Public Library Board Minutes

May 3, 2001

The meeting was called to order at 7:07 P.M. Members Garton, Gripp, Gross, McGee, Mefferd, Morrett and Young were present along with librarians Reynolds and Tyree.

The minutes of the last regular meeting were approved as read.

Thank you were notes with regard to the Volunteer Luncheon were read from both Elgin Stewart and Mayor Mary Steirwalt.

The Financial Statement was read.

The Bills were read. McGee moved to pay the bills, Young seconded and the motion carried unanimously.

Old Business

- All librarian evaluations have not been turned in to President Morrett. This should be done before the next meeting.

New Business

- Garton moved to advertise for a temporary part-time employee to start July 1. Mefferd seconded and the motion carried unanimously.
- Internet filtering was discussed. The American Library Association considers CIPA unconstitutional based on the idea that if libraries filtered the whole library, we could be empty and therefore recommends no action on CIPA until a judgment is reached. We will follow this recommendation at this time.

Young moved to adjourn the meeting, Gripp seconded and the meeting was adjourned at 7:51 P.M.

Respectfully Submitted.



Lisa Gross
Secretary

Chariton Free Public Library Board Minutes

June 7, 2001

The meeting was called to order at 7:10 P.M. Members Blass, Garton, Gripp, Mefferd, Morrett, Rich and Young were present along with librarians Reynolds and Tyree.

The minutes of the last regular meeting were approved as read.

The Financial Statement was read.

The Bills were read. Gripp moved to pay the bills, Rich seconded and the motion carried unanimously.

Old Business

- There was no old business.

New Business

- Librarian Tyree requested a change to part time hours: 22 hours a week, prorated for benefits. Gripp moved to grant this request, Young seconded and the motion carried unanimously.
- The terms of Gross, Rich and Young all expire this summer. The Board recommends reappointment of all three members.
- City employees are receiving a 3.7% cost of living raise. Mefferd moved to also grant a 3.7% cost of living raise to library employees. Gripp seconded the motion and it carried unanimously.
- Garton moved to advertise for a part-time library clerk with 19 hours maximum. Blass seconded the motion and it carried unanimously.

Other Business

- We now will have a free internet connection through the water department.
- For the July 5th meeting, meeting time will be 5:00 p.m.
- Library received full Enrich Iowa Funds
- Open Access will not be for the same amount as last year.

Young moved to adjourn the meeting, Blass seconded and the meeting was adjourned at 7:51 P.M.

Respectfully Submitted.



Lisa Gross
Secretary

Chariton Free Public Library Board Minutes

July 5, 2001

The meeting was called to order at 5:03 P.M. Members Garton, Gross, McGee, Mefferd, Morrett, Rich and Young were present along with librarians Reynolds and Tyree.

The minutes of the last regular meeting were read. Mefferd moved to accept the minutes as corrected, Garton seconded and the motion carried unanimously.

There was no correspondence.

The Financial Statement was read.

The Bills were read. Young moved to pay the bills, Rich seconded and the motion carried unanimously.

Old Business

- The search for a part-time employee is ongoing. The ad will run again this month.

New Business

- There was no New Business.

Other Business

- The Southwest Regional Library System Service Area now includes AEA's. The system is also soliciting new board member applications.
- The Friends of the Library have hired Larry Mitzner to build a new set of library shelves to match those already in the library. These will be done soon and an article will be put in the paper.

Young moved to adjourn the meeting, Gross seconded and the meeting was adjourned at 5:35 P.M.

Respectfully Submitted.



Lisa Gross
Secretary

Chariton Free Public Library Board Minutes

August 2, 2001

The Chariton Public Library Board held its regular monthly meeting in the board room Thursday, August 2, 2001, pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:05 P.M. Members Gripp, Gross, McGee, Mefferd, Morrett, Rich and Young were present along with librarian Reynolds.

The minutes of the last regular meeting were read. McGee moved to accept the minutes as read, Rich seconded and the motion carried unanimously.

There was no correspondence.

There was no Financial Statement due to illness at City Hall.

The Bills were read. McGee moved to pay the bills, Gross seconded and the motion carried unanimously.

Old Business

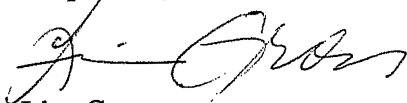
- Reynolds will begin making calls for interviews.
- The Southwest Regional Board Member ballot was received. Votes can be sent in until August 10. Gripp moved to cast our vote for Jim Mefferd. Young seconded and the motion carried unanimously.

Other Business

- Enrich Iowa funds for the next fiscal year are expected to be about \$3389.

Young moved to adjourn the meeting, Gross seconded and the meeting was adjourned at 5:33 P.M.

Respectfully Submitted.



Lisa Gross
Secretary

Chariton Free Public Library Board Minutes
September 6, 2001

The Chariton Public Library Board held its regular monthly meeting in the board room Thursday, September 6, 2001, pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 7:25 P.M. Members Blass, Garton, Gripp, Gross, McGee, Mefferd, Morrett, and Young were present along with librarians Reynolds and Tyree.

The minutes of the last regular meeting were read. McGee moved to accept the minutes as corrected, Blass seconded and the motion carried unanimously.

There was one piece of correspondence: a letter from Mefferd concerning the Library Foundation.

The Financial Statement was read.

The Bills were read. Mefferd moved to pay the bills, Gripp seconded and the motion carried unanimously.

Old Business

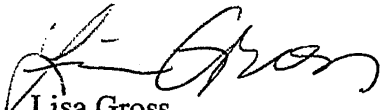
- Garton moved that an adult candidate be interviewed for the position currently open at the library. Gripp seconded. The motion failed with a vote of 3 for and 4 against.
- President Morrett directed librarian Reynolds to interview viable candidates for the thirteen hour position currently open at the library and hire.

New Business

- It has been suggested by Charles Hughes of Siemens Building Technology that we add a smoke alarm to the book drop box. There is currently a heat detector there, but with a smoke alarm, problems may be detected earlier and damage limited. He also suggested new batteries in the alarm wall panel to ensure that any signal reach Des Moines

Young moved to adjourn the meeting, Blass seconded and the meeting was adjourned at 8:20 P.M.

Respectfully Submitted.


Lisa Gross
Secretary

Chariton Free Public Library Board Minutes

October 4, 2001

The Chariton Public Library Board held its regular monthly meeting in the board room Thursday, October 4, 2001, pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 7:10 P.M. by Vice-President Mefferd. Members Blass, Gripp, McGee, Mefferd, Rich and Young were present along with librarians Reynolds and Tyree.

The minutes of the last regular meeting were read. McGee moved to accept the minutes as read, Rich seconded and the motion carried unanimously. It was discussed that, from now on, the secretary's report will reflect a vote tally for each motion raised.

Correspondence

- A thank you note was received from Linda Neer. She thanked the board for the memorial book in memory of her father, Lloyd Bell.
- A letter of resignation from the board was received from Sherrill Garton.

The Financial Statement was read.

The Bills were read. Gripp moved to pay the bills, Young seconded and the motion carried unanimously.

Old Business

- There was no old business.

New Business

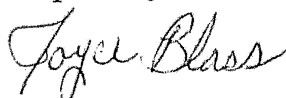
- Vice-President Mefferd directed Librarian Reynolds to contact Midwest Alarm Company, Des Moines, to get a bid on the work needed on the system. This will include the smoke detector in the drop book room. If the bid is greater than \$500, Reynolds is to ask for a special meeting.
- Vice-President Mefferd appointed a Gripp and Young as a Building Committee to oversee building maintenance.

Other Business

- Mefferd gave a report on the Southwest Iowa Library Service Area Board Meeting that he attended.

Young moved to adjourn the meeting, Gripp seconded and the meeting was adjourned at 8:05 P.M.

Respectfully Submitted.



Joyce Blass
Secretary, Pro Tem

Chariton Free Public Library Board Minutes

November 1, 2001

The Chariton Public Library Board held its regular monthly meeting in the board room Thursday, November 1, 2001, pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 7:05 P.M. Members Blass, Gross, McGee, Mefferd, Morrett, Rich and Young were present along with librarians Reynolds and Tyree.

The minutes of the last regular meeting were read. McGee moved to accept the minutes as read, Rich seconded and the motion carried unanimously.

There was no correspondence.

The Financial Statement was read.

The Bills were read. Gross moved to pay the bills, Blass seconded and the motion carried unanimously.

Old Business

- Midwest Alarm has not yet replied since looking at the alarm system.

New Business

- McGee moved to adopt a Rental Policy for Educational Videos as follows:
"Educational videos may be checked out for two weeks. If needed, educational videos may be checked out for an extended length of time to be determined by the borrower's needs and the librarian. The following subjects will be defined as educational: Travel, Art, Nature, Safety, Environment, Health, How To, Exercise, Musical, Sports, Wars, Photography, Cultures, History, Gardening and Enrichment videos geared toward Preschool learning."
Mefferd seconded the motion and it carried unanimously.
- McGee moved to accept the resignation of Sherrill Garton from the Chariton Public Library Board, Gross seconded the motion and it carried unanimously. In honor of her dedication to and support of the library, McGee requested the following be added to the minutes:
"Sherrill became a member of this board on August 8, 1974. She was elected secretary in March, 1975, vice-president in 1979, and president in 1984. She served as president until January, 1990. Sherrill was the driving force behind the Children's Addition to the Library which was completed in 1992. We thank Sherrill for her many years of dedicated service to this Library and community."
- President Morrett will request that Mayor Steirwalt make a new appointment to the Board.

Other Business

- The Library will again host an Open House with coffee and cookies in conjunction with the events taking place on the square the day after Thanksgiving.
- The Christmas Tea will be at 2:00 P.M. on Saturday, December 8. This year's theme will be "a Toy Parade"

Young moved to adjourn the meeting, Gross seconded and the meeting was adjourned at 8:00 P.M.

Respectfully Submitted.



Lisa Gross
Secretary

Chariton Free Public Library Board Minutes

December 6, 2001

The Chariton Public Library Board held its regular monthly meeting in the board room Thursday, December 6, 2001, pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 7:00 P.M. Members Blass, Gripp, Gross, Mefferd, Rich and Young were present along with librarians Reynolds and Tyree.

The minutes of the last regular meeting were approved as read.

There were 3 pieces of correspondence: A thank you from the family of Ginny Egeland for the donation of an audio book in her memory, and a thank you from the CB&Q Freight House Board for support of the restoration project.

The Financial Statement was read.

The Bills were read. Gross moved to pay the bills, Blass seconded and the motion carried unanimously.

Old Business

- Mefferd directed librarian Reynolds to refer the fire alarm/smoke detector issues to the City Manager, Ed Elam.

New Business

- Young moved to use the \$407.17 from the Iowa Infrastructure and the \$2852.00 from Enrich Iowa to purchase a Bibliofile upgrade and a new computer and related peripherals for the circulation desk, Gross seconded. It was the consensus of the Board that Bibliofile and computers and peripherals would be the items purchased, however, the motion was withdrawn pending a list of specific items and exact amounts. The librarians will consider the options for the amount of money, make a list, and bring it to the Board for final approval.
- Mefferd appointed a Budget Committee of Blass, Mefferd, McGee, and Morrett, ex-officio. They will be assisted by Librarian Reynolds.

Other Business

- Gene Egeland was appointed by Mayor Steirwalt to replace Sherrill Garton on the Board.

Young moved to adjourn the meeting, Gross seconded and the meeting was adjourned at 7:48 P.M.

Respectfully Submitted.



Lisa Gross
Secretary

Chariton Free Public Library Board Minutes

January 3, 2002

The Chariton Public Library Board held its regular monthly meeting in the board room Thursday, January 3, 2002, pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 7:00 P.M. Members Blass, Egeland, Mefferd, Morrett, Rich and Young were present along with librarians Reynolds and Tyree.

The minutes of the last regular meeting were read. Mefferd moved to accept the minutes as read, Rich seconded and the motion carried unanimously.

There was a letter of correspondence from Laura Engelhardt.

The Financial Statement was read.

The Bills were read. Blass moved to pay the bills, Mefferd seconded and the motion carried unanimously.

Old Business

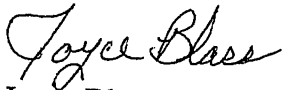
- Librarian Reynolds gave an update stating that Bibliofile is up and running.

New Business

- Election of Officers: Mefferd nominated the current slate of officers. Rich seconded the nomination. Young moved the nominations cease. Rich seconded the motion. The current slate of officers were elected by a unanimous vote.
- The budget committee submitted a proposed budget for the next fiscal year. Mefferd moved to accept the budget and present it to the city. Blass seconded and the motion carried unanimously.

Young moved to adjourn the meeting, Mefferd seconded and the meeting was adjourned at 7:30 P.M.

Respectfully Submitted.



Joyce Blass
Secretary Pro Tem

Chariton Free Public Library Board Minutes

February 7, 2002

The Chariton Public Library Board held its regular monthly meeting in the board room Tuesday, February 7, 2002, pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 7:05 P.M. Members Blass, Egeland, Gross, McGee, Mefferd, Morrett, Rich and Young were present along with librarians Reynolds and Tyree.

The minutes of the last regular meeting were read. Mefferd moved to accept the minutes as read, Egeland seconded and the motion carried unanimously.

There was no correspondence.

The Financial Statement was read.

The Bills were read. Gross moved to pay the bills, Rich seconded and the motion carried unanimously.

Old Business

- Gene Egeland took the oath of office.
- President Morrett appointed the following committees:

Building Committee: consults with Librarian on maintenance of building, grounds and fixtures.

Doyle Gripp
Danny Morrett
Jack Young

Budget Committee: meets with Librarian in November to devise the fiscal year budget for the upcoming year and presents the budget to the board for approval. Consults with Librarian at other times as needed.

Joyce Blass
Gene Egeland
Jim Mefferd

Employee and Salary Committee: Reviews employee policies. Makes recommendations to the Board for wage and salary changes.

Tim McGee
Jim Mefferd

Nominating Committee: Responsible for slate of Library Board Officers each year (nominations also accepted from the floor). Seeks advice and recommendations for Board vacancies. Contacts potential Trustees for willingness to serve and presents list to the Board.

Lisa Gross
Tim McGee
Colleen Rich

Centennial Committee: Responsible for planning and coordination of building centennial activities and celebration. Consults with Librarian and Board as needed.

Joyce Blass
Lisa Gross
Colleen Rich

- It has been noticed that the south side of the building needs to be painted. President Morrett directed Librarian Reynolds to request bids.

New Business

- Larry Wilkinson, Rathbun Regional Water Association, will not be here until the March meeting to discuss a wireless connection and what it will take to connect the library.
- The following policy changes were proposed:

Registration for Library Card

Gross moved and Blass seconded that, on page 2 of 3, the policy be changed to read: "(deleted sentence) Application will ask for full name, home address and telephone number, work name, address and telephone number and a local personal reference. It is a policy of the Library

Board that the librarian photocopy the patron's photo ID and attach it to the back of the application. Cards may be issued without identification only at the discretion of the librarian. Patrons shall read (or have read to them) and agree to conditions in the Borrower responsibility and Waiver of confidentiality agreement. A patron who reports a lost borrower card may re-register at the circulation desk. Identification is required. There is a \$1 fee."

The motion carried unanimously.

Confidentiality of Library Records

McGee moved and Mefferd seconded that this policy been changed to read: "Circulation records are confidential by law. Library employees shall not make such records available to any individual or group including any agency of local, state or federal government. The exception is that as part of the Library borrowing contract, patrons must agree to waive confidentiality requirements of Iowa Code Section 227(13) to extent necessary for collection of overdue fines or assessments for lost or damaged Library materials or equipment."

The motion carried unanimously.

Young moved to adjourn the meeting, Gross seconded and the meeting was adjourned at 7:55 P.M.

Respectfully Submitted.



Lisa Gross
Secretary

Chariton Free Public Library Board Minutes

March 12, 2002

The Chariton Public Library Board held its regular monthly meeting in the board room Tuesday, March 12, 2002, pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 7:00 P.M. Members Blass, Egeland, Gross, McGee, Mefferd, Morrett, Rich and Young were present along with librarians Reynolds and Tyree.

The reading of the minutes was postponed until the April Meeting.

There was no correspondence.

The Financial Statement was read.

The Bills were read. Blass moved to pay the bills, McGee seconded and the motion carried unanimously.

Old Business

- Board members Egeland, McGee and Mefferd shared some ideas for themes and activities for the Centennial Celebration. These were given to the Centennial Committee.

New Business

- Larry Wilkinson, Rathbun Regional Water Association (RRWA), spoke about wireless technology: how it works and how the Library would fit in to the system. A question was raised regarding the usage policy as outlined by RRWA. State law prohibits the Library from adopting a policy which excludes protected materials. Mr. Wilkinson will raise this issue with the RRWA Board. The other possible problem discussed was the addition of the antenna to the Library building and how it might effect the possibility of the Library being listed on the National Register. A team from RRWA will come to the Library and check all possible "lines of sight" and then present them to Librarian Reynolds along with specs on size of equipment.
- McGee moved and Mefferd seconded to allow Librarian Reynolds to buy two new computers from Century Systems for \$2110.92 plus the cost of two ethernet cards. The motion carried unanimously.
- McGee moved and Young seconded that the Library policies be changed as follows:
 - Damaged or Lost/Stolen Items:** no change.
 - Fines:** the first sentence in the final paragraph to read: "There is a maximum fine of \$5 per item, excepting equipment."
 - Borrower Responsibilities:** no change.
 - Borrower Eligibility:** fourth sentence to read: Persons under 14 must have a parent or guardian sign the application form."
 - Borrower Limits:** the limit for video tapes will be changed to: "3 per family or household, 6 on weekends."
 - Renewals:** no change.

Young moved to adjourn the meeting, Gross seconded and the meeting was adjourned at 8:10 P.M.

Respectfully Submitted.



Lisa Gross
Secretary

Chariton Free Public Library Board Minutes

April 4, 2002

The Chariton Public Library Board held its regular monthly meeting in the board room Thursday, April 4, 2002, pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 7:05 P.M. Members Blass, Egeland, Gross, Mefferd, Morrett, Rich and Young were present along with librarian Reynolds.

The minutes of both the February and March meetings were read. Rich moved to accept the minutes as read, Blass seconded and the motion carried unanimously.

There was no correspondence.

The Financial Statement was read.

The Bills were read. Mefferd moved to pay the bills, Young seconded and the motion carried unanimously.

Old Business

- Mefferd moved to change the following policies as noted:
 - ◊ Allender Memorial Music Room - In the sixth paragraph, a third sentence will be inserted to read: "Instructional video tapes may be kept for a period of one week."
 - ◊ Inter-Library Loans - no change.
 - ◊ Chariton Free Public Library Hours - In the first sentence, total number of hours will be changed to "46" and "40" respectively. In the list of Winter and Summer hours, times on Friday will be changed to "10-6" for both lists.
- Blass seconded and the motion carried unanimously.

New Business

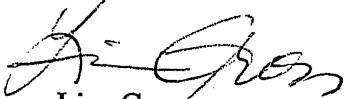
- Librarian Reynolds will put a thank you ad in the Chariton Paper for Volunteer Week, April 21-27. The library will also send out a personal thank you note to each volunteer.
- The library recently received an anonymous gift of \$1000. Since we have often had to borrow several tables from other sources, Young moved to purchase 6 new folding tables from Monroe Manufacturing with this money. Gross seconded and the motion carried unanimously.

Other Business

- There will be an ICN class for Library Trustees on July 18.
- The Spring Book Sale begins Monday, April 8.

Young moved to adjourn the meeting, Gross seconded and the meeting was adjourned at 7:50 P.M.

Respectfully Submitted.



Lisa Gross
Secretary

Chariton Free Public Library Board Minutes

May 2, 2002

The Chariton Public Library Board held its regular monthly meeting in the board room Thursday, May 2, 2002, pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 7:00 P.M. Members Blass, Egeland, Gross, McGee, Mefferd, Morrett, Rich and Young were present along with librarians Reynolds and Tyree.

The minutes of the last regular meeting were read. Egeland moved to accept the minutes as read, Rich seconded and the motion carried unanimously.

There was no correspondence.

The Financial Statement was read.

The Bills were read. Gross moved to pay the bills, Blass seconded and the motion carried unanimously.

Old Business

- Roberta will have the city attorney review the SIRIS Acceptable Use Policy before we accept or decline the opportunity to have wireless technology at the library.
- The air conditioning unit on the second floor south is not functioning properly. Since the cost to fix it is high, Roberta will talk to the city manager to see about options.

New Business

- There was no new business

Other Business

- The class "Library Budget Perspectives" will be held at the Osceola Library May 7 at 7:00 P.M.
- The class "Customer Relations" will be held here May 9, all employees will attend with volunteers staffing the desk.
- The theme for the Library's centennial will be: "Chariton Public Library - 100 Years of Opening New Pages in Your Life."

Young moved to adjourn the meeting, Mefferd seconded and the meeting was adjourned at 7:45 P.M.

Respectfully Submitted.



Lisa Gross
Secretary

Chariton Free Public Library Board Minutes

June 6, 2002

The Chariton Public Library Board held its regular monthly meeting in the board room Thursday, June 6, 2002, pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 7:00 P.M. Members Blass, Egeland, Gripp, Gross, McGee, Mefferd, Rich and Young were present along with librarians Reynolds and Tyree.

The minutes of the last regular meeting were read. Egeland moved to accept the minutes as read, Blass seconded and the motion carried unanimously.

There were two pieces of correspondence. The first was a letter from John Witt of St. Louis, MO. He is writing a book on the 100 Carnegie libraries that are still standing in Iowa and was grateful for the time and information given by our librarians. He was also impressed at how timeless the library looked. The second letter was from Mayor Steirwalt announcing an open house for Ed Elam, City Manager, who will be taking a position in Ford County, KS.

The Financial Statement was read.

The Bills were read. McGee moved to pay the bills, Gripp seconded and the motion carried unanimously.

Old Business

- Gripp moved to change the internet policy to reflect a position of no use of chat rooms and/or games on the library's internet connection. Gross seconded. Much discussion followed with some members expressing concern about the computers use for educational purposes. The point was made that many chat rooms are legitimate places for information gathering even while others are not. Acting President Mefferd asked the secretary to call the roll for the vote. Blass-No, Egeland-No, Gripp-Yes, Gross-No, McGee-No, Rich-No, Young-No. Several members voiced concern about leaving the internet open for game playing, but the issue was not discussed further.

New Business

- McGee moved to give the library staff a raise commensurate with the City's 3% cost of living increase. Gripp seconded and the motion carried unanimously.
- Acting President Mefferd directed Librarian Reynolds to have the bids for painting the soffit at the next meeting.
- The division of hard and soft cover books in the library was discussed. Acting President Mefferd appointed a committee to present an opinion on this issue at the next meeting.
- Since the next regular meeting would fall on Thursday, July 4th, Egeland moved to hold the meeting on July 11 instead. Young seconded and the motion carried unanimously.

Other Business

- Librarian Reynolds is currently checking on a cheaper carrier for long distance.
- Mary Boyce Heideman has offered to let us show "Coming Through the Rye" by Frederick Remington. Several points are being discussed for the display. Ms. Heideman ~~is~~ will pay the insurance. She has also offered to provide the lighting and a cover if it is to be displayed outdoors.

Young moved to adjourn the meeting, McGee seconded and the meeting was adjourned at 8:30 P.M.

Respectfully Submitted.



Lisa Gross
Secretary

Chariton Free Public Library Board Minutes

July 11, 2002

The Chariton Public Library Board held its regular monthly meeting in the board room Thursday, July 11, 2002, pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 7:00 P.M. Members Blass, Egeland, Gripp, Gross, Mefferd, Morrett, Rich and Young were present along with librarian Reynolds.

The minutes of the last regular meeting were read. Egeland moved to accept the minutes as read, Gripp seconded and the motion carried unanimously.

There was no correspondence.

The Financial Statement was read.

The Bills were read. Gripp moved to pay the bills, Mefferd seconded and the motion carried unanimously.

Old Business

- Long distance costs with Iowatelecom are \$40 even without any long distance ^{calls} cards. Librarian Reynolds will check on options and report next month.
- The bids for painting were \$2400 from Max Combs and \$2990 from Larry Ruepke. Mefferd moved to accept the Combs bid, Gripp seconded and the motion was approved unanimously.

New Business

- A letter of resignation was read from Doyle Gripp. Acceptance was tabled until the next meeting.
- City Attorney, Verle Norris, has not yet sent anything in writing concerning the SIRIS Internet Use Policy.
- Blass moved to mix soft cover books with hardcover books rather than with the trade paperbacks as they are now. Mefferd seconded and the motion carried unanimously.
- We need to adopt a child protection policy for the internet to continue receiving money to cover our phone bill. This item was tabled until the next meeting.
- The State Library used to microfilm newspapers for everyone in the state. However, due to budget constraints, this has not been done since 1996. Librarian Reynolds feels we should get back issues microfilmed and then enter into a contract wherein we will have future issues microfilmed so that we can continue the over 100 years of microfilming newspapers. We are currently awaiting a specific contract from the microfilm company. Once this is received, it was discussed that we would look for community support to pay the approximately \$1200 bill.
- Purchase of a book in honor of Charlene Meyer was discussed.

Other Business

- The next Library Book Sale will be September 16.
- Mefferd noted that the Library Service Area Technician is available to speak to the board by appointment. She would discuss vision and planning.
- In its new fund drive, Friends of the Library has compiled a great list of people willing to volunteer for a variety of things.

Gripp moved to adjourn the meeting, Young seconded and the meeting was adjourned at 8:00 P.M.

Respectfully Submitted.



Lisa Gross
Secretary

Chariton Free Public Library Board Minutes

The Chariton Public Library Board held its regular monthly meeting in the boardroom on Thursday, August 1, 2002, pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 7:15 P.M. Members Blass, Morrett, Rich, Egeland, and Young were present, along with librarian Reynolds.

The minutes of the last regular meeting were read. Young moved to accept the minutes as read, second by Egeland and the motion carried.

The Financial Statement was read. It was noted that the financial statement was the yearend statement plus last month.

The bills were read. Egeland moved to pay the bills, Rich seconded and the motion carried.

Old Business

- Doyle Gripp gave the Library prepaid phone cards to alleviate long distance charges. Long distance service from Verizon has been cancelled.
- Motion was made by Egeland to accept Doyle Gripp's resignation. Second was made by Rich and the motion carried unanimously.
- Roberta reported that she has not received contract information for microfilming newspapers so will let us know when she does.

New Business

- As our Library qualifies to receive two free computers from a Gates Foundation Grant, Roberta will fill out and submit the required application.
- Gloria Willis has submitted bids to network the Library computers. Roberta would like to use the money that was given to the library by the Coons Foundation.
- Roberta reported that we are not required to prepare an Internet safety policy, as we do not receive reimbursement for our telephone bills.
- There is a leak above the young adult paperback shelf that needs attention. Roberta will check into the repairs as well as asking Max Combs to paint the front door when he has completed the other painting.

Young moved to adjourn the meeting and Rich seconded. The meeting was adjourned at 7:40 PM.

Respectfully submitted,

Joyce Blass, Secretary Pro Tem



2002

Special Meeting of Chariton Free Public Library Board

A Special Meeting of the Chariton Public Library Board was held in the Library Board Room on Tuesday, August 13 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 7:00 PM. Members Blass, Egeland, McGee, Mefford, Morret, Rich, and Young were present along with librarians Reynolds and Tyree.

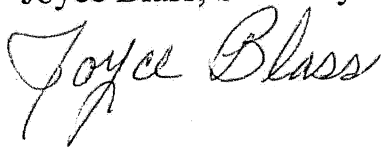
Internet Specifications for the Gates Grant application were discussed. It was decided to use dedicated DSL as provided by Iowa Telecom and to network all computers by utilizing wireless network software.

Motion was made by Blass and 2nd by Mefford to accept the Bill Gates Grant application and to submit the application for free computers and free software for the Chariton Public Library.

Young moved to adjourn the meeting and the meeting was adjourned at 7:30 PM.

Respectfully submitted,

Joyce Blass, Secretary Pro Tem

A handwritten signature in cursive script that reads "Joyce Blass". The signature is written in dark ink and is positioned below the typed name of the Secretary Pro Tem.

2002

The Chariton public Library Board held its regular monthly meeting in the boardroom Thursday, September 5th, pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 7:00 p.m. Members McGee, Mefferd, Morrett, Davis and Young were present along with librarians Reynolds and Tyree.

Sarah Davis was sworn in before the meeting convened. The minutes of the last regular meeting were read. Jack moved to accept the minutes as read.

Jim seconded and the motion was passed. *unanimously*

Correspondence: A letter from John Witt, author, complimenting the board on our Carnegie library and addition. Note: He is in the process of writing a book about Iowa Carnegie Libraries. Our library will be in that book.

Financial Statement was read and approved on a motion by Tim and seconded by Jim. Motion passed *unanimously*

Old Business: None

New Business: Jim made a motion to contract with Max Combs of Combs Construction, to paint door and window casings for the sum of \$400.00.

Sarah seconded the motion. Motion passed.

Other Business: None

Jack moved to adjourn the meeting, seconded by Tim and the meeting was adjourned at 7:35 p.m.

Respectively Submitted,

Tim McGee Sec/Pro Tem

A handwritten signature in black ink, appearing to be 'Tim McGee', written over the printed name.

Chariton Free Public Library

The Chariton Public Library Board held its regular monthly meeting in the boardroom on Thursday, October 3, 2002 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 7:00 PM by President Danny Morrett. Members Blass, Davis, Egeland, McGee, Mefferd, Morrett, Rich, and Young were present along with librarians Reynolds and Tyree.

The minutes of the last regular meeting were read. Mefferd moved to accept the minutes as read, Davis seconded and the motion carried unanimously.

There was no Correspondence.

The Financial Statement was read. McGee moved and Rich seconded that the Financial Statement be approved as read.

The bills were read. Mefferd moved to pay the bills. Young seconded and the motion carried unanimously.

There was no Old Business.

New Business:

Librarian Reynolds reported that the Library has some electrical problems and that Drake Electric and Leo Orwig will be checking into the problem.

Mefferd reported that the committee is still working on job descriptions for Library employees.

The Library Mission Statement which reads: "The Chariton Free Public Library exists to provide materials and services to help residents of the city of Chariton and Lucas County meet personal, educational, and professional needs. The library strives to provide residents with up to date information, which improves and broadens their lives and fulfills their cultural, intellectual, educational and recreational needs," was reviewed. Davis moved and Mefferd seconded that the mission statement be approved as written. The motion carried unanimously.

The Heritage Microfilm contract was discussed. We would need 8 rolls to get caught up on the microfilming of the Chariton Newspapers at a cost of \$1,324.00. Young moved that we sign the contract, Rich seconded and the motion passed unanimously. It was also reported that it is possible that other groups might help defray some of the cost of this project.

Other Business:

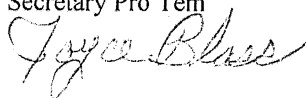
Midwest Alarms quote for a smoke detector in the book drop is \$376.00.

There is a leak in the roof but the City Crews have not been able to pinpoint exactly where the leak is originating.

Reynolds reported that a new 3-way intercom has been purchased and installed.

Young moved to adjourn the meeting, McGee seconded and the meeting was adjourned at 8:00 PM.

Joyce Blass
Secretary Pro Tem



Chariton Free Public Library Board Minutes
November 7, 2002

The Chariton Public Library Board held its regular monthly meeting in the boardroom on Thursday, November 7, 2002, pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 7:00 P.M. Members Blass, Davis, Egeland, McGee, Mefferd, Morrett, ~~Rick~~, and Young were present along with librarians Reynolds and Tyree.

The minutes of the last regular meeting were read. Egeland moved to accept the minutes as read. Young seconded and the motion carried unanimously.

A thank you note from the Dekko Foundation Youth Group was read.

The financial statement was reviewed. McGee moved to accept the financial statement, Young seconded and the motion carried unanimously.

The bills were read. Mefferd moved to pay the bills, Davis seconded and the motion carried unanimously.

Mefferd presented the report on new job descriptions. It was decided to wait until the December meeting for approval, so as to allow everyone more time to read the report.

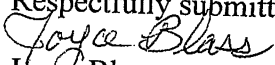
McGee submitted the new budget and moved to accept the budget as written. Mefferd seconded and the motion carried unanimously.

The Librarians reported that they would be providing a free Children's Christmas movie in the Education room on a Saturday in December.

Maxine Willadson has requested to use the Education Room to fill the Inter-Church Council Christmas Food Boxes from December 2 through December 9th. McGee moved that we allow this, Young seconded and the motion carried unanimously.

Discussion was held concerning a Christmas party for the Library staff and Board members as well as their spouses. It was decided to let the staff decide when they would prefer to attend the party, but were encouraged to have the party after the next board meeting. Roberta said she would check into this and let everyone know.

Young moved to adjourn the meeting, Davis seconded and the meeting was adjourned at 8:20 P.M.

Respectfully submitted,

Joyce Blass
Secretary pro-tem

Chariton Free Public Library Board Minutes
December 5, 2002

The Chariton Public Library Board held its regular monthly meeting in the boardroom on Thursday, December 5, 2002, pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 P.M. Members Blass, Davis, Egeland, McGee, Mefferd, Morrett, Rich, and Young were present along with librarian Reynolds and guest Tim Vick.

The minutes of the last regular meeting were read. McGee moved to accept the minutes as read. Davis seconded and the motion carried unanimously.

The financial statement was reviewed. Egeland moved to accept the financial statement, Rich seconded and the motion carried unanimously.

The bills were read. McGee moved to pay the bills, Blass seconded and the motion carried unanimously.

The new Personnel Policy was discussed with McGee making the motion to adopt the policies as written. Mefferd seconded the motion and it was approved unanimously.

Tim Vick, Chariton's new city Manager introduced himself to the members of the board.

Kristin Tyree's resignation as Children's Librarian was discussed. McGee moved to accept her resignation, Egeland seconded and the motion passed unanimously.

The best use of the donation by the Vredenburg Foundation was discussed. It was mentioned that the heating system does not work properly as well as the need to complete automation of the Library. Tim Vick said that he would contact Alliant Energy about our heating system. It was the general consensus of the board that since automation will cost approximately \$28,000 for completion as well as \$4,000 for yearly maintenance, that the Library Foundation should be contacted to help pay this expense.

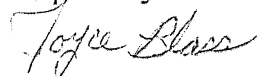
The next meeting will be held on January 2, 2003 with election of officers. Roberta will report on costs of automation and heating repairs at this meeting.

Roberta requested that she be allowed to close at 6:00 PM on New Years Eve. Mefferd moved and Rich seconded and permission was unanimous.

Young moved to adjourn the meeting, Rich seconded and the meeting was adjourned at 5:55 P.M.

Following the meeting, a Christmas Party was held for all Library Employees and spouses as well as Library Board Members and their spouses.

Respectfully submitted,



Joyce Blass
Secretary pro-tem

January 2, 2003 Minutes
Chariton Free Public Library Board

The Chariton Public Library Board held its regular monthly meeting in the boardroom on Thursday, January 2, 2003, pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00P.M. Members Blass, Davis, Mefferd, Rich and Young were present along with librarian Reynolds and City Manager Tim Vick.

The minutes of the last regular meeting were read. Davis moved to accept the minutes as read. Rich seconded and the motion carried unanimously.

There was no correspondence.

The financial statement was read. Young moved to accept the financial statement, Blass seconded the motion and it carried unanimously.

The bills were read. Mefferd moved to pay the bill, Davis seconded and the motion carried unanimously.

Tim Vick went over the heating and cooling system with a representative of Halverson's. Tim made several suggestions for improving the system. The Halverson Company is to prepare a quote on quarterly maintenance and one of their technicians will look into the various problems with our system.

Election of Officers was held. The slate of officers of Danny Morrett: President, Jim Mefferd: Vice President, Joyce Blass Secretary was nominated by Davis and 2nd by Young. The vote was unanimous.

A change in the by laws was discussed. It was moved by Mefferd to change Article 4 Section 2 to read "The officers except the Treasurer shall be elected by majority vote of the board of trustees. They shall serve for one year or until their successors are elected. Their term of office shall begin January 1. And Article 4 Section 3 to read "The election of officers shall take place at the regular December monthly meeting". Seconded by Young and the motion carried unanimously.

Blass moved and Mefferd seconded that we permanently change the closing time for New Years Eve Day to 4:00 P.M. The motion carried unanimously.

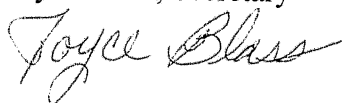
We have close to \$18,000 to use toward automation. It was decided to ask the Library Foundation if they would help pay to automate the Library.

The Library's Confidentiality Policy was reviewed with no changes being made.

Changing the interlibrary loan postage fee from \$.50 to \$1.00 was discussed. It will be put on next month's agenda.

Young moved to adjourn the meeting, Blass seconded and the meeting was adjourned at 6:05 P.M.

Joyce Blass, Secretary



Chariton Public Library Board Minutes
Thursday, February 06, 2003

The Chariton Public Library Board held its regular monthly meeting in the boardroom on Thursday, February 06, 2003, pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 PM by board President Danny Morrett. Members Blass, Davis, Egeland, Mefferd, Morrett, Mosbach, Rich, and Young were present along with Librarian Reynolds and guest City Manager Tim Vick.

New board member LuAnn Mosbach was sworn in by President Danny Morrett.

The minutes of the last regular meeting were read. Mefferd moved to accept the minutes as read, Rich seconded and the motion carried unanimously.

Two thank you notes for funeral flowers were read. They were from Brian Gross and the Marion Coons family.

The financial report was read. McGee moved and Young 2nd that the financial statement be accepted as read. Mefferd moved to pay the bills, Davis seconded and the motion carried unanimously.

Tim Vick was again available for discussion of the repairs that need to be made on the heating and cooling system. He recommended that we do the repairs that are needed right now. He also suggested that we talk to Alliant Energy about a grant to insulate the front area. Mefferd made a motion that we not accept the January 21 proposal for repairs by the Halverson Company and that we ask them to submit a new bid that would include the repair of the condensate drain. Davis 2nd the motion and the motion carried unanimously.

Mr. Vick also informed the board that the city's proposed budget would include a \$2,500 increase for the Library.

Roberta reported that she received a check for \$1,000 from the Library Foundation to be used for heating and cooling expenses. Danny will send the Foundation a thank you note.

Sarah Davis has agreed to attend the training workshop that is required in conjunction with the Gates Foundation donation of new computers.

A motion was made by Young that the name of Children's Librarian be changed to Youth Services Librarian. 2nd was by Mefferd and the motion carried unanimously. Roberta reported that she has a promising application for the position of Youth Services Librarian. It was decided that no decision be made on hiring until a reference check was made and until members of the Salary Committee could decide on a beginning salary for the position.

Committee assignments for Library Board members were presented with Budget Committee members: Mefferd, Blass, and Egeland; Salary Committee members: McGee, Davis and Blass; Centennial Committee: Mosbach and Rich; and Building Committee: Young and Davis.

After some discussion, it was moved by Blass and 2nd by Egeland to change the time for our board meetings from 7:00 PM to 5 PM. The motion carried with 8 (eight) yes votes and 1 (one) no.

Danny reported that the by-law change that was proposed and voted on last month was not done properly as required by the by-laws. Mefferd suggested that the change be

included in the agenda for the March meeting to be resubmitted and then voted on at the April meeting.

A motion was made by Young to change the interlibrary loan postage fee from \$.50 to \$1.00. Mefferd 2nd and the vote was unanimous.

Our Library's Confidentiality policy was again discussed with no changes to our policy.

Mefferd reported on the South West Regional Library.

Roberta reported that the Traces organization would be presenting a program on March 25 and that we are responsible for finding overnight accommodations for the two men who will be conducting the program. It was suggested that the Library pay for them to stay at a local hotel.

Young moved to adjourn the meeting, Mefferd seconded and the meeting was adjourned at 6:40 PM.

Respectfully submitted,
Joyce Blass, Secretary

A handwritten signature in cursive script that reads "Joyce Blass".

Corrected Minutes of March Board Meeting

The Chariton Public Library Board held its regular monthly meeting in the board room Thursday, March 6, 2003, pursuant to notice given under the Iowa Open Meetings Law.. The meeting was called to order at 5:00 P.M. Members Davis, Egeland, McGee, Mefferd, Morrett, and Mosbach were present, along with librarian Reynolds. Tim Vick, City Manager, was also present.

The minutes of the last regular meeting were read. McGee moved to accept the minutes as read. Egeland seconded and the motion carried.

There was no correspondence.

The financial statement was read. McGee moved to accept the financial statement. Egeland seconded, and the motion carried.

The bills were read. McGee moved to pay the bills, Mefferd seconded and the motion carried.

During old business, Morrett reported that there has been no new bid from Halverson's yet, but he has contacted them, and they will be sending someone down.

Roberta contacted a reference for Julie Fiesel as an applicant for Youth Services Librarian. The former Tama Library Director offered an excellent recommendation. Roberta recommended that we hire Julie. The salary committee recommended that we hire Julie at \$9.00 an hour for 22 hours, with a 90 day probationary period. McGee made that motion, and the vote carried unanimously.

The change in by-laws of terms of office were discussed. Mefferd made a motion to resubmit the change of the by-laws, Article IV, Section 2, to read as, "Their term of office shall begin January 1," and Section 3 to read as, "The election of officers shall take place at the regular December monthly meeting."

Tim Vick discussed a program of IES that provides money to make repairs and changes to cut energy costs. Danny will call to have an engineer here to look the building over.

Danny reported that the Library Foundation had offered to pay ½ the cost of a new Dial-a-Story machine to replace the one that no longer works. The Foundation wondered if the Friends of the Library would pay the other half. McGee made the motion to pay the cost if Friends doesn't pay that cost. The vote passed unanimously.

Davis made a motion to use The Coons Foundation money to pay for shelving for adult fiction material. Mefferd seconded, and the vote passed unanimously.

During new business, Roberta and Sarah discussed the new computers and training. The board agreed to close the library on the day/days of the training. The Gates Foundation will allow \$500 for the electrical and networking costs. If the costs go over that amount, Roberta thinks state money may cover. Sarah will look into Siris's Acceptable Use Policy. Roberta will


contact Alex Drake about needed electrical work.

Danny asked Gene and Sarah to serve on a Capital Improvement Planning Committee. They will make a list of things the library needs to present to the Theater Board. This will make us eligible for financial help.

In other business, Roberta announced that the Pamida Foundation will be presenting the library with a check for \$500. The money can be used for adult or children's books, and for music room material. She also reminded us of the "Traces" program on March 25th. She is looking into getting a worker from the Promise Jobs Program. The next book sale will begin April 13th.

Mefferd moved to adjourn the meeting, Egeland seconded, and the meeting was adjourned at 6:34 P.M.

Respectfully submitted,

A handwritten signature in cursive script that reads "LuAnn Mosbach".

LuAnn Mosbach
Chariton Public Library Board Secretary, Pro Tem

Chariton Public Library Board Minutes

The Chariton Public Library Board held its regular monthly meeting in the board room Thursday, April 3, 2003, pursuant to notice given under the Iowa Open Meetings Law. The meeting was called to order at 5:00 P.M. Members Davis, Egeland, Mefferd, Morrett, Mosbach, Rich, and Young were present along with librarian Reynolds. Gloria Willis was also present.

The minutes of the last regular meeting were read. Mefferd moved to accept the minutes as corrected. The motion carried.

There was no correspondence.

The financial statement was read. Rich moved to accept the financial statement. Young seconded and the motion carried.

The bills were read. Mefferd moved to pay the bills, Rich seconded, and the motion carried.

Gloria Willis discussed High Speed Internet Access. Davis made a motion, and Mefferd seconded, to have Roberta hire Gloria to serve as a consultant for the Gateway Networking. Danny appointed Mefferd and McGee to serve on a committee to research necessary information for our internet decisions.

Mefferd moved to change ^{By-law} Article IV, Sections 2 and 3 as submitted. Young seconded it. The board voted unanimously.

The board suggested that Roberta make a prioritized list of things needed that can be paid for by the funds from the state.

Friends of the Library bought the new Dial-a-Story machine and gave the library \$2400.

In new business, Davis moved to strike the sentence, "There is a maximum fine of \$5 for any one item, excepting equipment," from the overdue fines policy. Rich seconded it. The vote passed unanimously.

During committee reports Danny said someone from Alliant will be here April 11 for an energy audit. He also said that he has been in contact with someone about insulation.

Sarah will visit other libraries to get ideas about shelving for the music room.

We discussed information about the Historical Registry and the Centennial.

In other business, Roberta has invited all the elementary teachers and students to visit the library during National Library Week.

Young moved to adjourn the meeting , Mosbach seconded and the meeting was adjourned at 6:30 P.M.

Respectfully submitted,

A handwritten signature in cursive script that reads "LuAnn Mosbach". The signature is written in dark ink on a white background.

LuAnn Mosbach
Chariton Public Library Secretary, Pro Tem.

May 1, 2003
Chariton Public Library Board Minutes

The Chariton Public Library Board held it's regular meeting in the boardroom Thursday, May 1, 2003, pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:10 P.M.

Members Blass, Mefferd, Morrett, Rich and Young were present along with librarian Reynolds and guests Alyse Hunter and Cyndi Miller.

Alyse Hunter spoke to the board about Historical Preservation and the procedures needed for the Library to apply for the state Historical Register. The customary cost for hiring a consultant to complete the application process is between \$1200 and \$1500 or if a group hires a consultant it could be \$800 per property.

Cyndi Miller talked to the board about obtaining DSL Internet through Iowa Telecom. DSL would cost about \$40 per month, but would eliminate the phone line that is now needed for Internet access. The purchase of a modem would be \$200 paid in payments of \$5.00 per month for 3 years. Iowa Telecom would waive the usual \$75.00 activation fee.

The minutes of the last regular meeting were read. Rich moved to accept the minutes as read. Young seconded the motion carried unanimously.

There were two pieces of correspondence. The first was a letter from the Vredenburg Foundation acknowledging a letter from the Library requesting further support from the Foundation. The second was a letter of donation from the Pamida Foundation of \$500.

The financial report was reviewed. Blass moved to accept the financial statement. Mefferd seconded and the motion carried unanimously.

The bills were read. Mefferd moved to pay the bills, Young seconded and the motion carried unanimously.

The Capital Improvement Committee reported that they have received two bids for installing insulation. A representative from Halverson's conducted an energy audit. The conclusion was that lighting in the Library is the primary energy user, therefore there is not much that can be done to reduce energy consumption. If insulation were added in the attic, the payback would take about 10 years. Halverson's recommended that a local contractor be hired for some of the work that needs to be done such as installation of the condensation drain.

There was no report from the Centennial Committee.

Mefferd reported for the Internet committee and made a motion to contract for two years with Iowa Telecom for DSL Internet access at an estimated

39.95
cost of ~~\$40~~ per month. Blass seconded the motion and it carried unanimously.

Roberta reported that she doesn't know how much money will be remaining from the state until Gloria Willis has completed networking the computers. She will present a list of needs as soon as Gloria has completed her work. The policy for equipment usage fines was reviewed with Mefferd moving to strike the sentence which reads "There is a maximum fine of \$5.00 for any one item, excepting equipment" and deleting the Equipment fine of \$6.00 per day as we have no equipment to loan to patrons. Rich seconded the motion and it carried unanimously.

Roberta reported that she had attended a staff meeting at City Hall. At that meeting, City Manager Tim Vick informed all staff that there would be across the board budget cuts in the coming fiscal year due to cuts on the state level.

Young moved to adjourn the meeting, Mefferd seconded and the meeting was adjourned at 6:20 PM.

Respectfully submitted,


Joyce Blass

Secretary

June 5, 2003
Chariton Public Library Board Minutes

The Chariton Public Library Board held its regular monthly meeting in the bard room on Thursday, June 5, 2003, pursuant to notice given under the Iowa Open meeting law. The meeting was called to order by President, Danny Morrett at 5:00 PM. Members Blass, Egeland, McGee, Mefferd, Morrett, and Rich were present along with Librarian Reynolds and City Manager Tim Vick.

Tim Vick reported on the heating and cooling system. The Condensing drain will require yearly cleaning due to normal freezing/thawing conditions and normal accumulation of dirt and debris. Inside and outside units need to be cleaned. Noble Maintenance and Travis Mechanical would like to bid on replacement of units. Mr. Vick recommended that we use a local company for repairs and replacements that are needed for maintenance of our system.

Tim Vick reported that due to state budget cuts, the budget for the Library would be reduced by \$7,000 which would reduce the City's support from \$67,000 to \$60,000 for the period beginning July 1, 2003 to June 30, 2004.

The minutes of the last regular meeting were read. Mefferd pointed out that the May minutes should read "Internet access will be provided at a cost of \$39.95 per month". Mosbach moved to accept the minutes as corrected. Mefferd seconded and the motion carried unanimously.

There were three items of correspondence. The first was a letter from the Vredenburg Foundation informing us of their generous donation of \$3,800 in continued support for the Library. The second was a letter from the Coons Foundation informing us of their generous donation of \$1,000 in continued support for the Library. The third was a thank you for the Audio Book in memory of Lisa Gross.

The financial statement was read. Mefferd moved to accept the financial statement, Rich seconded and the motion carried unanimously.

The bills were read. McGee moved to pay the bills, Mefferd seconded and the motion carried unanimously.

The Centennial Committee report was given. The theme for the Centennial is "One Hundred Years of Opening New Pages In Your Life". Each month, beginning in Oct. 2003, there will be a special event.

The Capital Improvement Committee suggested that we table the decision on insulation until the heating and cooling problems are resolved. They also suggested that accepting bids for the heating and cooling system be tabled until the rest of the bids are received.

As the computers from the Gates Foundation have not arrived yet, it was decided not to make any decisions as to what to do with the money that was received from the state.

There was much discussion as to how to cut our budget by \$7,000. Tim McGee moved that the hours for all weekdays be changed beginning July 1. The Library would be open Monday through Friday at 1:00 PM with the same closing times each day. Saturday hours would remain the same. Mefferd seconded the motion and it carried unanimously.

Tim McGee moved that all part time employees hours be cut by two (2) hours each week. Egeland seconded and the motion carried unanimously.

Mefferd moved that the budget for books be cut from \$4,000 to \$2,000 per year. Mosbach seconded and the motion carried unanimously.

Mefferd moved that the contract with Susie Linn be amended to 4 nights per week at \$420.00 per month. Rich seconded and the motion carried unanimously.

In other business, Mefferd moved that the Library be closed on Saturday, July 5. McGee seconded and the motion carried unanimously.

Blass moved to adjourn the meeting, Rich seconded and the meeting was adjourned at 6:30 PM.

Respectfully submitted,

Joyce Blass

CHARITON PUBLIC LIBRARY
BOARD OF TRUSTEES AGENDA
SPECIAL MEETING-JUNE 19TH
5:30 p.m.

CALL TO ORDER

READING OF MINUTES

APPROVAL OF MINUTES

CORRESPONDENCE-

READING OF FINANCIAL STATEMENT

APPROVAL OF FINANCIAL STATEMENT

READING OF BILLS

APPROVAL OF BILLS

OLD BUSINESS

NEW BUSINESS-Heating and Cooling Systems- (None are working) Bryce Trask will be present to discuss his proposal for the heating and cooling units.

Gloria Willis and networking

DISCUSSION

ADJOURNMENT

NOTES:

CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES

Chariton Public Library Board of Trustees met in Special session, pursuant to the Open Meetings Law, with 5 members present Thursday, June 19th. Business was taken up immediately with the problems of heating and cooling system. Bryce Travis was here to speak about his bid and to tell of the problems he has found with the system. This is a DDC, smart box system that should not be in a climate of 110 degrees. The front heat pump is burnt up. The control board has been replaced 6 times. We should go to a simple heat pump system. All of the ducts need to be enlarged. He will put a tray to catch any water if the drain should plug up in the overhead attic on the south side of the library. Also special pills would be used in the decondensation pump. He would have a 5 year warranty. The higher SEER rating is more economical. They have a 15-20 year life. The constant velocity handler would be set up. Other questions were asked by board members. Bryce Travis was asked to come back with a price for a 4 ton unit. It was discussed and agreed to meet again, June 23rd at 5:30 p.m. Meeting was adjourned.

CHARITON PUBLIC LIBRARY
BOARD OF TRUSTEES AGENDA
SPECIAL MEETING Monday, June 23rd, 2003
(Please attend this important meeting!)
5:30 p.m.

CALL TO ORDER
READING OF MINUTES
APPROVAL OF MINUTES
CORRESPONDENCE-
READING OF FINANCIAL STATEMENT
APPROVAL OF FINANCIAL STATEMENT
READING OF BILLS
APPROVAL OF BILLS
OLD BUSINESS-Heating and Cooling Systems-Bryce Travis will be here to speak to us
and tell us of his findings! Decisions will be made about the heating and cooling systems.
NEW BUSINESS
DISCUSSION
ADJOURNMENT
NOTES:

Library Board—June 23,2003

The Chariton Public Library Board held a special meeting in the boardroom on Thursday, June 23, 2003, pursuant to notice given under the Iowa Open Meeting law. President Danny Morrett called the meeting to order at 5:30 P.M. Members Blass, Davis, Egeland, McGee, Morrett, Mosbach, and Rich were present along with Librarian Reynolds, City Manager Tim Vick, and Bryce Travis of Travis Mechanical.

Bryce Travis explained what his findings were concerning the Air Conditioning Units. He recommended that we replace all the current air conditioning units as they go bad. The current systems are variable speed and are difficult to trouble shoot. A new unit is needed in the attic at this time and one of the outdoor units is only working at 80%. Mr. Travis recommended that we purchase a 4 ton unit to be placed in the attic. McGee moved that we purchase the 4 ton 18 SEER (Seasonal Energy Efficiency Rating) unit from Bryce Mechanical at a total cost of \$7,150 after Rebate. Egeland seconded the motion and it passed unanimously.

McGee moved to adjourn the meeting, Rich seconded and the meeting adjourned at 5:45 P.M.

Respectfully submitted,

Joyce Blass
Joyce Blass

July 10, 2003
Chariton Public Library Board Minutes

The Chariton Public Library Board held its regular meeting in the boardroom Thursday, July 10, 2003, pursuant to notice given under the Iowa Open Meetings law. The July 3, 2003 meeting had been postponed to July 10 due to a lack of quorum. The meeting was called to order at 5:10 P.M. Members Davis, Egeland, Mefferd, Morrett, Mosbach, Rich and Young were present along with librarian Reynolds.

The minutes of the last regular meeting were read. Egeland moved to accept the minutes as read. Mosbach seconded and the motion carried unanimously.

There was no correspondence.

The financial report was reviewed. Mefferd moved to accept the financial statement. Davis seconded and the motion carried unanimously.

The bills were read. Mefferd moved to pay the bills, Davis seconded and the motion carried unanimously.

Librarian Reynolds updated board members on the progress of the heating/cooling improvements.

Library employee salaries were discussed. Mefferd moved to give employees a 3% cost of living increase as to match other city employees. Egeland seconded and the motion carried unanimously.

Two items in the overdue fines policy were reviewed. Juvenile overdue rates were discussed. Egeland moved to change overdue fines for all books and periodicals to 10 cents per day. Mosbach seconded and the motion carried unanimously. The other item considered involved patrons with unpaid fines. After much discussion, Mefferd moved to revise the policy to say "Library patrons who owe more than \$5 in fines may not use another person's card to check out items." Egeland seconded and the motion carried unanimously. The revised policy will be posted in the library.

The Children's Librarian job description was reviewed. It was moved by Mefferd, seconded by Davis to change the job title from Children's Librarian/Assistant Librarian to Youth Services Librarian/Assistant Librarian. Motion carried unanimously. Mefferd also moved to make this a part-time position for the fiscal year, ending June 30, 2004, because of budget constraints. Davis seconded and the motion carried unanimously.

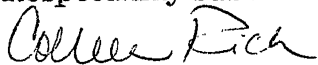
The subject of internet filtering was again discussed. The intent of the library is that we not filter computers, and accordingly, Mefferd moved to decline to accept the E-rate discount and LSTA funds. Davis seconded the motion and it carried unanimously.

Librarian Reynolds reported that the city council has reinstated \$2000 to the library

budget. Discussion followed on how best to use the money. Davis moved to put the \$2000 back in the book budget. Mefferd seconded the motion and it carried unanimously. New hours, started July 1, will remain in effect at this time.

Young moved to adjourn the meeting, Rich seconded and the meeting was adjourned at 6:40 P.M.

Respectfully submitted,

A handwritten signature in cursive script that reads "Colleen Rich".

Colleen Rich
Secretary Pro-tem

August 12, 2003
Chariton Public Library Board Minutes

The Chariton Public Library Board held its regular meeting in the boardroom Tuesday August 12, 2003, pursuant to notice given under the Iowa Open Meetings law. The August 7, 2003 meeting had been postponed to August 12, due to a lack of quorum. The meeting was called to order at 7:00 P.M. Members Davis, Egeland, Mefferd, Morrett, Mosbach, Rich and Young were present along with Librarian Reynolds.

Minutes the last regular meeting, along with minutes for the June 19th and June 23rd special meetings were read. Mefferd moved to accept the minutes as read. Davis seconded and the motion carried unanimously.

In correspondence, a note from Helen Krutsinger was read, thanking board members for a book donated to the library in her name.

The financial report was reviewed. It was noted that the statement does not reflect the correct numbers for revenue.

The bills were read. Mefferd moved to pay the bills, Mosbach seconded and the motion carried unanimously.

In new business, a letter of resignation from Joyce Blass was read. Young moved, Rich seconded to accept the resignation. Motion carried.

Changes in the internet use policy were discussed. No action was taken at this time, but Librarian Reynolds asked board members to look it over and submit any changes that they would like to see made.

Budget and security concerns were discussed. Librarian Reynolds reported that the Youth Services Librarian position had been cut to 13 hours per week to help meet budget cutbacks. She also reported that a representative from ADT Security would be visiting to give suggestions on updating library security measures.

Meeting times were discussed. After discussion about meeting attendance, it was decided to continue with a 5:00^{PM} meeting time.

Librarian Reynolds also reported on some new activities that she was planning to implement in the near future, including a book club and a reading buddy program.

Young moved to adjourn the meeting, Davis seconded and the meeting was adjourned at 8:10 P.M.

Respectfully submitted,



Colleen Rich
Secretary Pro-tem

September 4th, 2003
Chariton Public Library Board Minutes

The Chariton Public Library Board held its regular meeting in the boardroom Thursday, September 4th, pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:06 p.m. Members Davis, Egeland, McGee, Mefferd, Morrett, Mosbach, Swarthout, and Young were present along with librarian Reynolds.

The minutes of the last regular meeting were read. McGee moved to accept the minutes as read. Davis seconded and the motion carried.

There was no correspondence.

The financial statement was read. McGee moved to accept the financial statement. Mosbach seconded and motion carried.

The bills were read; Mefferd moved to pay the bills, Egeland seconded and the motion carried.

Old business : The borrowing limits and borrower responsibilities policies were review and approved on a motion by Young and seconded by Mefferd. Ayes: Davis, Egeland, McGee, Mefferd, Morrett, Mosbach, and Swarthout. Naves: none. See attached.

Librarian Reynolds reported that the library had received its accreditation certificate from the State Library of Iowa.

New Business: Dee Swarthout was sworn in and welcomed by President Morrett.

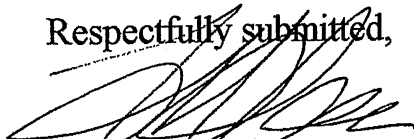
The board reviewed the letter that will be sent to the Vredenburg Foundation by President Morrett.

President Morrett appointed McGee to serve as secretary to the board until Dec. 31, 2003, 11:59 p.m.

There was no other business.

Young moved to adjourn the meeting. Davis seconded the motion and the meeting was adjourned at 6:10 p.m.

Respectfully submitted,



Tim McGee, Secretary

The Chariton public Library Board held it's regular monthly meeting in the board room Thursday, October 2, 2003, pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:04 p.m. Members, McGee, Mefferd, Morrett, Mosbach, Rich, Swarthout and Young were present along with Librarian Reynolds. Motion by McGee, seconded by Jim to accept adoption of agenda. Motion carried. The minutes of the last regular meeting were read. Jack moved to accept the minutes as read. Jim seconded and the motion carried.

No correspondence.

The financial statement was read. Tim moved to accept the financial statement, LuAnn seconded and the motion carried.

The claims were read. Jim moved to pay the claims, Dee seconded and the motion carried.

Director's Report was read.

Committee Reports: Centennial committee, Colleen reported on the homecoming parade and activities planned for this next year.

Old Business-President Morrett appointed Jack and Dee to the nominating committee.

Election of officers will be held in December. New terms will begin in January 2004.

New Business-President Morrett opened the bids for insulation. Jim moved, seconded by Colleen to accept the low bid from the McCormicks for \$3,967.00. Motion carried by all present.

Jack moved that McGee and Reynolds be appointed to a committee to research grant writing. Jim seconded. Motion carried by all present.

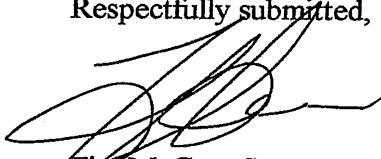
President Morrett will contact Delores Ranshaw concerning participating with Thrivent and their matching fund program and find out their plans.

Jim moved and Dee seconded that we close Feb. 14th at 3 p.m. for employee, Karen Coon's Wedding.

Jack moved, seconded by Dee to adjourn. Motion passed. Meeting was adjourned.

The Chariton Public Library Foundation met with the library board for discussion about Communication and their funding policies.

Respectfully submitted,



Tim McGee, Secretary

The Chariton Public Library Board held it's regular monthly meeting in the board room Thursday, November 6, 2003, pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members, Sarah Davis, Tim McGee, Jim Mefferd, Dany Morrett, Dee Swarthout and Jack Young were present along with Librarian Reynolds. Jim made a motion to adopt agenda, seconded by Sarah. Motion passed.

The minutes of the last regular meeting were read. Sarah moved to accept the minutes as read. Dee seconded and the motion carried.

There was no correspondence.

The financial statement was read. Tim moved to accept the financial statement, Sarah seconded and the motion carried.

The claims were read. Jim moved to pay the claims, Dee seconded and the motion carried.

Director's report was read and discussed.

Committee Reports-The nominating committee of Dee and Jack presented the following slate of officers for the year 2004. They are Jim Mefferd, President, Gene Egeland, Vice President and Sarah Davis, Secretary. This slate of officers will be voted on in December. Borrower eligibility policy was read, reviewed and changes made to it (see attached).

After discussion of changes, Sarah moved and Jack seconded to approve the Borrower eligibility policy with new changes.

There was no Foundation report.

No old business.

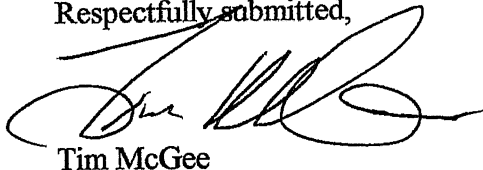
New Business-Jim Mefferd spoke on the need for one board member to be an active trustee advocate. An e-mail and article from the SWILSA web page were read. We will be hearing more about this from the State Library of Iowa.

National Register of Historic Buildings-Reynolds reported that Molly Naumann, of Ottumwa, was willing to take on this project for the library. Librarian Reynolds was told to send a letter to her asking for a firm bid.

It was decided to hold the annual Christmas party, December 4th , after the board meeting. Librarian Reynolds will contact the city council members and staff.

Jack moved to adjourn the meeting, Sarah seconded and the meeting was adjourned at 6:05 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Tim McGee', written over a horizontal line.

Tim McGee

The Chariton Public Library Board held it's regular monthly meeting in the board room Thursday, December 4, 2003, pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m.. Members Tim McGee, Jim Mefferd, Dan Morrett, LuAnn Mosbach, Colleen Rich Dee Swarthout and Jack Young were present along with Librarian Reynolds. Motion made by Jack, seconded by Dee to approve agenda. Motion passed.

The minutes of the last regular meeting were read. Colleen moved to accept the minutes as read. Jack seconded and the motion carried.

There was no correspondence.

The financial report was read. Jim moved to accept the financial statement. LuAnn seconded and the motion carried.

The claims were read. Jim moved to pay the claims, as amended. Colleen seconded and the motion carried.

Roberta gave the Director's report.

Committee Reports: Centennial Committee reported on their activities including the Homecoming parade, Christmas window in Gilworth's before the lighted Christmas parade. They have contacted a storytelling group from Oskaloosa. They will contact the State librarian, Mary Weagner and Regional librarian, Karen Burns to attend our Birthday Party or come and speak at an early time in 2004. Christie Vilsack will be invited to attend an event in 2004.

New Business-Motion made by Jim Mefferd to purchase the Follett Software for \$1,499, seconded by Colleen. Motion passed.

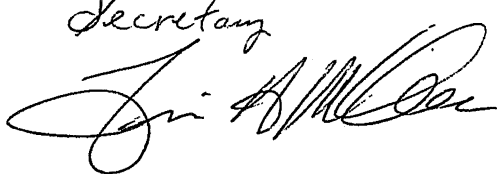
Election of officers was held. The nominating committee of Jack Young and Dee Swarthout presented the slate of officers. Dee moved that they be instated, was seconded by Jack. Motion carried. See attached sheet.

Jim moved and LuAnn seconded that the next business meeting meet Thursday, January 8th at 5 p.m.

Jim moved and Dee seconded that the budget be approved and submitted to the city.

Jim moved to give a vote of thanks for a job well done to Dan Morrett. Motion carried.

Jack moved and Tim seconded that the meeting be adjourned. Meeting adjourned at 6:03 p.m.

Secretary


Chariton Free Public Library

January 8, 2004

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, January 8, 2004. President Mefferd called the meeting to order at 5:00 p.m. Members Jim Mefferd, Tim McGee, LuAnn Mosbach, Dee Swarthout, Gene Egeland, Jack Young, Sarah Davis, and Librarian Roberta Reynolds were present. Dan Morrett arrived at 5:32 p.m.

The minutes of the last regular meeting were approved as read. A motion was made by McGee and seconded by Mosbach to accept the financial statement. Motion carried unanimously.

Thank you notes from Kathy Wallace, Gene Egeland, and Mary Stierwalt were read.

Directors Report: See attached

Old Business: President Mefferd asked the Centennial Committee and the Librarian to meet and recommend a date for the 2004 library centennial celebration.

New Business: Notice was received that Harold Swanson willed one-third of his estate to the City of Chariton for the use of the Chariton Free Public Library.

Discussion was held on filling the position of Assistant Librarian.

Jack Young made a motion to close the library Monday, January 26, 2004 for staff development. The motion was seconded by McGee and approved unanimously.

A motion to engage the services of Molly Myers Naumann for \$1,200 to prepare the paperwork for nomination of the Chariton Library for placement on the National Register of Historic Places was made by Morrett and seconded by Egeland. Motion carried unanimously. A copy of Ms. Naumann's letter outlining the services she will perform is attached.

Morrett made a motion to have Librarian Reynolds to submit an application to the Chariton Public Library Foundation by September 1, 2004 for \$1,200 to defray the costs of placing the library on the National Register of Historic Places. The motion was seconded by McGee and approved unanimously.

President Mefferd appointed a committee of McGee, Librarian Reynolds, and Swarthout to study the operating hours of the library and make a recommendation to the Board of any changes needed.

Discussion Items: President Mefferd encouraged the librarian and board members to join the Iowa Library Association.

Computer use will be added to the monthly statistics.

Publicity on the Gates Foundation grant will be forthcoming.

Young moved to adjourn the meeting. Swarthout seconded and the meeting was adjourned at 6:16 p.m by unanimous vote.

A handwritten signature in cursive script that reads "Sarah Davis".

Sarah Davis
Secretary

Chariton Free Public Library

February 12, 2004

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, February 12, 2004. President Mefferd called the meeting to order at 5:02 p.m. Jim Mefferd, Tim McGee, LuAnn Mosbach, Gene Egeland, Coleen Rich, Jack Young, Sarah Davis, Librarian Roberta Reynolds, and Chariton City Manager, Tim Vick were present.

The minutes of the last regular meeting were approved as read. A motion was made by McGee and seconded by Egeland to accept the financial statement. Motion carried unanimously. A motion made by McGee to pay the claims was seconded by Young and approved unanimously.

New Business

The Summer Reading program, which will have a Lewis and Clark theme, was discussed. President Mefferd asked Librarian Reynolds to prepare a recommendation for hiring a Summer Reading Program Director to include both duties and cost.

Magazine subscriptions and renewals were discussed. Librarian Reynolds will make the choices.

A motion to approve the Damaged or lost/Stolen Items Policy was made by Rich seconded by Mosbach and approved unanimously. See Attached.

Young moved to accept the bid from Drake Electric in the amount of \$1,689.00 to provide and install a new parking lot post light. The motion was seconded by Rich and approved unanimously. Replacing the lights at the front of the library was discussed.

Reports

See the attached Directors Report.

Mosbach moved to set the library centennial celebration date as October 23, 2004 commencing at 1:00 p.m. The motion was seconded by Rich and approved unanimously. The Centennial Committee described plans for that day plus March and April 2004 events leading up to the October 23rd celebration.

Chariton City Manager, Tim Vick reported that the city's portion of the library budget for the year 2004-2005 would be \$62,500 plus employee benefits.

The meeting was adjourned at 6:10 p.m.

A handwritten signature in cursive script that reads "Sarah Davis".

Sarah Davis
Secretary

Chariton Free Public Library

March 4, 2004

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, March 4, 2004. President Mefferd called the meeting to order at 5:00 p.m. Jim Mefferd, Tim McGee, Gene Egeland, Coleen Rich, Jack Young, Sarah Davis, Danny Morrett, Dee Swarthout, and Librarian Roberta Reynolds were present.

The minutes of the last regular meeting were approved as read. The Financial Statement was approved as read. A motion made by Morrett to pay the claims was seconded by Young and approved unanimously with the exception of the claim for Marcus McIntosh. The Friends of the Library will cover the costs of his visit.

Correspondence

Thanks you notes from Head Start and three high school students were read.

Old Business

Librarian Reynolds outlined the Summer Reading program, which will be conducted by the library staff. The program will be for three weeks on Tuesdays and Thursdays commencing June 14th, ending July 1st. Each child will attend once a week. Dee Swarthout volunteered to help.

New Business

McGee moved to copy and place the library historical documents on compact disk for the purpose of placing the library on the National Register of Historic Buildings. The motion was seconded by Egeland and approved unanimously.

Reports

See the attached Directors Report.

Rich reported the Centennial Committee has invited Mrs. Vilsack, wife of Governor Vilsack, to attend the library Centennial celebration in October.

Discussion Items: The length of time videos may be checked out was discussed.

Young moved to adjourn the meeting. Swarthout seconded and the meeting was adjourned at 5:45 p.m. by unanimous vote.



Sarah Davis
Secretary

CHARITON FREE PUBLIC LIBRARY
APRIL 1, 2004

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, April 1, 2004. President Mefferd called the meeting to order at 5:00 p.m. Jim Mefferd, Tim McGee, Coleen Rich, Jack Young, Dee Swarthout, Danny Morrett and Librarian Roberta Reynolds were present.

The minutes of the last regular meeting were read. The minutes were accepted as read.

Correspondence Frank Mitchell thanked the library staff and board for the reception held in December 2003 in his honor. See attached on file.

The financial statement was read. Tim moved to accept the financial statement. Colleen seconded and the motion carried.

The claims were read. Danny moved to pay the claims. Dee seconded and the motion carried with the Scholastic and Upstart invoices removed. The Friends of the Library will pay these.

Director's Report was read.

Old Business: On a motion made by Tim, seconded by Danny to approve expenditures to exceed \$500 to Beeline + Blue for scanning historical documents. All members present, voted aye. Motion carried.

Jack moved to adjourn the meeting, Dee seconded and the meeting was adjourned. Motion carried.

Respectively Submitted
Tim A McGee
Sec - pro tem

The Chariton Public Library held it's regular monthly meeting in the board room Thursday, May 6th, pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members Gene Egeland, Tim McGee, Jim Mefferd, Dan Morrett, Colleen Rich, Dee Swarthout and Jack Young were present along with Librarian Reynolds. Gene moved, Jack seconded to adopt agenda. Motion passed.

The minutes of the last regular meeting were read and accepted.

Correspondence: A letter was received from Kiddie Kampus, Turtle AM and PM class, thank you was read.

The financial statement was read. Colleen moved to accept the financial statement. Gene seconded and the motion carried.

The claims were read. Tim moved to pay the claims, Danny seconded and the motion carried.

Director's report-see attached.

Committee Reports: Centennial Committee reported that a bus museum will be here, Friday, May 14th, from 10:30 to 1:00 p.m. on the east side of the Courthouse for the public to view. Posey the clown will be here Saturday, May 22 at 1:00 p.m.

Old business was discussion about the upcoming Centennial activities. The committee needs help with setting up the invitation list.

New business: Library card registration policy was reviewed and changed to delete age requirement on the application. See attached draft. Danny made a motion, seconded by Dee to approve the change. Motion passed.

Motion made by Danny, seconded by Colleen to close on July 3.

Skylar Hobbs, Lucas Conservation Director, will be helping out with the summer reading program.

Tim, Dan, and Dee were appointed to new librarian selection committee. Jack moved to adjourn the meeting, Gene seconded and the meeting was adjourned at 5:46.

Sarah Davis

Chariton Free Public Library

June 3, 2004

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, June 3, 2004, pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members Davis, Mefferd, Morrett, Mosbach, and Young were present along with Librarian Reynolds.

Young moved to adopt the agenda. Morrett seconded the motion, which was approved unanimously.

The minutes were approved as read. The financial statement was read and approved unanimously on a motion by Morrett seconded by Mosbach. Morrett moved the claims be accepted. Young seconded and the motion was approved unanimously.

Correspondence: A letter from the Coons Foundation, containing a \$1,000 donation, was read.

Committee Reports: The librarian search committee has not met.

Mosbach, reporting for the Centennial Committee, announced that Posey the Clown will be present for the Centennial celebration. The library will be represented in the 4th of July parade.

Directors Report: See attached.

Morrett moved to adjourn the meeting. Young seconded and the meeting was adjourned at 5:35 p.m.



Sarah Davis
Secretary

Chariton Free Public Library

July 1, 2004

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, July 1, 2004; pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members Davis, Mefferd, Morrett, Swarthout, Egeland, Mosbach, McGee, Rich and Young were present along with Librarian Reynolds and Chariton City Manager, Tim Vick.

The minutes were approved as read. The financial statement was read. McGee moved to pay the claims. Rich seconded and the motion was approved unanimously.

Tim Vick went over the library budget and explained the City of Chariton contributions.

Old Business: McGee handed out the 1992 Employment Committee Report to members of the Librarian Search Committee and requested they look over the report during the next 30 days.

New Business: Morrett moved library employees be given a 3% cost of living increase. Young seconded the motion, which was approved unanimously.

Directors Report: See Attached

President Mefferd appointed a DEKKO Foundation Committee of Egeland, Morrett and Librarian Reynolds to study library needs and prepare an application for the DEKKO Foundation grant.

Mefferd appointed Egeland to prepare a nomination application for the library to be considered for the Southwest Iowa Library Service Area, Library Board Vision Award.

Young moved to adjourn the meeting. Swarthout seconded and the meeting was adjourned at 5:45 p.m.



Sarah Davis
Secretary

Chariton Free Public Library

July 20, 2004

The Chariton Free Public Library Board held a special meeting in the boardroom Thursday, July 20, 2004; pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members Davis, Mefferd, Swarthout, Egeland, Rich and Young were present along with Librarian Reynolds.

The purpose of the meeting was to consider the application for a DEKKO Grant for Public Libraries in the amount of \$30,000. See attached. A motion to approve the application was made by Young, seconded by Rich. Motion approved unanimously.

Young moved to adjourn the meeting. Swarthout seconded and the meeting was adjourned at 5:20 p.m.



Sarah Davis
Secretary

Chariton Free Public Library

August 5, 2004

The Chariton Free Public Library Board met in the boardroom Thursday, August 5, 2004; pursuant to notice given under the Iowa Open Meetings law. Vice President Gene Egeland called the meeting to order at 5:00 p.m. Members Davis, McGee, Egeland, Mosback, Morrett, and Young were present along with Librarian Reynolds, Chariton City Manager, Tim Vick and Gary Mullen from ImageTek Des Moines, Iowa.

The minutes of the July 1, 2004 were unanimously approved on a motion by Young and seconded by Morrett. The minutes of the special meeting held July 20 were unanimously approved on a motion by McGee and seconded by Mosbach. The financial statement was read. Morrett moved to pay the claims. McGee seconded the motion, which was approved unanimously.

Correspondence: A \$30,000 grant from DEKKO was received.

Old Business: The Board directed Librarian Reynolds to apply to the Library Foundation by September 1, 2004 for \$1,200 to pay the fee of Molly Naumann for preparing the information to place the library on the Register of National Historic Places. The Board unanimously approved this action at the January 8, 2004 Board meeting.

New Business: Gary Mullen gave a presentation on the scanning and digitizing by ImageTek of 4,808 library historical documents.

New State of Iowa library standards were discussed. McGee volunteered to be in charge of the community analysis requirement.

McGee moved to approve the library technology mission statement as stated below.

The Chariton Free Public Library exists to provide materials and services that will help residents of the city of Chariton and Lucas County meet personal, educational, and professional needs. The Library strives to provide residents with up-to-date information, which improves and broadens their lives and fulfills their cultural, intellectual, educational, and recreational needs. The inclusion of the wide variety of technologies currently available is essential to the Library's ability to meet the needs of the community.

The motion was seconded by Young and approved unanimously.

Changes in the technology plan were discussed.

Morrett moved to accept the \$30,000 DEKKO Grant. The motion was seconded by Mosbach and unanimously approved.

Director's Report: See attached.

Reporting for the Centennial Committee, Mosbach announced that Mrs. Vilsack, wife of Iowa's governor, has been invited to attend the October 23, 2004 centennial celebration. The Board was requested to bring their list of names to receive invitations for the event to the September meeting. School children will be asked to make centennial posters to display around town. McGee suggested volunteers, Friends of the Library, Geneology, and the Library Foundation be recognized at the celebration.

The meeting was adjourned at 6:40 p.m. on a motion by Young seconded by Morrett.

A handwritten signature in cursive script that reads "Sarah Davis". The signature is written in black ink and is positioned above the printed name and title.

Sarah Davis
Secretary

Chariton Free Public Library

September 2, 2004

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, September 2, 2004; pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members Davis, Mefferd, Morrett, Mosbach, Egeland, Rich, Swarthout, McGee, and Young were present along with Librarian Reynolds.

McGee moved to approve the agenda. Morrett seconded and the motion was approved unanimously.

Correspondence: Letters were received from attorney Raymond Meyer concerning the estates of Harold Swanson and Louise Ambelang. See Attached.

The minutes of the last regular meeting were approved as corrected. The financial statement was read and approved unanimously on a motion by McGee seconded by Swarthout. The claims were read and approved on a motion by McGee seconded by Morrett.

Old Business: Librarian Reynolds explained staffing, collection and services from the "In Service to Iowa Public Library Measures of Quality", which will become effective October 1, 2004

Morrett moved to accept the Mission Statement and overall Technology Plan for 2005 - 2006. The motion was seconded by Egeland and approved unanimously. See Attached.

McGee moved to purchase four computers from Willis PC for \$1,028.87 each. The motion was seconded by Young and approved unanimously. See Attached.

New Business: Morrett moved to rescind the motion made at the August 5, 2004 Board meeting to ask the Foundation for \$1,200 to pay Molly Naumann for her work on placing the Library on the National Register of Historic Places. McGee seconded and the motion was approved unanimously. Her fee will be paid from the money received from the DEKKO grant.

The following resolution was approved unanimously on a motion made by Young and seconded by Morrett.

The Library accepts the gift of \$10,271.89 from Julia Judd in memory of her mother Martha Lucille Judd. The Chariton Public Library and Board of Trustees expresses its thanks to Julia Judd for her generous gift to the Chariton Public Library in memory of her mother. The Library will place an appropriate plaque on the Donor Tree to signify this gift.

On a motion from Morrett seconded by Swarthout, The Chariton Public Library Board unanimously approved the use the gift from Julia Judd in memory of her mother as follows.

The entire gift will be put on deposit in an account that is of the type authorized for investment by municipal governments. The Chariton Public Library will use the interest received annually to purchase books for the library or other materials (tapes, music, or audio visual material) for the Music Room, software, to subscribe to periodicals, or for any other acquisitions to the library's collection. Since the gift contains no restrictions, the Chariton Public Library reserves the right to use any of the principal or all of the principal, if necessary, for capital improvements or major repairs to the Library. It is the intent of the Chariton Public Library Board of Trustees that neither the gift nor its proceeds be used to pay for the normal day to day operating expenses of the Library.

Director's Report: See attached

Committee Reports: The Centennial Committee of the whole discussed the invitation list and other plans for the October 23, 2004 Centennial celebration. The theme of the celebration is "Celebrating 100 years of Opening New Pages in Your Life"

The meeting was adjourned at 6:50 p.m. on a motion from Young seconded by McGee.



Sarah Davis
Secretary

Chariton Free Public Library

October 7, 2004

The Chariton Free Public Library held its regular monthly meeting in the board room Thursday, October 7, 2004 pursuant to notice given under the Iowa Open Meetings Law. President Jim Mefferd called the meeting to order at 5:00 p.m. Others present were board members Sarah Davis, Gene Egeland, Tim McGee, Danny Morrett, LuAnn Mosbach, Coleen Rich, Dee Swarthout, Jack Young and Librarian Roberta Reynolds.

Egeland moved to approve the minutes of the September 2, 2004 meeting. Swarthout seconded the motion, which was approved unanimously. McGee moved to pay the claims. The motion was seconded by Young and approved unanimously.

Committee Reports:

The search committee will advertise for a new Library Director.

Plans were discussed for the Centennial Celebration program.

Directors Report: See attached.

The meeting was adjourned at 6:20 p.m. on a motion by Young seconded by Swarthout.



Sarah Davis
Secretary

Chariton Free Public Library

November 4, 2004

The Chariton Free Public Library held its regular monthly meeting in the board room Thursday, November 4, 2004 pursuant to notice given under the Iowa Open Meetings Law. President Jim Mefferd called the meeting to order at 5:00 p.m. Others present were board members Sarah Davis, Gene Egeland, Tim McGee, Dee Swarthout, Jack Young, Librarian Roberta Reynolds, Molly Nauman, and City Manager Tim Vick.

McGee moved to adopt the agenda, seconded by Egeland and passed unanimously. The minutes of the last regular meeting were approved as read. The financial statement was read and approved unanimously on a motion by McGee seconded by Swarthout. Young made a motion to pay the claims, which was seconded by Egeland and approved unanimously.

Correspondence: A letter was received from Christy Vilsack, wife of the Iowa Governor, which was read at the Centennial Celebration.

Old Business: Molly Nauman explained the process of placing our library on the National Register of Historic Places.

New Business: Bookmark entries from the Centennial Celebration were judged. In the 5 to 8 year-old division, 1st place Mikayla Plank, 2nd place Madison Offenburger. 9 to 10 year-olds, 1st place Ben Cohen, 2nd place Jonathan Plank. 14 year-olds, 1st place Lesley Chambers.

Collection Standards from the Public Library Measures of Quality were discussed.

The Budget Committee will meet November 23 at 4:00 p.m. in Jim Mefferd's office.

The Nominating Committee will meet in November.

The staff will set a date for the Christmas party.

The following resolution was passed unanimously on a motion by Mefferd, seconded by Swarthout.

The Chariton Public Library and Board of Trustees expresses its thanks to the family of Harold & Dorothy Swanson for the generous bequest to the Chariton Public Library of \$237,359.13. The Library will place an appropriate plaque on the Donor Tree to signify this gift.

The following resolution was passed unanimously on a motion by Mefferd, seconded by Egeland.

The Chariton Public Library and Board of Trustees expresses its thanks to the family of Raymond & Louise Ambelang for the generous bequest to the Chariton Public Library of \$194,915.34. The Library will place an appropriate plaque on the Donor Tree to signify this gift.

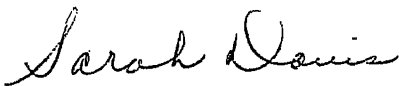
On a motion from Mefferd seconded by McGee, The Chariton Public Library Board unanimously approved the use of the bequests as follows:

The entire amount of the two bequests will be put on deposit in an account that is of the type authorized for investment by municipal governments. The Chariton Public Library will use the interest received annually to purchase books for the library or other materials (tapes, music, or audio visual material) for the Music Room, software, to subscribe to periodicals, or for any other acquisitions to the library's collection. Since the gift contains no restrictions, the Chariton Public Library reserves the right to use any of the principal or all of the principal, if necessary, for capital improvements or major repairs to the Library. It is the intent of the Chariton Public Library Board of Trustees that neither the gift nor its proceeds be used to pay for the normal day to day operating expenses of the Library.

Reports: Directors Report: See Attached.

Search Committee: The Search Committee reported nine applications received for the position of Library Director.

The meeting was adjourned at 6:30 p.m. on a motion from Young seconded by McGee.



Sarah Davis
Secretary

Chariton Free Public Library

December 2, 2004

The Chariton Free Public Library held it's regular monthly meeting in the board room Thursday, December 2, 2004 pursuant to notice given under the Iowa Open Meetings Law. President Jim Mefferd called the meeting to order at 5:00 p.m. Others present were board members Sarah Davis, Gene Egeland, Tim McGee, Danny Morrett, Coleen Rich, Dee Swarthout, Jack Young, Librarian Roberta Reynolds, and City Manager Tim Vick.

Morrett moved to adopt the agenda. The motion was seconded by Rich and approved unanimously.

The minutes of the last meeting were approved as read. The financial statement was read and approved unanimously on a motion by McGee seconded by Morrett. McGee moved to pay the claims. Morrett seconded and the motion was approved unanimously.

Correspondence: Letters of congratulation on the occasion of the Library's Centennial Celebration were read from First Lady Laura Bush, the Library Foundation and Sherrill Garton.

A letter of resignation effective December 31, 2004 from Library Director Roberta Reynolds was received.

New Business: The Nominating Committee nominated the following slate of officers. President, Jim Mefferd; Vice President, Gene Egeland; Secretary, Sarah Davis. Young moved nominations cease. The motion was seconded by McGee and approved unanimously. A motion by McGee for unanimous acceptance of the slate of officers was seconded by Young and approved.

Swarthout moved to accept Reynolds resignation as Library Director with reluctance and appreciation. Rich seconded the motion, which was approved unanimously.

A motion by McGee to purchase a scanner not to exceed \$1,000 using DEKKO Grant funds was seconded by Egeland and approved unanimously.

Mefferd presented the proposed budget for the year starting July 1, 2005. See attached. It was approved unanimously on a motion by McGee seconded by Morrett.

Committee Reports: The Library Director Selection Committee will interview 8 candidates. Salary for the position was discussed.

Directors Report: See attached.

A handwritten signature in cursive script that reads "Sarah Davis".

Sarah Davis
Secretary

Chariton Free Public Library

December 13, 2004

The Chariton Free Public Library Board held a special meeting in the boardroom Thursday, December 13, 2004; pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:05 p.m. by the president. Board members Jack Young, Gene Egeland, Danny Morrett, Sarah Davis, Dee Swarthout, LuAnn Mosback, and Jim Mefferd were present.

The purpose of the meeting was to select a Library Director. Jim Mefferd reported for the Interview Committee of Gene Egeland, Sarah Davis and himself. A motion was made by Egeland to offer Kristina J. Murphy the position of Library Director at a salary of \$24,000 subject to completing criminal history records check, reference check, verification of college diploma, and drug and alcohol screen. The motion was seconded by Morrett and unanimously approved.

The meeting was adjourned at 5:30 on a motion by Young seconded by Swarthout.

A handwritten signature in cursive script that reads "Sarah Davis".

Sarah Davis
Secretary

Chariton Free Public Library

January 13, 2005

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, January 13, 2005 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:05 p.m. Members Davis, Mefferd, Morrett, Egeland, and Young were present. Roberta Reynolds and Librarian Kris Murphy were also present.

Young moved to approve the agenda. Egeland seconded and the motion was approved unanimously. Morrett moved to approve the minutes of the December 2, 2004 regular meeting. Egeland seconded and the motion was approved unanimously. Morrett moved to approve the minutes of the December 13, 2005 special meeting. Egeland seconded and the motion was approved unanimously. Egeland's motion to accept the financial statement was seconded by Morrett and approved unanimously. Egeland moved to pay the claims including the current Alliant Energy bill. The motion was seconded by Young and approved unanimously.

Correspondence: Reynolds read a thank you for condolences and flowers on the death of her father. A letter of resignation from Library Trustees LuAnn Mosbach was read.

New Business: New Librarian Kris Murphy was introduced. Young moved to accept the resignation of LuAnn Mosbach with regret. The motion was seconded by Morrett and approved unanimously.

Other Business: There is a leak in the roof between the old and new buildings. The city will send someone over to fix it after the ice melts. City Clerk Ruth Ryun and City Manager Tim Vick will be invited to a future meeting to explain library investments. Membership in the Iowa Library Association was discussed.

Directors Report: Reynolds reported on the Children's Christmas Party. Reynolds is working on cleaning out her office and finishing up memorials. Murphy is enrolled in Public Management I.

The meeting was adjourned at 5:55 p.m. on a motion from Young seconded by Morrett.



Sarah Davis
Secretary

Chariton Free Public Library

February 3, 2005

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, February 3, 2005 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members Davis, Mefferd, Morrett, Rich, Swarthout, McGee, and Young were present. Librarian Kris Murphy was also present. Roberta Reynolds came in at 5:15 p.m.


The agenda was adopted unanimously on a motion by McGee seconded by Morrett. The minutes were approved as corrected. McGee moved to accept the financial statement. Rich seconded and the motion was approved unanimously. The claims were approved for payment unanimously on a motion by Morrett seconded by Swarthout.

New Business: Librarian Murphy requested shelves be put in the staff office cloakroom. A contractor will be contacted. Murphy discussed some issues she has with the Saturday shift staffing. She will make the appropriate changes within the existing budget.

Director's Report: See attached.

President's Report: Mefferd encouraged the Trustees to attend Library Day on March 2nd. Trustees were also encouraged to contact legislators on "Lobby From Home Day" February 16th on behalf of Iowa libraries.

The meeting was adjourned at 5:35 p.m. on a motion from Young seconded by McGee.



Sarah Davis
Secretary

Chariton Free Public Library

March 3, 2005

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, March 3, 2005 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members Davis, Egeland, Mefferd, Morrett, Rich, McGee, and Young were present. Librarian Kris Murphy and Chariton City Manager Tim Vick were also present.

The agenda was adopted unanimously on a motion by McGee seconded by Morrett. McGee moved the minutes be approved as read. Rich seconded the motion, which was approved unanimously. McGee moved to accept the financial statement. Egeland seconded and the motion was approved unanimously. The claims were unanimously approved for payment on a motion by Young seconded by Morrett.

New Business: Young made a motion to approve paying the dues for Librarian Murphy for membership in the Iowa Library Association of \$55 and the American Library Association of \$50. The motion was seconded by Rich and approved unanimously.

The donations of periodicals to the library was discussed.

Tim Vick informed the Trustees that the City of Chariton is changing its method of paying employees. Effective April 1, 2005 library employees will be paid biweekly.

Directors Report: See attached.

The meeting was adjourned at 6:05 p.m. on a motion from Young, seconded by McGee.



Sarah Davis
Secretary

Chariton Free Public Library

April 7, 2005

The Chariton Free Public Library Trustees held their regular monthly meeting in the boardroom Thursday, April 7, 2005 pursuant to notice given under the Iowa Open Meetings law. President Mefferd called the meeting to order at 5:10 p.m. Members Davis, Egeland, McGee, Mefferd, Morrett, Rich, and new Trustee Leslie Goldsmith were present. Librarian Murphy was also present.

A motion made by Morrett to adopt the agenda was seconded by Egeland and approved unanimously. The minutes of the last regular meeting were read. McGee moved the minutes be approved. Rich seconded the motion, which was approved unanimously.

Egeland moved to accept the financial statement. Morrett seconded the motion, which was approved unanimously. Morrett moved to approve payment of claims. Rich seconded the motion, which was approved unanimously.

Old Business: The 2004 Chariton Public Library Survey was reviewed. Another survey will be done in August 2005.

New Business: Leslie Goldsmith was welcomed as a new Library Trustee.

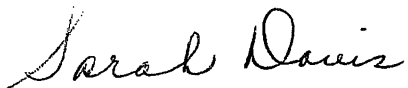
A special public meeting of the Library Trustees will be held in the Library Education Room May 3, 2005 at 5:00 p.m. The purpose of the meeting is to review the nomination of the Chariton Library for the National Register of Historic Places.

Egeland moved to adopt the policy on **Waiting Lists, Reserves, and Holds**. (See Attached) Rich seconded the motion and the roll was called. Those voting yes were Davis, Egeland, Mefferd, Morrett, Rich, and Goldsmith. McGee voted no. Motion approved.

Librarian Murphy discussed the use of DEKKO grant funds concerning additional staff hours to work on library automation. Details will be worked out with the Chariton City Manager.

Directors Report: See attached. Library building leaks were discussed. City Manager, Tim Vick, will be contacted.

The meeting was adjourned at 6:15 p.m.



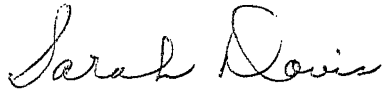
Sarah Davis
Secretary

Chariton Free Public Library

May 3, 2005

Two library trustees, Colleen Rich and Sarah Davis, were present at a special meeting held May 3, 2005 in the library meeting room in conjunction with the Chariton Historic Preservation Committee. Historic Preservation Committee members present were Alyse Hunter, Melody Wilson, Larry Clark, Sharon Welch, and Kay Ulrich. Also present were Librarian Kris Murphy, Janet Clark, Chariton Mayor John Braida and architectural historian, Molly Naumann.

Molly Naumann presented the nomination of the Chariton Library to the National Register of Historic Places that she will present to the State Nomination Review Committee June 10. The Chariton Historic Preservation Committee voted unanimously to proceed with the nomination to the state level.

A handwritten signature in cursive script that reads "Sarah Davis". The ink is dark and the signature is fluid.

Sarah Davis
Secretary

Chariton Free Public Library

May 5, 2005

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, May 5, 2005 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:03 p.m. Members Davis, Mefferd, Morrett, Goldsmith, and Young were present. Trustees Egeland and Swarthout arrived at 5:10 p.m. Librarian Kris Murphy was also present.

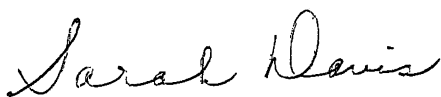
Young moved to approve the agenda. The motion was seconded by Morrett and approved unanimously. The minutes of the last regular meeting were approved as read. The financial statement was approved as read. Young moved to approve payment of the claims. Swarthout seconded the motion, which was approved unanimously.

Correspondence:

- Notification from the State Historical Society of Iowa of the nomination to the National Register of Historic Places and Agenda for the June 10, 2005 meeting at which time the nomination of the Chariton Library will be presented to the State Nomination Review Committee.
- A copy of the Library's nomination Materials to be made available for public perusal from Molly Naumann.
- Letter from the Chariton City Clerk, Ruth Ryun, confirming the appointment of Leslie Goldsmith to the Library Trustees.

New Business: Library sources of funding were discussed.

The meeting was adjourned at 5:30 p.m.



Sarah Davis
Secretary

Chariton Free Public Library

June 2, 2005

The Chariton Free Public Library held its regular monthly meeting in the boardroom Thursday, June 2, 2005, pursuant to notice given under the Iowa Open Meetings Law. The meeting was called to order at 5:08 p.m. Members Goldsmith, McGee, Mefferd, Rich, Swarthout, and Young were present. Librarian Kris Murphy was also present.

The agenda was approved on a motion by Rich, seconded by Young. The minutes of the last regular meeting were reviewed. The minutes of a special meeting held May 3, 2005, for the presentation of the Library's nomination to the National Historic Register were reviewed. McGee moved that the minutes of both meetings be approved as read. Swarthout seconded the motion, which was approved unanimously.

Correspondence:

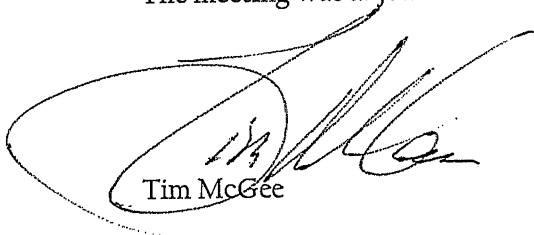
- A letter from the Coons Foundation, donating \$1000.00 to the library was reviewed. We are most grateful for their continuing support! See letter attached.

The financial statement was read. McGee moved to accept the financial statement. Rich seconded the motion, which was approved unanimously. The claims were reviewed. Young moved to approve payment on the claims. Goldsmith seconded the motion, which was approved unanimously.

New Business:

- Swarthout moved to approve amendments to the February 2005, March 2005, and April 2005 Claims in order to reflect gross wages paid rather than net wages paid. Rich seconded the motion which was approved unanimously.
- Discussion was held on needed roof repairs. Bids are being gathered for the July meeting.
- Library circulation and income statistics for county and city portions of the budget were reviewed by the librarian.

The meeting was adjourned at 6:38 p.m. on a motion from Young, seconded by Rich.



Tim McGee

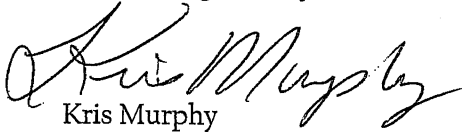
Chariton Free Public Library Special Meeting

June 23, 2005

The Chariton Free Public Library held a special meeting in the boardroom Thursday, June 23, 2005, pursuant to notice given under the Iowa Open Meetings Law. The meeting was called to order at 5:05 p.m. Members Egeland, Goldsmith, Mefferd, Rich, and Swarthout, were present. Librarian Kris Murphy was also present.

The agenda was approved by consent. Swarthout made a motion to close the library on July 2, 2005. Egeland seconded the motion which was approved unanimously.

The meeting was adjourned at 5:08 p.m.



Kris Murphy

Chariton Free Public Library

July 7, 2005

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, July 7, 2005 pursuant to notice given under the Iowa Open Meetings law. Members Davis, Egeland, Goldsmith, McGee, Mefferd, Rich, Swarthout, and Young were present. Librarian Kris Murphy, Chariton City Manager, Tim Vick, and David Ray from Wood Roofing and Sheet Metal were also present.

Prior to calling the meeting to order, David Ray explained Wood Roofing's proposal for correcting the library roof problems. A discussion was held.

President Mefferd called the meeting to order at 6:10 p.m. Young made a motion to approve the agenda. The motion was seconded by Rich and approved unanimously. McGee moved to approve the minutes of the June 2, 2005 regular meeting. The motion was seconded by Goldsmith and approved unanimously. McGee moved to approve the minutes of the June 23 special meeting. Goldsmith seconded the motion, which was approved unanimously. McGee moved to accept the financial statement. Swarthout seconded and the motion, which was approved unanimously. Young moved to approve payment of the claims. Rich seconded the motion, which was approved unanimously.

New Business: Egeland made a motion to allow the Chariton Public Library sign a contract with Wood Roofing to install a new membrane roof between the north and south buildings and to re-roof the north part of the tile roof on the original building for \$18,650 plus Alternate #1 if necessary for \$2,200 for a total of \$20,850 pursuant to Wood Roofing's proposal of June 24, 2005; plus miscellaneous carpentry at Wood Roofing's material cost plus 10% plus labor at \$40 per man hour; patch or repair the west and east gutter on the original building as necessary at Wood Roofing's material cost plus 10% plus labor at \$40 per man hour. Young seconded the motion and the roll was called. Voting yes were Davis, Egeland, Goldsmith, McGee, Mefferd, Rich, Swarthout, and Young. The motion was approved unanimously. See attached proposal.

President Mefferd appointed a Building Committee of Young, Egeland and McGee.

Directors Report: See attached.

The meeting was adjourned at 6:50 p.m.



Sarah Davis
Secretary

Chariton Free Public Library

August 4, 2005

The Chariton Free Public Library held its regular monthly meeting in the boardroom Thursday, August 4, 2005, pursuant to notice given under the Iowa Open Meetings Law. The meeting was called to order at 5:00 p.m. Members Egeland, Goldsmith, Mefferd, Morrett, Rich, and Young were present. Librarian Kris Murphy was also present.

The Agenda was approved on a motion by Egeland, seconded by Young. The minutes of the last regular meeting were reviewed. Goldsmith moved the minutes be approved as read. Rich seconded the motion, which was approved unanimously.

Correspondence:

The contract with Wood Roofing, as altered and signed by board president Mefferd, and faxed to David Ray on July 21, 2005, was reviewed. A letter of notification concerning the discontinuation of subscription service for *Iowa Heritage Illustrated*, from the State Historical Society of Iowa was reviewed. There was a brief discussion of the Library's future membership in the Society, which would secure continued receipt of the periodical. Further discussion and a vote on membership will take place at the time when our current subscription ends.

The financial statement was not available at the time of this meeting. The claims were reviewed. Young moved to approve payment on the claims. Rich seconded the motion, which was approved unanimously.

New Business:

Allocation of funds for payment of the roof repair was discussed. Rich motioned to use the "Library Children's Room Fund", of \$5,498 first, before pulling funds from any other library accounts or investments, for payment on the roof repair. Egeland seconded the motion, which was approved unanimously.

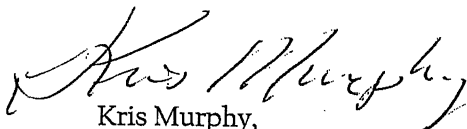
A final draft of the application for funding, for roof repair expenses, from the Chariton Public Library Foundation was reviewed. Goldsmith motioned to submit the grant application to the Foundation. Rich seconded the motion, which was approved unanimously.

A final draft of the application for funding, to pay for new patron barcoded cards, from the Coons Foundation was reviewed. Young motioned to submit the grant application to the Coons Foundation. Egeland seconded the motion, which was approved unanimously.

The Enrich Iowa letter of agreement was reviewed. Enrich Iowa is a program allotting state funding to libraries who comply with the letter of agreement, reimbursing expenses incurred in participating in the Open Access and Access Plus programs, and providing funding for improvement of library services. Egeland motioned to approve the Library's participation in the program. Goldsmith seconded the motion which was approved unanimously. Board President Mefferd signed the letter of agreement.

Director's Report: see attached.

The meeting was adjourned at 6.00 p.m. on a motion from Young, seconded by Morrett.



Kris Murphy,

Director

Chariton Free Public Library

September 1, 2005

The Chariton Free Public Library held its regular monthly meeting in the boardroom Thursday, September 1, 2005, pursuant to notice given under the Iowa Open Meetings Law. The meeting was called to order at 5:00 p.m. Members Goldsmith, McGee, Mefferd, Morrett, Rich, and Young were present. Librarian Kris Murphy was also present.

The Agenda was approved on a motion by Goldsmith, seconded by Morrett. The minutes of the last regular meeting were reviewed. McGee moved the minutes be approved as read. Young seconded the motion, which was approved unanimously. The financial statement was accepted as read. The claims were reviewed. Morrett moved to approve payment on the claims. Young seconded the motion, which was approved unanimously.

Old Business:

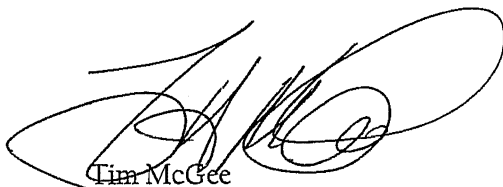
Progress on the roof repair was discussed. David Ray, of Wood Roofing, visited the roof on Wednesday, August 31st. He was joined on the roof, by board members Mefferd and McGee, and by Garry Gwinn of the City. Mefferd supplied photographs detailing the work on the roof for board members unable to attend. Board members were satisfied with the work already done and discussed, with David Ray, the small amount of work still remaining to be done under the current contract. Garry Gwinn will be asked to inspect the roof again when the work is completed. The Change Order from Wood Roofing for work on the gutters was not yet available at the time of this meeting, and will be addressed at a later date.

New Business:

A request from Jill Naylor, of Pipers, for permission to use the Library's image on postcards to be sold at Pipers, was discussed and shelved until a later date, for further consideration of issues over licensing rights and/or royalty fees.

Director's Report: see attached.

The meeting was adjourned at 5:44 p.m. on a motion from Young, seconded by Rich.

A handwritten signature in black ink, appearing to read 'Tim McGee', with a large, stylized flourish extending from the end of the signature.

Secretary pro-tem

Chariton Free Public Library

October 6, 2005

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, October 6, 2005 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:02 p.m. Members Davis, Egeland, Goldsmith, Mefferd, Morrett, Rich, Swarthout, and Young were present. Librarian Kris Murphy was also present.

The agenda was approved on a motion from Goldsmith, seconded by Morrett. The minutes of the last regular meeting were approved on a motion from Rich, seconded by Young. The financial statement was accepted as read. Swarthout moved to approve payment of the claims. Rich seconded the motion, which was approved subject to verifying completion of Wood Roofing's work.

Correspondence: Letter from the State Historical of Iowa notifying the Trustees of placement of the library on the National Register of Historic Places effective August 24, 2005.

Letter of resignation as library clerk from Irene Fuller.

Letter from the Chariton Library Foundation Board denying the libraries request for a grant in the amount of \$5,000 for roof repairs.

Old Business: A non-exclusive non-assignable license was granted to Jill Naylor of Pipers for a period of one year regarding the use of the library image for the purpose of commercial use and sale of postcards. The motion was made by Morrett and seconded by Rich. Motion approved unanimously.

And discussion of the September 20, 2005 of the Chariton Library Foundation was held.

New Business: The following **Library Conflict of Interest Policy** was approved on a motion by Davis seconded by Swarthout. The roll was called with Davis, Egeland, Goldsmith, Mefferd, Morrett, Rich, Swarthout and Young voting yes.

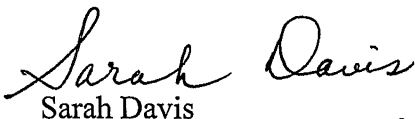
Services against Chariton Public Library prohibited.

Chariton Public Library employees shall not receive, directly or indirectly, enter into any express or implied agreement for the appearance or rendition of services by that person or another against the interest of the Chariton Public Library. This includes membership in any organization or entity that solicits funds for the benefit of the library that otherwise might be paid to the Chariton Public Library. Adapted from 68B.6 Iowa Code

Discussion was held on Alternative Grant Opportunities/Applications. The Trustees will be meeting with Tracie Miller from the Chariton Valley Planning and Development Agency Friday October 7, 2005 at 1:30 p.m. for this purpose.

President Mefferd signed the State Library Cataloging Supplement Letter of Agreement giving the library \$400 for use in cataloging.

The meeting was adjourned at 6:42 p.m.


Sarah Davis

Secretary

Approved November 11, 2005
[Signature]

Chariton Free Public Library

November 3, 2005

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, November 3, 2005 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:11 p.m. Members Davis, McGee, Mefferd, Swarthout, and Young were present. Librarian Kris Murphy was also present.

McGee moved to approve the agenda. The motion was seconded by Young and approved unanimously. The minutes were approved as read. Swarthout moved to accept the financial statement. McGee seconded the motion, which was approved unanimously.

Correspondence: A donation of \$3,000 was received from the Coons Foundation to be used for bar coding. A letter from the Library Foundation was received notifying the Trustees of the Foundation meeting to be held October 31, 2005 at 7:00 p.m.

Old Business: President Mefferd appointed McGee, Morrett, and Rich to the Nominating Committee and Egeland, Davis, and McGee to the Budget Committee.

New Business: McGee moved the Library be closed over the holiday season on December 24, 26, 31 and January 2. Swarthout seconded the motion, which was approved unanimously.

Young moved to approve spending of no more than \$3,000 to purchase 10,000 bar coded Patron's Cards from Creative Data Products. The motion was seconded by Swarthout and approved unanimously.

A discussion was held on city and county library funding and statistics.

The Library Facility Plan and Library Long-Range Plan were presented for study. See attached.

Directors Report: See attached.

The meeting was adjourned at 6:37 p.m.



Sarah Davis
Secretary

Chariton Free Public Library

December 1, 2005

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, December 1, 2005 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:03 p.m. Members Davis, Egeland, Goldsmith, Mefferd, Morrett, Swarthout, and Young were present. Director Kris Murphy was also present.

The agenda was approved unanimously on a motion by Egeland seconded by Goldsmith. The minutes of the last regular meeting were approved as read. Morrett moved to accept the financial statement as read. Young seconded the motion, which was approved unanimously. Young moved to approve payment of the claims. Morrett seconded the motion, which was approved unanimously.

Correspondence: A letter was received notifying the Trustees that Library Director Kris Murphy has been certified by the State of Iowa as a level IV Public Librarian.

New Business: The nominating committee presented the following slate of officers.

Secretary--Colleen Rich
Vice President--Sarah Davis
President—Gene Egeland

Young made a motion to accept the slate of officers by acclamation. Swarthout seconded and the motion, which was approved unanimously.

The Library Annual Report to the Chariton City Council was presented for approval. Morrett moved to approve the report. Goldsmith seconded the motion, which was approved unanimously.

A discussion was held on city and county funding and contracts.

Kay Brown has been hired as Library Clerk.

Directors Report: See attached.

The meeting was adjourned at 6:17 p.m.



Sarah Davis
Secretary

Chariton Free Public Library

January 5, 2006

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, January 5, 2005 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members Davis, Egeland, McGee, Mefferd, Morrett, Rich and Young were present. Librarian Kris Murphy was also present.

Young moved to approve the agenda. The motion was seconded by Morrett and approved unanimously. The minutes were approved as read. McGee moved to accept the financial statement. Mefferd seconded the motion, which was approved unanimously.

Correspondence: There was no correspondence.

Old Business: There was no old business.

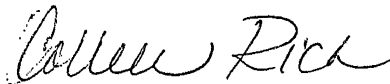
New Business: Mefferd moved to negotiate a contract, in the amount of \$28,800, with the Lucas Co. Board of Supervisors to provide library services for rural residents, commencing July 1, 2006. McGee seconded the motion, which was approved unanimously.

Mefferd moved to adopt the Building Facility Plan as presented by Librarian Murphy. Davis seconded the motion. After some discussion, the motion passed unanimously.

Librarian Murphy presented the final bar-coded patron card sample. Young moved to approve the cards for printing. Morrett seconded the motion, which passed unanimously.

Directors Report: See attached.

The meeting was adjourned at 6:15 p.m.



Colleen Rich
Secretary

Chariton Free Public Library

February 2, 2006

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, February 2, 2005 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members Davis, Egeland, Goldsmith, Mefferd, Morrett and Young were present. Librarian Kris Murphy was also present. Chariton City Manager Nels Christensen was also present.

Young moved to approve the agenda. The motion was seconded by Davis and approved unanimously. The minutes were read. Davis moved the minutes be approved as read. Morrett seconded the motion, which was approved unanimously. The financial statement was read. The claims were reviewed. Morrett moved to approve payment on the claims. Goldsmith seconded the motion, which was approved unanimously.

Correspondence: A thank you card was received from Music Librarian, Bonnie Stone, for the floral arrangement sent by the board and staff on the day of her automobile accident. A thank you card was received from former Librarian Irene Fuller for the floral arrangement she received and the honor books placed in the Library to commemorate her years of service with the Library.

New Business:

Morrett moved to table the vote on the County Contract until revisions can be made. Young seconded the motion, which passed unanimously.

Young moved to approve the Operations Policy as updated and changed. Davis seconded the motion, which passed unanimously.

The Internet Policy was tabled.

Goldsmith moved to approve the Collection Development Policy. Young seconded the motion, which passed unanimously.

Mefferd moved to rescind the existing Library Personnel Policy and to adopt the City of Chariton's Personnel Manual and relevant policies thereto. Davis seconded and the motion was approved unanimously.

The Chariton Public Library Board of Trustees Bylaws were reviewed.

Goldsmith moved to adopt the American Library Association's Library Bill of Rights, Freedom to Read, and Freedom to View statements for inclusion in the Library's policy manual. Morrett seconded and the motion was approved.

Goldsmith moved to approve a bid from Alex Drake for installation of new floodlights in front of the Library. Davis seconded. The motion passed with Davis, Egeland, Goldsmith, Mefferd, and Young voting yes. Morrett voted against.

Davis moved to submit a grant application for the amount of \$5,000 to the South Central Iowa Community Foundation to replace a portion of the front steps of the Library. Young seconded and the motion passed.

Directors Report: See attached.

The meeting was adjourned at 6:55 p.m.



James Mefferd
Secretary pro-tem.

Chariton Free Public Library

March 2, 2006

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, March 02, 2006 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members Davis, Egeland, Goldsmith, McGee, Morrett, Rich, Swarthout, and Young were present. Librarian Kris Murphy was present, as well as Clarence Gee, representing the Lucas County Board of Supervisors.

McGee moved to approve the agenda. The motion was seconded by Goldsmith and approved unanimously. The minutes were read. Young moved the minutes be approved as read. Morrett seconded the motion, which was approved unanimously. The financial statement was read. McGee moved to accept the financial statement, seconded by Swarthout, and passed unanimously. The claims were reviewed. Young moved to approve payment of the claims. Morrett seconded the motion, which was approved unanimously.

Correspondence: There was no correspondence.

Old Business: Members reviewed the Library Director Evaluation Summary and the director's goals for the coming year.

Davis moved to approve the Internet Use Policy and the Children's Internet Access Agreement. Goldsmith seconded the motion, which passed unanimously.

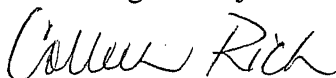
New Business: Clarence Gee, from the County Board of Supervisors, was present to discuss the proposed contract with the Chariton Public Library Board. He reported that though the county could not agree to the contract as presented for 2006-07, they would be willing to work on negotiating a contract for the 2007-08 fiscal year. Morrett made a motion to begin negotiations for the 07-08 contract with an amount of \$20,000. Young seconded the motion, which passed unanimously.

Morrett moved to approve the Library Conduct Policy and the Child Safety Policy. Morrett also moved to approve the Patron Appeal form, with a change in the wording. Young seconded and the motion was approved unanimously.

A proposed amendment to the Chariton Public Library Board of Trustees Bylaws was discussed. Written changes were submitted by Librarian Murphy. See attached.

Directors Report: See attached.

The meeting was adjourned at 6:15 p.m.


Colleen Rich
Secretary

Chariton Free Public Library

April 6, 2006

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, April 6, 2006 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members Davis, Egeland, Goldsmith, McGee, Mefferd, Morrett, and Swarthout were present. Librarian Kris Murphy was also present.

Morrett moved to approve the **Agenda**. The motion was seconded by Goldsmith and approved unanimously. The **Minutes** were read. McGee moved the minutes be approved as read. Mefferd seconded the motion, which was approved unanimously.

Correspondence: A letter from Teresa Plank concerning Library hours was read (see attached) and discussed. A letter of resignation from Library clerk, Barbara Pruiett, was read. Davis moved to accept the resignation with regret. Morrett seconded, and the motion was approved unanimously.

Financial Statement: The financial statement was read. Morrett moved to accept the financial statement, which was seconded by Mefferd, and passed unanimously. The claims were reviewed. Morrett moved to approve payment of the claims. Goldsmith seconded the motion, which was approved unanimously.

Old Business: Goldsmith made a motion to amend Article VI of the Library Board Bylaws by removing sections 1 and 2, and to begin the article with the current section 3. Morrett seconded, and the motion passed unanimously.

Morrett made a motion to rescind his motion to begin contract negotiations, listed under new business in the March 2, 2006 meeting. Goldsmith seconded and the motion passed unanimously.

New Business: Morrett motioned to approve the new Library mission statement: "The Chariton Free Public Library provides information to help patrons meet personal, educational and professional needs". Mefferd seconded the motion, which passed unanimously.

The Library's Long-Range Plan was approved on a motion from Davis, seconded by Goldsmith and approved unanimously.

Morrett motioned to accept the Follett Software Quote to purchase MARC Entry Records and Barcodes for \$19,600. Swarthout seconded the motion which passed unanimously.

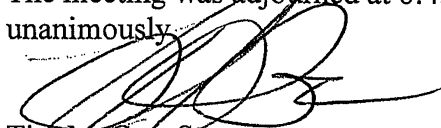
Goldsmith moved to approve an amount of \$587.71 for the purchase and installation of a mounted television from Best Buy, Mefferd seconded and the motion was approved unanimously.

McGee moved to approve the bid from Duke's Concrete to repair and replace the lower portion of the front Library steps for \$2,200. Mefferd seconded and the motion passed unanimously.

McGee made a motion to direct Librarian Murphy to apply for grant funds from the Vredenburg Foundation by April 21, 2006. Mefferd seconded and the motion was approved unanimously.

Directors Report: See attached.

The meeting was adjourned at 6:45 p.m. on a motion from Morrett, seconded by Goldsmith and passed unanimously.



Tim McGee, Secretary pro tem

Chariton Free Public Library

May 4, 2006

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, May 4, 2006 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members Davis, Egeland, McGee, Mefferd, Morrett, and Young were present. Librarian Kris Murphy was also present.

The **Agenda** was adopted on a motion from Mefferd, seconded by McGee. The **Minutes** of the last regular board meeting were reviewed, and approved as amended on a motion from McGee, seconded by Mefferd.

Correspondence: (see attached: the following items) A letter of response to Teresa Plank concerning Library hours was read and discussed. An invitation to Celebrate Community History Month at the State Historical Building, on May 8, 2006, in order to accept a certificate documenting the Library's placement on the National Historic Register, was read. A response from Ray Meyer concerning the receipt of the Library's grant application to the Vredenburg Foundation was read. The letter of application to the South Central Iowa Community Foundation for grant funds was reviewed. A letter of denial to our request to submit an application to the Alliant Energy Foundation was read.

Financial Statement: The financial statement was read. McGee moved to accept the financial statement, which was seconded by Young, and passed unanimously. The claims were reviewed. Morrett moved to approve payment of the claims. Mefferd seconded the motion, which was approved unanimously.

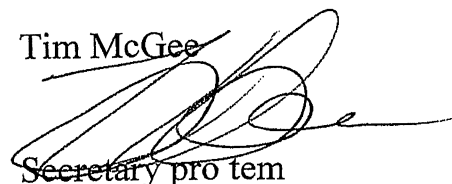
Old Business: Future negotiation procedures for the county contract were discussed.

New Business: Mefferd made, and Davis seconded, a motion to donate a large, framed photograph of the Alma Clay School, once donated to the Library, to the Lucas County Historical Museum. The motion passed unanimously.

Directors Report: See attached.

The meeting was adjourned at 6:20 p.m. on a motion from Young, seconded by Morrett and passed unanimously.

Tim McGee



Secretary pro tem



Chariton Free Public Library

June 1, 2006

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, June 1, 2006 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Trustees Davis, Egeland, Goldsmith, McGee, Mefferd, Morrett, and Young were present. Librarian Kris Murphy was also present.

The **Agenda** was approved on a motion from Morrett, seconded by Young. The **Minutes** of the last regular board meeting were reviewed, and approved on a motion from Mefferd, seconded by Goldsmith.

Correspondence: (see attached: the following items)

A letter of resignation from trustee Colleen Rich.

A letter from the Coons Foundation awarding the Library \$1,500 was a pleasant surprise.

A letter of grant award notification for \$5,000 from the Vredenburg Foundation was read.

Thank you letters will be sent to both foundations.

The FirstSearch Participation letter of Agreement was read.

Also shared, but not attached, thank you notes from Mefferd and Murphy for the flowers sent in memory of their lost loved ones.

Financial Statement:

The **Financial Statement** was read. Morrett moved to accept the financial statement, which was seconded by Young, and approved unanimously. The **Claims** were reviewed. Morrett moved to approve payment of the claims. Davis seconded the motion, which was approved unanimously.

Old Business:

Roof repairs and possible contract were discussed.

New Business:

McGee moved to increase the salary of Library Director to \$27,500. Goldsmith seconded, and the motion passed unanimously.

McGee moved to grant all other employees a 3% raise. Mefferd seconded, and the motion passed unanimously.

McGee moved to raise the amount of the contract with Sue Linn, for custodial services, to \$435 per month. Mefferd seconded, and the motion passed unanimously.

McGee moved, and Young seconded, to accept the base price bid of \$22,650, and misc. carpentry if required, from Wood Roofing. The motion passed unanimously.

Replacement of the handrail for the front steps was discussed. Murphy will secure a bid for the job.

Directors Report: See attached.

The meeting was adjourned at 6:16 p.m. on a motion from Goldsmith, seconded by Mefferd, and passed unanimously.

Tim McGee
Secretary pro tem

Chariton Free Public Library

June 26, 2006

The Chariton Free Public Library Board held a special meeting in the boardroom Monday, June 26, 2006 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Trustees Davis, Egeland, Goldsmith, Morrett, and Young were present. Librarian Kris Murphy was also present.

New Business:

a. Library Step Handrail Bid:

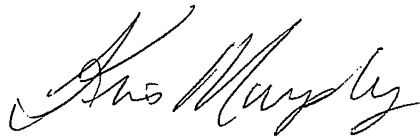
The vote on the bid for replacement of the Library's front step handrail was tabled until the regular July meeting due to concerns about the steps themselves. G. Gwinn will be consulted.

b. July Holiday Closings:

Goldsmith moved to close the library on July 1st and 3rd. Davis seconded the motion which passed unanimously.

The meeting was adjourned at 5:15 p.m.

Librarian,
Kris Murphy

A handwritten signature in cursive script, appearing to read "Kris Murphy", is written below the printed name.

Chariton Free Public Library

July 6, 2006

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, July 6, 2006 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:05 p.m. Members Davis, Egeland, Goldsmith, Mefferd, Morrett, Swarthout, and Young were present. Librarian Kris Murphy was also present.

The agenda was approved unanimously on a motion by Mefferd, seconded by Young.

The minutes of the last regular meeting were reviewed. Goldsmith moved the minutes be approved as read. Swarthout seconded and the motion was approved unanimously.

Correspondence:

A letter was received from the South Central Iowa Community Foundation awarding the library a grant of \$2,000.

A letter was sent to the Carver Charitable Trust notifying them that the library will commit library Funds up to \$10,000 for the roofing project.

A thank you note was sent to Loren and Lucinda Burkhalter for their donation.

A thank you note was sent to the Coons Foundation for their donation.

A response to an overdue letter was received from a patron. A discussion was held on appropriate procedure for overdue books. Librarian Murphy will call the patron.

Claims:

The claims were reviewed. Young moved to approve payment of the claims. Morrett seconded and the motion was approved unanimously.

Old Business:

A motion was made by Morrett to accept the resignation of Colleen Rich from the Library Board. Goldsmith seconded the motion, which was approved unanimously.

New Business:

Mefferd moved to accept the bid of \$656.55 from Thomas Metal Works for the front steps railing. Morrett seconded the motion, which was approved unanimously.

Mefferd made a motion to commit up to \$15,000 of Library funds for the second phase of the library roof repairs. Young seconded. The motion was unanimously approved.

The meeting was adjourned at 6:12 p.m. on a motion from Young, seconded by Morrett.



Sarah Davis
Secretary Pro Tem

CHARITON PUBLIC LIBRARY
BOARD OF TRUSTEES AGENDA
SPECIAL MEETING
FRIDAY JULY 28, 2006
5:00 PM

All meetings of the Board are open to anyone who may wish to observe the proceedings. Non-board members who wish to address the Board will be given the opportunity in the Public Forum, for which time will always be designated with the agenda. Please let the director know.

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. NEW BUSINESS
 - a. Wood Roofing Change Order Approval

ADJOURNMENT

CHARITON FREE PUBLIC LIBRARY
SPECIAL MEETING
JULY 28, 2006

The Chariton Free Public Library Board held a special meeting in the boardroom Friday, July 28, 2006 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members Davis, Egeland, Goldsmith, McGee, Mefferd, and Young were present. Librarian Kris Murphy was also present.

The agenda was approved unanimously.

New Business:

Mefferd moved to accept the change order for \$7,480.00 from Wood Roofing for installation of copper gutters in the rehabilitation of the Library roof. McGee seconded the motion, which was approved unanimously.

The meeting was adjourned at 5:05 p.m.

Kris Murphy
Secretary Pro Tem

Chariton Free Public Library

August 17, 2006

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, August 17, 2006 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:05 p.m. Members Egeland, Goldsmith, Morrett, Swarthout, and Young were present. Librarian Kris Murphy was also present.

The agenda was approved unanimously on a motion by Morrett, seconded by Young.

The minutes of the last regular meeting and of a special meeting held July 28, 2006 were reviewed. Goldsmith moved the minutes be approved as read. Swarthout seconded and the motion was approved unanimously.

Correspondence:

A letter of agreement from the Carver Charitable Trust, concerning the \$6,000 awarded for the Library's roof project, signed by board president Egeland, was reviewed.

A letter of response to a patron concerned with overdue procedures was read. Procedures will be reevaluated.

A copy of the Wood Roofing change order, approved and signed at the July 28th special meeting and faxed the same day, was reviewed.

The State Library Enrich Iowa Agreement letter, signed by board president Egeland, was reviewed.

Financial Statements from June and July 2006 were reviewed. Morrett moved to accept the financial statement. Goldsmith seconded the motion, which was approved unanimously.

Claims:

The claims were reviewed. Young moved to approve payment of the claims. Morrett seconded and the motion was approved unanimously.

Old Business:

Item on city/county negotiations tabled until September meeting.

New Business:

New book & patron barcode issues were discussed. Circulation & Computer Use Statistics were reviewed.

Director's Report: see attached

The meeting was adjourned at 5:35 p.m. on a motion from Young, seconded by Swarthout.



Dan Morrett
Secretary Pro Tem

Chariton Free Public Library

September 7, 2006

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, September 7, 2006 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:15 p.m. Members Egeland, Goldsmith, McGee, Mefferd, and Young were present. Librarian Kris Murphy was also present.

The agenda was approved unanimously on a motion from Mefferd, seconded by Young.

The minutes of the last regular meeting were reviewed. Goldsmith moved the minutes be approved as read. Young seconded and the motion was approved unanimously.

Correspondence:

An agenda for the Library Foundation Board annual meeting to be held on September 19th at 7 pm was received.

A grant award notification letter from the South Central Iowa Community Foundation for a Lucas County Grant in the amount of \$5,000 was received. Board president Gene Egeland, who will attend the check receipt ceremony later this month, signed the accompanying grant agreement form.

Financial Statement was reviewed. McGee moved to accept the financial statement. Young seconded the motion, which was approved unanimously.

Claims:

The claims were reviewed. Young moved to approve payment of the claims. Mefferd seconded and the motion was approved unanimously.

Old Business:

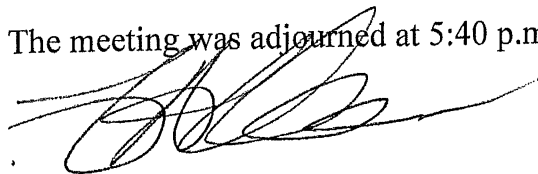
City and County funding were discussed. The upcoming Iowa v Iowa State football game was discussed.

New Business:

No new business was discussed.

Director's Report: see attached. Librarian Murphy reported that more caulk was applied to the roof of the bookdrop to stop the leak. The condition inside the drop will be monitored & repair of the drywall or a new coat of paint may be necessary later. Discussion of the success of the new computer stations & the continuing rise in use of the computers was discussed. We'd still like to add more machines to accommodate the needs of patrons.

The meeting was adjourned at 5:40 p.m. on a motion from Young, seconded by Mefferd.



Tim McGee
Secretary Pro Tem

Chariton Free Public Library

October 5, 2006

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, October 5, 2006 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members, Davis, Goldsmith, , Mefferd, Morrett, Swarthout, and Young were present. Librarian Kris Murphy and City Manager Nels Christensen were also present.

The agenda was approved on a motion from Young, seconded by Goldsmith.

The minutes of the last regular meeting were reviewed. Morrett moved the minutes be approved as read. Mefferd seconded and the motion was approved unanimously.

Correspondence:

Barbara Pruiett's letter of resignation was read.

Claims:

The claims were reviewed. Young moved to approve payment of the claims. Swarthout seconded and the motion was approved unanimously.

Old Business:

City Manager, Nels Chritensen, discussed the status of negotiations on the 28E agreement, presented to the County last year, and city and county funding issues.

Vice President Davis directed Librarian Murphy to write to the County Supervisors informing them of the Library Board's intention of requesting the same funding amount as requested last year.

New Business:

Incident reports were reviewed concerning two patrons whose behavior conflicted with the guidelines of the Library's Conduct Policy.

The Library Foundation Board financial report for the 05-06 year was reviewed.

Library hours were discussed. The staff will deliberate further at their October staff meeting and present a recommendation for new Library hours at the November board meeting.

Director's Report: see attached.

The meeting was adjourned at 6:35 p.m. on a motion from Young, seconded by Morrett.

James Mefferd,
Secretary Pro Tem

Chariton Free Public Library

November 2, 2006

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, November 2, 2006 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members, Davis, Egeland, McGee, Mefferd, Morrett, Scott, Swarthout, and Young were present. Librarian Kris Murphy and City Manager Nels Christensen were also present.

The agenda was approved on a motion from Morrett, seconded by Young.

The minutes of the last regular meeting were reviewed. Morrett moved the minutes be approved as read. Davis seconded and the motion was approved unanimously.

Correspondence:

A letter, stating that the Library would request an increase in funding from the County Board of Supervisors, was reviewed.

The Financial Statement: was reviewed. McGee moved to accept the financial statement, Young seconded and the motion passed unanimously.

Claims:

The claims were reviewed. McGee moved to approve payment of the claims. Mefferd seconded and the motion was approved unanimously.

Old Business:

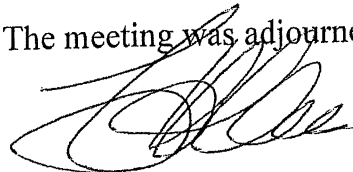
Mefferd moved to change the Library hours to those presented by the Library staff, to be effective January 1, 2007. Davis seconded the motion, which was approved unanimously. *see attached schedule.*

New Business:

President Egeland appointed the budget committee to include librarian Murphy, and trustees Mefferd, McGee, Egeland and Davis, to report at the December board meeting

Director's Report: see attached.

The meeting was adjourned at 5:50 p.m. on a motion from Morrett, seconded by Swarthout.



Tim McGee,
Secretary Pro Tem

Chariton Free Public Library

December 7, 2006

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, December 7, 2006 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members, Davis, Egeland, McGee, Mefferd, Morrett, Swarthout, and Young were present. Librarian Kris Murphy was also present.

The agenda was approved on a motion from Morrett, seconded by Young.

The minutes of the last regular meeting were reviewed. McGee moved the minutes be approved as read. Morrett seconded and the motion was approved unanimously.

Correspondence:

Email correspondence with Humeston Public Library regarding a contract offer to Derby was presented.

A request from First Lady Christie Vilsack, to have a library card issued in her name to be included in a permanent collection at Terrace Hill, was received.

A letter in appreciation of the the Lucas County Genealogical Society was received.

A letter was received from the Carver Charitable Trust with the \$6,000 grant check for roof repairs.

The Financial Statement: was reviewed. Morrett moved to accept the financial statement, McGee seconded and the motion passed unanimously.

Claims:

The claims were reviewed. Morrett moved to approve payment of the claims. Mefferd seconded and the motion was approved unanimously.

Old Business:

Automation of the north doors of the building and possible funding for the project were discussed.

New Business:

McGee moved to approve the 2008 Library Budget Request with modifications to the explanations regarding requested increases. Mefferd seconded and the motion passed unanimously.

Mefferd moved to approve the purchase of two revolving audio-visual display racks from Demco for \$505.40. Swarthout seconded and the motion passed unanimously.

Morrett moved to close the Library December 23rd and 30th because of the holidays. Young seconded and the motion passed unanimously.

President Egeland scheduled the election of officers for the January meeting.

Director's Report: see attached.

The meeting was adjourned at 6:15 p.m. on a motion from Young, seconded by Morrett.

Tim McGee,
Secretary Pro Tem

Chariton Free Public Library

January 4, 2007

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, January 4, 2007 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members, Davis, Egeland, Goldsmith, McGee, Mefferd, Morrett, Scott, Swarthout, and Young were present. Librarian Kris Murphy and City Manager, Nels Christensen were also present.

The agenda was approved on a motion from Morrett, seconded by Davis.

The minutes of the last regular meeting were reviewed. Morrett moved the minutes be approved as read. Mefferd seconded and the motion was approved unanimously.

Correspondence reviewed and discussed: see attached

- a. Thank you to Thomas Vandevenne for book donation
- b. Thank you & report to Roy J. Carver Trust for funds granted for the roof project
- c. Letter and Library Card to Christie Vilsack for Terrace Hill Collection
- d. Letter to Paul M. Goldsmith concerning community service in the library
- e. Humeston Library report on Derby Council Meeting (email correspondence)
- f. Funding Request to Lucas County Board of Supervisors

The Financial Statement: was reviewed. McGee moved to accept the financial statement, Young seconded and the motion passed unanimously.

Claims:

The claims were reviewed. Mefferd moved to approve payment of the claims. Davis seconded and the motion was approved unanimously.

Old Business: none

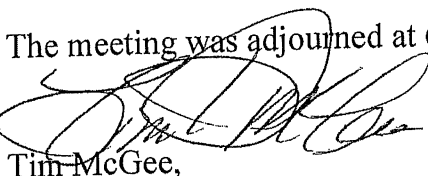
New Business:

Election of Officers:

Mefferd moved to elect Egeland as president, Davis as vice-president, and McGee as secretary. Swarthout seconded. Mefferd moved & Davis seconded, to close the nomination. Goldsmith moved to accept the slate by acclamation. Young seconded and the motion passed with all ayes.

Director's Report: Student activity in the building: see attached.

The meeting was adjourned at 6:00 p.m. on a motion from Young, seconded by Morrett.



Tim McGee,
Secretary Pro Tem

Chariton Free Public Library

February 1, 2007

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, February 1, 2007 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:10 p.m. Members, Davis, Egeland, Goldsmith, McGee, Mefferd, Morrett, Scott, and Young were present. Librarian Kris Murphy was also present.

The agenda was adopted on a motion from Morrett, seconded by Young.

The minutes of the last regular meeting were reviewed. Morrett moved the minutes be approved as read. Scott seconded and the motion was approved unanimously.

Correspondence reviewed and discussed: see attached

- a. A grant application submitted to the South Central Iowa Community Foundation for funds to automate the north doors of the library was reviewed.

The Financial Statement: was reviewed. Mefferd moved to accept the financial statement, Goldsmith seconded and the motion passed unanimously.

Claims:

The claims were reviewed. Morrett moved to approve payment of the claims. Young seconded and the motion was approved unanimously.

Old Business:

Discussion of Rural Library Fees and Contracts: Receipt of annual \$500 payment from Russell. Discussion of contract between Humeston Library and Derby, which when put into effect will allow Chariton to claim Derby transactions as Open Access transactions qualifying for reimbursement from the state. Report on recent County Supervisors Meeting from Mefferd and McGee.

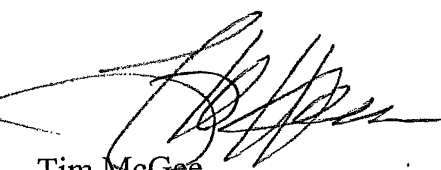
Discussion of grant application procedures.

New Business: Changes to the Operations Policy

Mefferd moved to approve the changes made to the Operations Policy. Davis seconded and the motion was approved unanimously.

Director's Report: see attached.

The meeting was adjourned at 5:57 p.m. on a motion from Morrett, seconded by Young.



Tim McGee,
Secretary

Chariton Free Public Library
March 8, 2007

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, March 8, 2007 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members, Davis, Egeland, Goldsmith, Mefferd, Swarthout, and Young were present. Librarian Kris Murphy was also present.

The agenda was adopted on a motion from Goldsmith, seconded by Young.

The minutes of the last regular meeting were reviewed. Swarthout moved the minutes be approved as read. Davis seconded and the motion was approved unanimously.

Correspondence reviewed and discussed: see attached

- a. A letter denying the funds requested of the South Central Iowa Community Foundation to automate the north doors of the library was received.

The Financial Statement: was reviewed. Davis moved to accept the financial statement, Goldsmith seconded and the motion passed unanimously.

Claims:

The claims were reviewed. Young moved to approve payment of the claims. Swarthout seconded and the motion was approved unanimously.

Old Business:

The bids submitted for the electrical work necessary for the north door automation were discussed. Item was deferred, to be addressed at a future meeting in conjunction with the quote for installation of the mechanism to automate the doors and the funding for the project.

New Business: Changes to the Operations Policy

Additions to the Library Policy Manual were discussed in conjunction with recent conduct in the library.

Davis moved to approve an addition (see below) to the Library Conduct Policy. Goldsmith seconded and the motion was approved unanimously.

Unattended Personal Property:

The Library is a public building and library staff members are not responsible for the personal items of patrons who are utilizing the library. Theft of unattended personal items is always a possibility in a public facility. Do not leave any personal items unattended while in the building. Unattended personal items will be turned over to the police upon discovery.

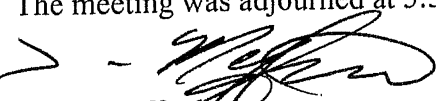
Davis moved to approve an addition (see below) to the Equipment Use and Loans section of the Library Operations Policy. Young seconded and the motion was approved unanimously.

Telephone and Messages:

The Library's phone line is not provided for public use. It is maintained for the conduct of library business only. Patrons may not use the phone. If a patron receives a call, a staff member may write and deliver a message to that patron. In an emergency situation, patrons may ask library staff to relay a message for them by providing a phone number and contact name. Library staff may refuse any request to deliver a message to any patron or to make a call for any patron at their own discretion. Repeated and/or non-emergency requests will be denied.

Director's Report: attached. An incident report concerning the handicapped accessibility of the sidewalk directly in front of the north door was discussed. The curb will be painted yellow to remind patrons to be cautious. The concern will be discussed at a later date in conjunction with the issue of deterioration and repair of the parking lot.

The meeting was adjourned at 5:55 p.m. on a motion from Young, seconded by Swarthout.


James Mefferd

Chariton Free Public Library

April 5, 2007

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, April 5, 2007 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members, Davis, Goldsmith, McGee, Mefferd, Morrett, and Young were present. Librarian Kris Murphy was also present.

The meeting was called to order by vice president Davis. The agenda was adopted on a motion from Morrett, seconded by Mefferd.

The minutes of the last regular meeting were reviewed. Goldsmith moved the minutes be approved as read. Mefferd seconded and the motion was approved unanimously.

Correspondence: none

The Financial Statement: was reviewed. McGee moved to accept the financial statement, Young seconded and the motion passed unanimously.

Claims:

The claims were reviewed. Mefferd moved to approve payment of the claims. Morrett seconded and the motion was approved unanimously.

Grants:

A grant application to the Vredenburg Foundation was reviewed.

Old Business:

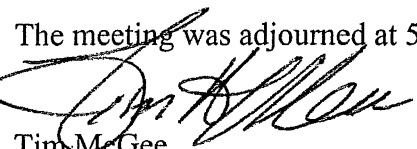
A bid from Automatic Doors of Iowa for \$3,300 to install the swing arm mechanisms and push plates for the north door automation was reviewed. A bid from Donley Electric for \$225.88 to install the electrical wiring necessary for the door automation was reviewed. Young moved to approve the bids. Mefferd seconded and the motion was approved unanimously.

New Business:

Development of a Chariton Public Library Website was discussed. Mefferd shared materials pertaining to the value of Iowa's Library Service Areas and the role they play in supplementing and supporting Iowa's libraries. McGee announced that librarian Kris Murphy would be participating in Leadership Plenty, to begin later in April.

Director's Report: attached.

The meeting was adjourned at 5:30 p.m. on a motion from Young, seconded by Morrett.



Tim McGee,
Secretary

Chariton Free Public Library

May 3, 2007

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, May 3, 2007 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members, Davis, McGee, Mefferd, Morrett, Scott, Swarthout, and Young were present. Librarian Kris Murphy was also present.

The meeting was called to order by vice president Davis. The agenda was adopted on a motion from Mefferd, seconded by Swarthout.

The minutes of the last regular meeting were reviewed. Mefferd moved the minutes be approved as read. Young seconded and the motion was approved unanimously.

Correspondence: A letter confirming receipt and consideration of the Library's grant application to the Vredenburg Foundation for proposed north door automation was received.

The Financial Statement: was reviewed. McGee moved to accept the financial statement, Scott seconded and the motion passed unanimously.

Claims: The claims were reviewed. Mefferd moved to approve payment of the claims. Swarthout seconded and the motion was approved unanimously.

Grants: none

Old Business: none

New Business:

A Deed of Gift, recording the transfer of possession of the Library's redundant card catalogs to the Lucas County Historical Society for inclusion in the museum collection, was accepted for inclusion in the Library Minutes.

McGee moved to approve the Follett Software Quote for Audiovisual MARC Entry cataloging for an estimated 4000 items at \$1.03 per record for total cost of \$4,120. Young seconded the motion which passed unanimously.

Mefferd moved to approve the amendment to the Library's Operations Policy concerning lost, damaged and stolen items. Scott seconded and the motion passed unanimously. See policy below with amendment in bold type.

Damaged, Lost or Stolen Items

Patrons are responsible for returning borrowed materials in good condition and may be assessed costs for damaged or lost items. Unreturned items more than two months overdue will be considered lost or stolen and replacement costs will be assessed. Library privileges may be suspended or revoked if damage or replacement assessments are not paid. Legal action may be taken by the Library upon failure to return items or pay the costs assessed.

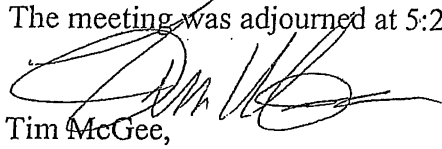
Assessments will include the actual replacement and processing costs. ("Avoidable damage" to the cases housing audiovisual items, such as the heat-warping that occurs when the item is left in the sun or near a heat source, will also be assessed to the patron in addition to payment for any damage sustained by the parts inside the case.) Amounts are assessed per item and determined by current availability and pricing as listed by product providers: Baker & Taylor, Audio Editions, Random House, (Demco) or by the Library of Congress, with replacement costs for individual parts of audiovisual items determined by the source of purchase or replacement. Prices listed below are estimates.

Adult and Juvenile Fiction and Nonfiction (hardbound items)	\$20.00
Paperbacks	\$5.00
Periodicals	\$3.00
Audiovisual Items (CD, DVD, VHS, Audio Cassettes & Cases)	Determined by Source of Purchase/Replacement (cannot be estimated)

All payments are non-refundable.

Director's Report: attached.

The meeting was adjourned at 5:23 p.m. on a motion from Young, seconded by Morrett.

A handwritten signature in black ink, appearing to read 'Tim McGee', written over the printed name.

Tim McGee,
Secretary

Chariton Free Public Library

June 7, 2007

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, June 7, 2007 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members, Davis, Egeland, McGee, Mefferd, Swarthout, and Young were present. Librarian Kris Murphy was also present.

The agenda was adopted on a motion from Mefferd, seconded by Davis.

The minutes of the last regular meeting were reviewed. Mefferd moved the minutes be approved as read. McGee seconded and the motion was approved unanimously.

Correspondence:

- a. Letter and check in the amount of \$3,000 grant funds from the Vredenburg Foundation for the north door automation.
- b. Letter and check in the amount of \$1,500 donation from the Coons Foundation.
- c. FirstSearch Participation Letter of Agreement to State Library of Iowa
- d. Enrich Iowa Program Participation Letter of Agreement to State Library of Iowa
- e. Automatic Doors of Iowa signed quote faxed 5/29/07

The Financial Statement:

The Financial Statement was reviewed. McGee moved to accept the financial statement, Davis seconded and the motion passed unanimously.

Claims:

The claims were reviewed. Mefferd moved to approve payment of the claims. Young seconded and the motion was approved unanimously.

Grants: none

Old Business:

Mefferd moved to amend the April 5th approval of a bid for \$3,300 from Automatic Doors of Iowa for installation of swing arm mechanisms and push plates on the north doors, to accommodate an increase of \$100 in the more recent quote, which was solicited after funding for the project had been secured, bringing the total quote to \$3,400. Swarthout seconded the motion to amend the approval and the motion was approved unanimously.

New Business:

Mefferd moved to approve the Library's participation in the Enrich Iowa Program and to sign participation letters for both Enrich Iowa and FirstSearch. Davis seconded and the motion was approved unanimously.

Director's Report: attached.

The meeting was adjourned at 5:30 p.m. on a motion from Young which was approved unanimously.



Tim McGee,
Secretary

Chariton Free Public Library
July 5, 2007

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, July 5, 2007 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members, Comer, Davis, Egeland, Mefferd, Morrett, Scott, and Young were present. City Manager, Nels Christensen and Librarian Kris Murphy were also present.

The agenda was adopted on a motion from Young, seconded by Mefferd.

The minutes of the last regular meeting were reviewed. Davis moved the minutes be approved as read. Scott seconded and the motion was approved unanimously.

Correspondence: none

The Financial Statement:

The Financial Statement was reviewed. Davis moved to accept the financial statement, Scott seconded and the motion passed unanimously.

Claims:

The claims were reviewed. Mefferd moved to approve payment of the claims. Young seconded and the motion was approved unanimously.

Grants: none

Old Business: none

New Business:

Annual Wage Increase: Mefferd moved to approve a 3% cost of living increase for all library staff who were not already receiving the minimum wage increases effective on April 1, 2007 and January 1, 2008. Morrett seconded the motion which passed unanimously.

Director's Report: attached.

The meeting was adjourned at 5:45 p.m. on a motion from Young, and seconded by Scott, which was approved unanimously.


James Mefferd,
Secretary Pro Tem

Chariton Free Public Library

August 6, 2007

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, August 6, 2007 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members, Comer, Davis, Egeland, McGee, Mefferd, Morrett, Scott, and Young were present. Librarian Kris Murphy was also present.

The agenda was adopted on a motion from Morrett, seconded by Young.

The minutes of the last regular meeting were reviewed. Morrett moved the minutes be approved as read. Davis seconded and the motion was approved unanimously.

Correspondence attached:

- a. A thank you letter to the Vredenburg Foundation reporting the use of the \$3,000 granted for the north door automation
- b. A thank you letter to the JDC Memorial Committee reporting the use of the \$125 they donated to the library which was used to place books in memory of John Dale Clark.
- c. A thank you letter received from the Department of Veterans Affairs in response to the library passing along donated magazines and weeded large print books.
- d. A notification from the State Library of Iowa concerning the next round of Gates grants for which the library is eligible in FY09 and FY10 covering the requirements of matching funds which the library must generate.

The Financial Statement: was unavailable at the time of the meeting.

Claims:

The claims were reviewed. Young moved to approve payment of the claims. Davis seconded and the motion was approved unanimously.

Grants: none

Old Business:

Librarian Murphy reported that the town of Derby has entered into a contract for library services with the Humeston Public Library. This action secures Derby residents patron privileges at both libraries and makes it possible for the Chariton Public Library to report Derby resident transactions as Open Access transactions to the State Library for annual reimbursement.

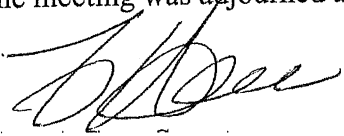
New Business:

Morrett moved and Mefferd seconded approval of an amendment of the Operations Policy which alters the checkout limits and durations for DVDs and VHS Tapes to accommodate the Follett Automation Software and patron needs: see attached. The motion was approved unanimously

Mefferd moved to rescind the existing Reserves and Waiting List portion of the Operations Policy which does not function within the capabilities of the Follett Automation Software. Davis seconded the motion which was approved unanimously.

Director's Report: now including circulation statistics is attached.

The meeting was adjourned at 5:45 p.m. on a motion from Young, seconded by Davis and approved unanimously.



Chariton Free Public Library

September 6, 2007

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, September 6, 2007 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members Comer, McGee, Mefferd, Scott, Swarthout, and Young were present. Librarian Kris Murphy was also present.

The agenda was adopted on a motion from Mefferd, seconded by Swarthout.

The minutes of the last regular meeting were reviewed. Comer moved the minutes be approved as read. Mefferd seconded and the motion was approved unanimously.

Correspondence: none

The Financial Statement: The Financial Statement was reviewed.

Claims: The claims were reviewed. Young moved to approve payment of the claims. Scott seconded and the motion was approved unanimously.

Grants: none

Old Business:

A revision of the August 2007 claims was submitted due to the fact that one of the claim amounts listed was missing from the total. Mefferd moved to approve the revised August 2007 claims, which will be inserted in the minutes in place of the original. Comer seconded the motion, which was approved unanimously.

A report on the remaining Dekko Funds (\$7,789.90 of the original \$30,000) generated a discussion of how to expend those funds. The discussion was tabled and will be resumed at a future meeting.

New Business:

Mefferd moved to approve the amendment to the operations policy concerning patron-placed holds on materials:

Holds

Patrons may place holds on items through the librarian at the circulation desk. A patron may have a total of 3 holds at any given time. A hold can only be placed on an item which is currently checked-out or otherwise unavailable. "Pending" holds remain in the system for 60 days. Once a "pending" hold becomes "ready", patrons will be notified by phone and will have 5 business days following the day of notification to pickup the item before it passes on to the next patron or is returned to the shelf.

Swarthout seconded the motion which was approved unanimously.

Young moved to adopt the 2007 winter holiday closings as follows:

Monday, November 12, 2007 in observance of Veteran's Day, in accordance with City Personnel Policy.

November 22nd for Thanksgiving Day.

Christmas: Saturday, December 22nd, Monday, December 24th and Tuesday, December 25th

New Year's: Monday, December 31st and Tuesday, January 1st.

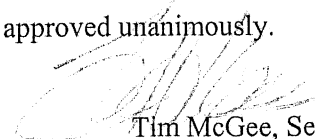
Mefferd seconded the motion which was approved unanimously.

McGee moved to approve the use of the Coons Foundation funds given earlier this year for the purchase of a CD Display unit for the Allender Music Room. Scott seconded the motion which was approved unanimously. A copy of the order information is attached.

McGee moved to sign the letter of intent for participation in the PLOW (Putting Libraries on the Web) project sponsored by the State Library of Iowa. Mefferd seconded and the motion was approved unanimously.

Director's Report: attached.

The meeting was adjourned at 6:15 p.m. on a motion from Young, seconded by Scott which was approved unanimously.


Tim McGee, Secretary

Chariton Free Public Library
October 4, 2007

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, October 4, 2007 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members Comber, Egeland, McGee, Mefferd, and Morrett were present. Librarian Kris Murphy was also present.

The agenda was adopted on a motion from Morrett, seconded by Mefferd.

The minutes of the last regular meeting were reviewed. Comer moved the minutes be approved as read. Egeland seconded and the motion was approved unanimously.

Correspondence Read:

- a. Director's report on and thank you for the SPLASH Grant Funds used to create the Leveled Readers Collection as requested by Columbus Elementary Staff.
- b. Letter of thanks from the Chariton 150 Steering Committee regarding the Library's participation in September's Sesquicentennial Celebration.

The Financial Statement:

The Financial Statement was reviewed. Morrett moved to accept the financial statement, McGee seconded and the motion passed unanimously.

Claims:

The claims were reviewed. Morrett moved to approve payment of the claims. Comer seconded and the motion was approved unanimously.

Grants: no new grant applications

Old Business:

Possible purchases were discussed for the expenditure of the remaining Dekko Grant Funds. Of those options presented, the Board requested specifics on the pricing for a Disc Repair System, Digital Projector, Laptop Computer and replacements for the existing Staff Workstations at each circulation desk. Librarian Murphy will provide the information at the November meeting for approval.

New Business:

A proposal to engage the High School Building Trades Class to build 2 cabinets suitable for housing the towers of the two circulation stations at the upstairs desk was approved. The purchase price will be less than \$500.

Director's Report: attached.

The meeting was adjourned at 5:49 p.m. on a motion from McGee, seconded by Comer and approved unanimously.



Tim McGee,
Secretary

Chariton Free Public Library
November 1, 2007

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, November 1, 2007 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members Comber, Davis, Egeland, McGee, Mefferd, and Scott, were present. Librarian Kris Murphy was also present.

The agenda was adopted on a motion from Davis, seconded by Comer.

The minutes of the last regular meeting were reviewed. McGee moved the minutes be approved as read. Davis seconded and the motion was approved unanimously.

Correspondence:

- a. A letter from the Lucas County Genealogical Society requesting a change in library hours that would allow them to meet during their regular 6:00 – 8:00 time slot was read and discussed.

The Financial Statement:

The Financial Statement was unavailable at the time of the meeting.

Claims:

The claims were reviewed. Davis moved to approve payment of the claims. Mefferd seconded and the motion was approved unanimously.

Grants: none

Old Business:

Mefferd moved to approve purchase of three staff computers for the circulation desks, at a price of \$2,994.²⁹, as described in Murphy's proposal for the expenditure of the remaining \$7,293.²⁷ Dekko Grant funds. Scott seconded, and the motion was approved unanimously.

Mefferd moved to approve purchase of a LCD Projector and peripherals for the Library's meeting room, at a price of \$1,144.¹¹, as described in Murphy's proposal for the expenditure of the remaining \$7,293.²⁷ Dekko Grant funds. Davis seconded, and the motion was approved unanimously.

Davis moved to approve purchase of a JFJ Easy Pro Disc Repair Machine, at a price of \$249.⁹⁹, as described in Murphy's proposal for the expenditure of the remaining \$7,293.²⁷ Dekko Grant funds. Mefferd seconded, and the motion was approved unanimously.

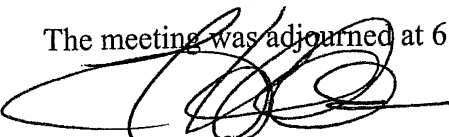
After the purchase of the items listed above, the remaining Dekko funds will stand at \$2904.⁸⁸. Librarian Murphy will consult with a contractor to determine the cost & feasibility of placing a continuous counter surface along three walls of the west office, now the computer lab, to serve as a work surface for the Library's patron computers, as another option for expenditure of the remaining funds.

New Business:

No Budget Committee was designated. Librarian Murphy will present the proposed budget for approval at the December meeting.

Director's Report: attached.

The meeting was adjourned at 6:01 p.m. on a motion from McGee, seconded by Egeland and approved unanimously.

A large, stylized handwritten signature in black ink, likely belonging to a board member or the librarian, is written over the bottom left portion of the page.

Chariton Free Public Library
December 17, 2007

The Chariton Free Public Library Board held its monthly meeting in the boardroom Monday, December 17, 2007 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members Comber, Davis, Egeland, Mefferd, Morrett, and Swarthout were present. Librarian Kris Murphy was also present.

The agenda was adopted on a motion from Davis, seconded by Comer.

The minutes of the last regular meeting were reviewed. Davis moved the minutes be approved as read. Comer seconded and the motion was approved unanimously.

Correspondence:

Letter of Response to Lucas County Genealogical Society
Letter & Response: Dekko Foundation Remainder Funds
State Library Letter: CD Settlement Distribution with check for \$155.⁹²

The Financial Statement:

The Financial Statement was reviewed. Mefferd moved to accept the financial statement, Swarthout seconded and the motion passed unanimously.

Claims:

The claims were reviewed. Comer moved to approve payment of the claims. Davis seconded and the motion was approved unanimously.

Grants: none

Old Business: Dekko Expenditures:

Murphy reported that the projector and the disc repair system had arrived, but were not yet installed. The new staff machines are in place and the old machines are being reconditioned for patron use. The countertop has been installed in the computer lab.

New Business:

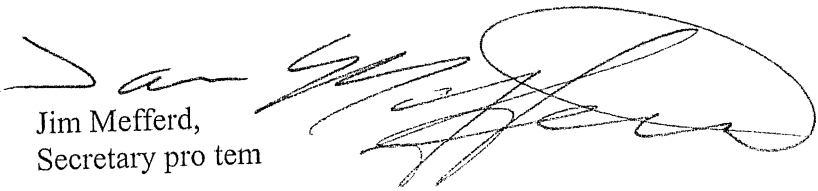
Morrett moved to approve the FY2009 Budget submitted by Murphy and amended during the meeting. Comer seconded and the motion was approved unanimously.

Egeland moved to nominate Davis as board president and McGee as vice president, Comer seconded and the motion was approved unanimously. Davis moved to nominate Comer as secretary, Morrett seconded and the motion was approved unanimously. Mefferd moved to accept the slate of officers as nominated, Morrett seconded and the motion was approved unanimously.

Mefferd moved for a board resolution to request \$28,800 from Lucas County for the FY2009 budget year. Davis seconded and the resolution passed unanimously.

Director's Report: attached.

The meeting was adjourned at 5:45 p.m. on a motion from Morrett, seconded by Mefferd and approved unanimously.


Jim Mefferd,
Secretary pro tem

Chariton Free Public Library

January 3, 2008

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, January 3, 2008 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members Comber, Davis, Egeland, Mefferd, Morrett, Scott, Swarthout, and Young were present. Librarian Kris Murphy was also present.

The agenda was adopted on a motion from Morrett, seconded by Egeland.

The minutes of the last regular meeting were reviewed. Morrett moved the minutes be approved as read. Young seconded and the motion was approved unanimously.

Correspondence:

- a. Coons Foundation: Margaret Coons Donation
- b. Coons Foundation 2007 Gift Thank You and Report

The Financial Statement:

The Financial Statement was reviewed. Comer moved to accept the financial statement, Scott seconded and the motion passed unanimously.

Claims:

The claims were reviewed. Young moved to approve payment of the claims. Mefferd seconded and the motion was passed unanimously.

Grants: none

Old Business: none

New Business:

Morrett moved to approve the revision of the Behavior Policy to allow drinks in the Library. Swarthout seconded and the motion was approved unanimously. See approved revision below.

Food and Drink: Patrons may not consume food in the Library except at designated functions within the Educational Meeting Room. Consumption of beverages in containers or cups with lids is permitted in all areas of the Library **except the computer lab**. No liquids are permitted in the computer lab. Patrons must dispose of drinks without lids/caps before entering the Library. Use of alcohol, tobacco products, or other controlled substances in the Library is strictly prohibited.

Board discussed new furniture to be purchased with the Coons donation, deferred any decision on the matter and directed Murphy to check with local contractors to compare with the shelving option available from library vendor Gaylord. More options will also be sought for a set of chairs and couch.

Mefferd made a motion for a resolution to appropriately recognize the Swanson and Ambelang bequests. Young seconded and the motion passed unanimously. Murphy is authorized to use her best judgment in purchasing the plaques discussed.

Davis discussed the recurrent rumor circulating that donations to the Library lead directly to a cut in the Library's budget from the City and encouraged board members to make every attempt to dispel that rumor.

Davis reported that she and Murphy attended the County Board of Supervisor's meeting on January 2nd to submit the FY 2009 budget request which asks the County to increase its funding to better match the use county residents make of the Library. The request was for an increase of \$14,400, making the County's payment \$28,800.

Director's Report: attached.

The meeting was adjourned at 5:45 p.m. on a motion from Young, seconded by Morrett and approved unanimously.



Chariton Free Public Library
February 7, 2008

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, February 7, 2008 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 6:00 p.m. Members Comer, McGee, Mefferd, Morrett, and Swarthout were present. Librarian Kris Murphy was also present.

The agenda was adopted on a motion from Morrett, seconded by Mefferd.

The minutes of the last regular meeting were reviewed. Mefferd moved the minutes be approved as read. Morrett seconded and the motion was approved unanimously.

Correspondence:

- a. Letter received from JDC Memorial Ride Committee with a donation of \$125 to purchase items in memory of John Dale Clark.
- b. Thank You letter to the family of Ella Herald listing the books ordered with those memorial funds.

The Financial Statement:

The Financial Statement was reviewed. Swarthout moved to accept the financial statement, Comer seconded and the motion passed unanimously.

Claims:

The claims were reviewed. Morrett moved to approve payment of the claims. Mefferd seconded and the motion passed unanimously.

Grants: none

Old Business: none

New Business: none

Director's Report: attached.

Murphy distributed director evaluation forms, to be collected by Davis who will compile and summarize the evaluation for the March meeting.

Murphy distributed copies of the current library policies for upcoming reassessment and revision prior to the Library's upcoming accreditation submission.

The meeting was adjourned at 6:23 p.m. on a motion from Comer, seconded by Swarthout and approved unanimously.

Ruth Comer, Secretary



Chariton Free Public Library

March 6, 2008

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, March 6, 2008 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members Comer, Davis, Egeland, Mefferd, Scott, and Young were present. City Manager Nels Christensen, City Council Member Ruth Smith, and Librarian Kris Murphy were also present.

The agenda was adopted on a motion from Young, seconded by Mefferd.

The minutes of the last regular meeting were reviewed. Egeland moved the minutes be approved as read. Scott seconded and the motion was approved unanimously.

Correspondence: none

The Financial Statement:

The Financial Statement was reviewed. Comer moved to accept the financial statement, Mefferd seconded and the motion passed unanimously.

Claims:

The claims were reviewed. Mefferd moved to approve payment of the claims. Young seconded and the motion passed unanimously.

Grants: none

Old Business: Copies of the compiled results of the library director evaluation were sent via email to all board members. Davis provided a hard copy of the evaluation results for inclusion in Murphy's personnel file at city hall. Davis reviewed the results and the performance objectives she and Murphy developed for the next year. Mefferd moved to approve the performance objectives, Scott seconded and the motion passed unanimously.

New Business:

Gates Opportunity Online Hardware Grant: Egeland moved to approve the commitment of \$650 in library funds to meet the required 25% match necessary to receive the Gates Opportunity Online Hardware Grant this year. Comer seconded and the motion was approved unanimously.

Pay Increase Request: Susie Linn requested an increase in payment for janitorial services. A decision on the increase was tabled until next month's meeting so that more information can be provided on the insurance and supplies Linn pays for herself.

Internet Policy Revision: Tabled until next month to include all revisions.

Confidentiality Policy: Tabled to next month to allow for review of this new policy.

Genealogy Policy: Mefferd moved to approve the policy as presented, with the exception that the 3rd paragraph be eliminated in its entirety. Young seconded and the motion passed unanimously.

Records Retention Policy: Tabled to next month to allow for review of this new policy.

Director's Report: attached.

The meeting was adjourned at 6:16 p.m. on a motion from Young, seconded by Comer and approved unanimously.



Ruth Comer, Secretary

Chariton Free Public Library

April 3, 2008

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, April 3, 2008 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members Comer, Davis, McGee, Mefferd, and Young were present. Librarian Kris Murphy and City Manager Nels Christensen were also present.

The agenda was adopted on a motion from Mefferd, seconded by McGee.

The minutes of the last regular meeting were reviewed. McGee moved the minutes be approved as amended to include the changes to the Genealogy Policy (see attached). Mefferd seconded and the motion was approved unanimously.

Correspondence:

- a. Thank You to JDC Ride Committee for memorial funds.
- b. Letter of commitment of matching funds for the Gates Technology Grant to State Library

The Financial Statement:

The Financial Statement was reviewed. McGee moved to accept the financial statement, Young seconded and the motion passed unanimously.

Claims:

The claims were reviewed. Young moved to approve payment of the claims. McGee seconded and the motion was passed unanimously.

Grants: none

Old Business:

- a. **Internet Use Policy Revision:** Mefferd moved to approve the policy as revised with the exception of striking the following sentences:
A restriction may be placed on a child's library card to prevent him/her from using the Library's computers. Such a request must be made by the legal guardian of the child, and can only be removed by the guardian.
Comer seconded the motion which was approved unanimously.
- b. **Confidentiality Policy:** Mefferd moved to approve the policy, Young seconded and the motion passed unanimously.
- c. **Records Retention Policy:** Mefferd moved to approve the policy, McGee seconded and the motion passed unanimously.
- d. **Increase of Contract Fee for Custodial Services:** McGee moved to approve a \$70/month increase in payment for janitorial services, bringing the price for services to \$505 per month. Young seconded the motion which was approved unanimously.

New Business:

- a. **Additions to the Policy Manual Appendix:** Comer moved to approve the inclusion of:
Iowa Open Meetings Law
Iowa Code 702.22, 808.12 and 714.5 (as it pertains to Lost and Damaged Items and Equipment)
Iowa Code 728.1, 728.2, and 728.7 (as they pertain to the Library's Internet Policy)
in the Policy Manual Appendix. Mefferd seconded the motion which was approved unanimously.
- b. **Incident Report & Patron Appeal Form:** McGee moved to include the forms as part of the Conduct Policy, Young seconded and the motion passed unanimously.
- c. **Challenged Materials Form:** McGee moved to include the form as part of the Collection Development Policy, McGee seconded and the motion passed unanimously.
- d. **Claim of Return:** Mefferd moved to approve the Claim of Return policy and form addition to the Operations Policy. McGee seconded the motion which was approved unanimously.
- e. **Music Room:** Circulation trends in the music room were discussed. A request that the travelogues not be removed from the VHS Nonfiction collection was received. No action was taken and further discussion is needed.
- f. **Magazine Shelving:** A Quote for construction of a magazine shelving unit was received from TJM Construction. (\$1,200 for a single unit) McGee moved to approve the purchase of 2 units at \$2,400 and to approve a down payment of \$600. Part of the Coons funds donated in December 2007 will be used to pay for this purchase. (please see Board Minutes January 3, 2008)

Other Discussion:

Mefferd referenced a recent item from the Des Moines Register as it pertains to the Library's compliance with the Iowa Open Meetings Law concerning email communications between board members. (see attached) Discussion of the changes to the law will be discussed at the May meeting.

Murphy distributed an example of an overdue bill which can be generated by the Follett system. Possible use of the bill will be discussed at the May meeting.

Director's Report: attached.

The meeting was adjourned at 5:50 p.m. on a motion from Young, seconded by Comer and approved unanimously.



Ruth Comer, Secretary

Chariton Free Public Library

May 1, 2008

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, May 1, 2008 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members Comer, Davis, Egeland, Mefferd, Morrett, Scott, Swarthout, and Young were present. Librarian Kris Murphy and City Manager Nels Christensen were also present.

The agenda was adopted on a motion from Mefferd, seconded by Scott.

The minutes of the last regular meeting were reviewed. Egeland moved the minutes be approved as read. Young seconded and the motion was approved unanimously.

Correspondence:

- a. A note from a patron expressed her discomfort about the fact that when her card was scanned an audible alert sound could be heard due to the fact that she had fines for an overdue item. Librarian Murphy responded to the note. See attached.

The Financial Statement:

The Financial Statement was reviewed. Egeland moved to accept the financial statement, Swarthout seconded and the motion passed unanimously.

Claims:

The claims were reviewed. Young moved to approve payment of the claims. Morrett seconded and the motion was passed unanimously.

Grants: none

Old Business: none

New Business:

Chuck Donley submitted an estimate for installing 4 electrical outlets for laptop users. Christensen offered to meet with Murphy and Donley to discuss the work. Mefferd moved to approve Donley's estimate, subject to a review by the Library Director and City Manager. Morrett seconded and the motion was approved unanimously.

Director's Report: attached.

The Board discussed the purchase of a digital camera, suggesting that Murphy purchase a camera and memory card.

The need for a portable projector was also discussed. Concerns over making the projector available to patrons, which could result in damage and expense, were expressed. Murphy may begin seeking grant funds to purchase a projector. Further discussion is needed.

The future location of two more computers, funded by the Gates Foundation, was discussed. The possibility that the use of the two new machines may be limited to non-recreational research and other serious tasks was discussed. The machines will replace the current "listening stations" in the music room and will also be used for that purpose.

The meeting was adjourned at 5:34 p.m. on a motion from Young, seconded by Morrett and approved unanimously.

Ruth Comer, Secretary

Chariton Free Public Library

June 5, 2008

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, June 5, 2008 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members McGee, Mefferd, Morrett, Swarthout, and Young were present. Librarian Kris Murphy and City Manager Nels Christensen were also present.

The agenda was adopted on a motion from Mefferd, seconded by Morrett.

The minutes of the last regular meeting were reviewed. Mefferd moved the minutes be approved as read. Swarthout seconded and the motion was approved unanimously.

Correspondence:

- a. Letter of donation from the Coons Foundation with a check for \$2,000 to spend as needed.

The Financial Statement:

The Financial Statement was reviewed. Young moved to accept the financial statement, Swarthout seconded and the motion passed unanimously.

Claims:

The claims were reviewed. Young moved to approve payment of the claims. Mefferd seconded and the motion was passed unanimously.

Grants: none

Old Business: none

New Business:

McGee moved to approve a 3% (24¢) increase to Music Room Librarian Bonnie Stone's hourly wage and a 4% (\$1,133) increase to Librarian Murphy's annual salary. Mefferd seconded and the motion was approved unanimously.

Morrett moved to approve the closing of the Library on Saturday July 5th. Mefferd seconded and the motion was approved unanimously.

Director's Report: attached.

The meeting was adjourned at 5:40 p.m. on a motion from Young, seconded by Mefferd and approved unanimously.

Dee Swarthout, 
Secretary pro tem

Chariton Free Public Library
July 10, 2008

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, July 10, 2008 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members Davis, Egeland, McGee, Mefferd, and Swarthout were present. Librarian Kris Murphy was also present.

The agenda was adopted on a motion from Mefferd, seconded by Egeland.

The minutes of the last regular meeting were reviewed. Mefferd moved the minutes be approved as read. McGee seconded and the motion was approved unanimously.

Correspondence: none

The Financial Statement:

The Financial Statement was reviewed. Egeland moved to accept the financial statement, Swarthout seconded and the motion passed unanimously.

Claims:

The claims were reviewed. Mefferd moved to approve payment of the claims. McGee seconded and the motion was passed unanimously.

Grants: none

Old Business:

Discussion of the removal of the required Internet permission slip from the Internet Policy last April and the need to publicize the discontinuation of that practice to the public, to inform parents of the unrestricted access their students have to the Internet in the Library. Davis asked Murphy to include an announcement of the policy change in the publicity which will promote the arrival of 2 more Gates Foundation-funded computers in the Library later this August.

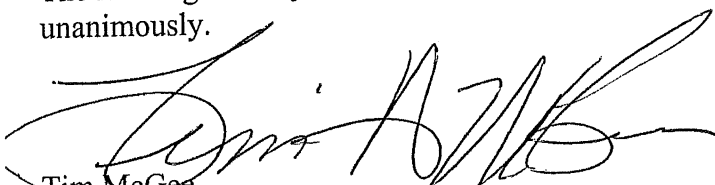
New Business:

Discussion of Music Room location for the new computers and alternate usage options specific to those computers, which will limit the type of activity that can be performed on them while lengthening the amount of time allotted to each user. Extended-use time will allow these machines to function as listening and viewing stations, and will accommodate patron activities such as online coursework, job hunting and online applications, and filling out online forms for taxes, etc.

McGee moved to allow Murphy to spend up to \$4,000 in donated funds to purchase a new desk and additional furniture for the music room. Swarthout seconded and the motion was approved unanimously.

Director's Report: attached.

The meeting was adjourned at 5:37 p.m. on a motion from Mefferd, seconded by Swarthout and approved unanimously.



Tim McGee,
Secretary pro tem

Chariton Free Public Library
September 4, 2008

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, September 4, 2008 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members Davis, Mefferd, Scott, Swarthout, and Young were present. Librarian Kris Murphy was also present.

The agenda was adopted on a motion from Scott, seconded by Swarthout.

The minutes of the last regular meeting were unavailable at the time of meeting.

Correspondence: none

The Financial Statement:

The Financial Statement was reviewed. Mefferd moved to accept the financial statement, Scott seconded and the motion passed unanimously.

Claims:

The claims were reviewed. Young moved to approve payment of the claims. Scott seconded and the motion was passed unanimously.

Grants: none

Old Business:

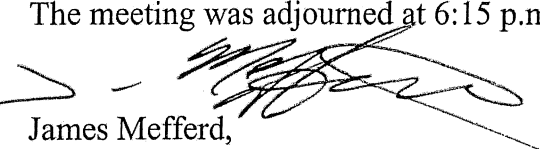
- a. Discussion was held concerning the Library Internet Policy.
- b. Young moved to change the summer hours
from Monday, Tuesday 1 – 7, Wednesday – Friday 10 – 4, and Saturday 1 – 3
to Monday - Wednesday 1 – 7, Thursday, Friday 10 – 4, and Saturday 1 – 3
Swarthout seconded, and the motion passed unanimously.
- c. Semi-annual review of Director Evaluation & progress on performance goals

New Business:

Mefferd moved to sell the Library's outdated, obsolete equipment in a manner consistent with City policy. Scott seconded and the motion was approved unanimously.

Director's Report: attached.

The meeting was adjourned at 6:15 p.m. on a motion from Young, which was approved unanimously.


James Mefferd,
secretary pro tem

Chariton Free Public Library
October 2, 2008

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, October 2, 2008 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members Comer, Davis, Egeland, McGee, Mefferd, Morrett, Scott, Swarthout, and Young were present. Librarian Kris Murphy was also present. Mary Reeves of the Russell Historical Museum & Library was also present.

The agenda was adopted on a motion from McGee, seconded by Young.

The minutes of the last regular meeting were reviewed. McGee moved the minutes be approved as read. Mefferd seconded and the motion was approved unanimously.

Open Forum: Mary Reeves expressed her interest in the Library's possible participation in the WILBOR downloadable audiobook consortium (through the Southwest Iowa Library Service Area). She offered a donation of \$500 to pay for the initial setup fee. Discussion followed. The item will be included on the agenda for the next board meeting for action.

Correspondence: None

The Financial Statement: The Financial Statement was reviewed. McGee moved to accept the financial statement, Swarthout seconded and the motion passed unanimously.

Claims: The claims were reviewed. Young moved to approve payment of the claims. Mefferd seconded and the motion was passed unanimously.

Grants: none

Old Business:


- a. A revision of the September Claims to correct a typo (the typo added 99¢ to the Office Machines payment and to the total claims) was approved on a motion from Mefferd, seconded by Morrett.
- b. Mefferd moved that we accept as listed the bids received for each item, and the highest bid of three for the wooden chair. Morrett seconded and the motion was approved unanimously. Unsold items will be donated, recycled or disposed of.

New Business:

- a. A special meeting will be scheduled once Murphy has met with an ADT representative regarding options for improving building security.
- b. No decision was made on replacing the stolen computer.
- c. Discussion concerning library card replacement pointed out discrepancies between library policy and associated procedures, which need to be rectified by amendment to the policy and revision of the registration materials and brochure patrons receive, concerning registration for library card and patron responsibility and waiver of confidentiality. The amendment and other suggested changes will be presented at next month's meeting for action.

Director's Report: attached.

The meeting was adjourned at 5:53 p.m. on a motion from Young, seconded by Morrett, and approved unanimously.


Ruth Comer, Secretary

Chariton Free Public Library
Special Meeting
October 17, 2008

The Chariton Free Public Library Board held a special meeting in the boardroom Friday, October 17, 2008 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 1:15 p.m. Members Comer, Davis, Egeland, McGee, Mefferd, Morrett, Swarthout, and Young were present. Librarian Kris Murphy and City Manager Nels Christensen were also present.

The agenda was adopted on a motion from Young, seconded by Egeland.

New Business:

Two proposals for installing additional equipment and technology to enhance security in the Library were discussed. The first proposal came from Southern Iowa Technologies, the second from ADT Commercial Security, the Library's current security provider. After discussion, McGee moved to take no action on the two proposals at this time. Mefferd seconded and the motion was approved unanimously.

The meeting was adjourned at 1:50 p.m. on a motion from Young, seconded by Morrett and approved unanimously.


Ruth Comer, Secretary

Chariton Free Public Library
November 6, 2008

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, November 6, 2008 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members Comer, Davis, Egeland, Mefferd, Scott, Swarthout, and Young were present. Librarian Kris Murphy and City Manager Nels Christensen were also present.

The agenda was adopted on a motion from Mefferd, seconded by Scott.

The minutes of the last regular meeting and the special meeting held October 17th were reviewed. Young moved the minutes be approved as read. Mefferd seconded and the motion was approved unanimously.

Correspondence:

- Vredenburg Grant Application & Receipt Notification
- JDC Donation Letter & Thank You
- Coons Foundation Thank You

The Financial Statement:

The Financial Statement was reviewed. Egeland moved to accept the financial statement, Mefferd seconded and the motion passed unanimously.

Claims:

The claims were reviewed. Young moved to approve payment of the claims. Swarthout seconded and the motion was passed unanimously.

Grants: none

Old Business:

Scott moved to approve the amendment of the Library Card Registration Policy. Swarthout seconded and the motion was approved unanimously. See approved revisions in bold below.

Application will ask for full name, **birthdate**, home address and telephone number. **PO Box addresses may be added to the account for mailing purposes, but a patron's home address must be provided to demonstrate actual location of residence.** Cards may be issued without identification only at the discretion of the librarian.

Patrons shall receive the Patron Responsibility and Waiver of Confidentiality Agreement when registering for a Library card. Signing the patron registration card indicates compliance with the conditions of this Agreement.

A patron who reports a lost card may re-register at the circulation desk. Identification is required. **There is a \$1.00 fee for the first replacement card, a \$5.00 fee for the second, and a \$10.00 fee for each subsequent replacement card. A permanent record of each replacement will be placed in the patron's account. Once a card number is replaced, the original number can no longer be used in the Library's system & if the card is located, it must be destroyed.**

New Business:

- a. After discussing the option to join the WILBOR downloadable audiobook consortium available through the Southwest Library Service Area, no action was taken.
- b. The Board will review the documentation concerning the Powers bequest at next month's meeting to determine why the interest for that bequest fund is being handled differently from all the other bequest funds.
- c. After reviewing two versions of the Library budget proposal for FY2010, Mefferd moved to approve the submission of the budget which requests an additional \$12,900 from Lucas County. After further discussion, it was decided to wait and amend the budget to include T&A Benefit figures before submission. Mefferd withdrew his motion for approval.

Director's Report: attached.

The meeting was adjourned at 5:58 p.m. on a motion from Young, seconded by Egeland and approved unanimously.

A handwritten signature in cursive script that reads "Ruth Comer". The signature is written in dark ink and is positioned above the printed name.

Ruth Comer, Secretary

Chariton Free Public Library
December 4, 2008

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, , 2008 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members Comer, McGee, Mefferd, Scott, Swarthout, and Young were present. Librarian Kris Murphy was also present. City Council member Ruth Smith was also present.

The agenda was adopted on a motion from Mefferd, seconded by Scott.

The minutes of the last regular meeting were reviewed. Young moved the minutes be approved as read. Comer seconded and the motion was approved unanimously.

Correspondence:

- a. Thank You for magazine donation from Knoxville VA Hospital
- b. Vredenburg Grant Award Notification & Check for Funds
- c. M. Churchill Memorial Donation for Wayne & Maxine Rodgers

The Financial Statement:

The Financial Statement was reviewed. Comer moved to accept the financial statement, Mefferd seconded and the motion passed unanimously.

Claims:

The claims were reviewed. Young moved to approve payment of the claims. Swarthout seconded and the motion was passed unanimously.

Grants: none

Old Business:

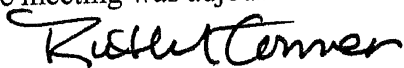
- a. After reviewing Mildred Power's will and the Library Board minutes of 9/3/98 in which accounting for the Powers Bequest was initially determined, it was decided that the Powers Interest should be handled in the same manner as the Library's other bequest funds henceforth.
- b. Mefferd moved to submit the proposed Library Budget to the City and County. McGee seconded the motion which passed unanimously.

New Business:

- a. It was moved by Young and seconded by Scott, that the Library be closed Christmas Eve day. The motion was approved unanimously.
- b. It was moved by Mefferd, seconded by Young to re-elect Sarah Davis as Board President, Tim McGee as Vice-President, and Ruth Comer as Secretary for 2009. Motion carried.
- c. Copies of the materials which must be approved again before submission of the Library's accreditation application were distributed for review. It was suggested that Article IV, Section 2 be amended to change the term of officers from one year to two, and that the time and place of the monthly Board meeting be added to Article V, Section 1. These amendments will be published in the January agenda to be voted on at the February meeting.
- d. Susie DeGhelder, author of "The Gate Called Beautiful" has contacted the Library to see if we would be interested in an author signing. Murphy will provide policy language to address the sale of books by authors during visiting author programs at the January meeting.

Director's Report: attached.

The meeting was adjourned at 5:48 p.m. on a motion from Young, seconded by Swarthout and approved unanimously.


Ruth Comer, Secretary

Chariton Free Public Library
January 8, 2009

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, January 8, 2009 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:03 p.m. Members Comer, Davis, Mefferd, Scott, Swarthout, and Young were present. Librarian Kris Murphy was also present.

The agenda was adopted on a motion from Young, seconded by Swarthout.

The minutes of the last regular meeting were reviewed. Mefferd moved the minutes be approved as read. Scott seconded and the motion was approved unanimously.

Correspondence:

- a. Resignation of Library Clerk, Kay Brown
- b. State Library of Iowa re: Iowa Open Meetings Law

The Financial Statement:

The Financial Statement was reviewed. Scott moved to accept the financial statement, Swarthout seconded and the motion passed unanimously.

Claims:

The claims were reviewed. Young moved to approve payment of the claims. Mefferd seconded and the motion was passed unanimously.

Grants: none

Old Business: none

New Business:

The Library Director Evaluation was tabled until all board members have submitted their evaluation to Davis.

After comparing the holiday closings of the Library and those listed in the City's personnel manual, it was moved by Mefferd to add Veteran's Day to the list of holidays for which the Library is closed, and to leave the rest of the list as is. Motion carried.

Young moved to approve the Library Personnel Policy with one change: deleting the words "March 1989" as the date of the City of Chariton Personnel Manual. Swarthout seconded and the motion passed unanimously.


Mefferd moved to approve the existing Collection Management Policy as presented. Scott seconded and the motion was approved unanimously.

The proposed amendments to the Library Board Bylaws were published and will be voted upon at the February meeting.

Murphy presented sample policies from other libraries concerning the sale of books by authors who present a free library program. The Board directed Murphy to draft a reworking of the meeting room policy to allow author signings and selling of books by those visiting authors.

Director's Report: attached.

The meeting was adjourned at 5:54 p.m. on a motion from Young, seconded by Scott and approved unanimously.


Ruth Comer, Secretary

Chariton Free Public Library

February 5, 2009

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, February 5, 2009 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m.

Members Comer, Davis, Egeland, McGee, Mefferd, Morrett, Scott, and Young were present. Librarian Kris Murphy and City Manager Nels Christensen were also present.

The **agenda** was adopted on a motion from Scott, seconded by Egeland.

The **minutes** of the last regular meeting were reviewed. Egeland moved the minutes be approved as read. McGee seconded and the motion was approved unanimously.

Correspondence:

- a. Grant Report to Dekko Foundation
- b. Grant Report to Vredenburg Foundation
- c. Thank you from US Department of Commerce (Census Training in building)

The Financial Statement:

The Financial Statement was reviewed. Egeland moved to accept the financial statement, Scott seconded and the motion passed unanimously.

Claims:

The claims were reviewed. Mefferd moved to approve payment of the claims. Young seconded and the motion was passed unanimously.

Grants: Efforts to secure matching funds for the Gates Hardware Grant 2009 (\$1,300)

- a. Wal-Mart Grant Request
- b. Pamida Grant Request
- c. Casey's Grant Request

Old Business:

Davis reviewed the results of the library director evaluation and asked if the board was in agreement with the goals set for the director for the upcoming year. Mefferd moved to accept evaluation & goals; Scott seconded. Motion carried

New Business:

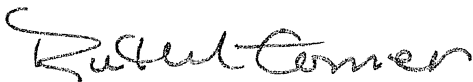
Meeting Room Policy: Mefferd moved to approve the Meeting Room Policy. McGee seconded and the motion was approved unanimously. See approved revision attached.

Library Staff: Board discussed library staffing and the need for updated job descriptions and performance evaluations.

Board Bylaws Revision: Mefferd moved that the amendment to the bylaws be approved as presented. Young seconded and the motion carried. See approved amendment attached.

Director's Report: attached.

The meeting was adjourned at 6:01 p.m. on a motion from Young, seconded by Egeland and approved unanimously.



Chariton Free Public Library

March 5, 2009

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, March 5, 2009 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:10 p.m. Members Comer, Davis, Egeland, Mefferd, Swarthout, and Young were present. Librarian Kris Murphy was also present.

The agenda was adopted on a motion from Egeland, seconded by Swarthout.

The minutes of the last regular meeting were reviewed. Comer moved the minutes be approved as read. Young seconded and the motion was approved unanimously.

Correspondence:

- a. Response to Casey's Grant Application (\$250 Gates Match)
- b. Hy-Vee Donation (\$850 Gates Match)
- c. Lucas County budget cut notification

The Financial Statement:

The Financial Statement was reviewed. Egeland moved to accept the financial statement, Comer seconded and the motion passed unanimously.

Claims:

The claims were reviewed. Young moved to approve payment of the claims. Swarthout seconded and the motion was passed unanimously.

Grants:

- a. Chariton Arts & Recreation Vision II Grant Request
- b. Hy-Vee Request for Funds

Old Business:

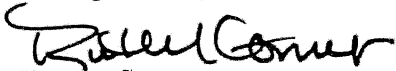
Egeland moved and Comer seconded to approve a revision of the February 2009 Claims to remove from the claims a bill paid in January 2009 and paid a second time in February from the February Claims. The motion carried.

New Business:

Young moved that the Library commit \$200 of the FY2010 budget to meet the matching funds requirement for the Gates Hardware Grant in the event that outstanding grant requests do not result in additional outside funding. Mefferd seconded and the motion was approved unanimously.

Director's Report: attached.

The meeting was adjourned at 5:47 p.m. on a motion from Young, seconded by Swarthout and approved unanimously.



Ruth Comer, Secretary

Chariton Free Public Library

April 2, 2009

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, April 2, 2009 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members Davis, Egeland, McGee, Mefferd, Morrett, Scott, Swarthout, and Young were present. Librarian Kris Murphy was also present.

The agenda was adopted on a motion from Morrett, seconded by Swarthout.

The minutes of the last regular meeting were reviewed. Young moved the minutes be approved as read. Scott seconded and the motion was approved unanimously.

Correspondence:

- a. Response to Pamida Grant Application (\$1,000 Gates Match)
- b. Funding Commitment & Verification to State Library (& subsequent emails)

The Financial Statement:

The Financial Statement was reviewed. Morrett moved to accept the financial statement, McGee seconded and the motion passed unanimously.

Claims:

The claims were reviewed. Morrett moved to approve payment of the claims. Young seconded and the motion was passed unanimously.

Grants: none

Old Business: none

New Business: none

Discussion:

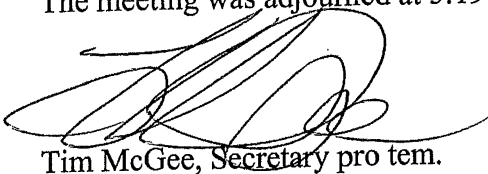
Davis encouraged board members to attend a training session on director evaluations, offered by the State Library, at Garden Grove High School on 4/21/09 at 5:30.

Davis commented on McGee's letter to the editor & book review. The Library's upcoming newsletter and other promotional options were discussed.

Murphy talked about the "Healthy Hike" program she is participating in at Columbus Elementary School. A brief description of the program can be found in her director's report.

Director's Report: attached.

The meeting was adjourned at 5:19 p.m. on a motion from Young, seconded by McGee and approved unanimously.



Tim McGee, Secretary pro tem.

Chariton Free Public Library

May 7, 2009

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, May 7, 2009 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5: p.m. Members Comer, Davis, McGee, Mefferd, Scott, and Young were present. Librarian Kris Murphy was also present.

The agenda was adopted on a motion from McGee, seconded by Scott.

The minutes of the last regular meeting were reviewed. McGee moved the minutes be approved as read. Young seconded and the motion was approved unanimously.

Correspondence:

- a. Lucas County Sheriff's notification: discontinuing weather notification calls
- b. CHPC letter regarding discoloration of Library's north wall.

The Financial Statement:

The Financial Statement was reviewed. McGee moved to accept the financial statement, Scott seconded and the motion passed unanimously.

Claims:

The claims were reviewed. Mefferd moved to approve payment of the claims. Scott seconded and the motion was passed unanimously.

Grants:

South Central Iowa Community Foundation Application for Summer Programming Funds.

Old Business:

Mefferd moved and Young seconded to approve revision of the April claims.

Murphy reviewed updated versions of the job descriptions for Library Director and Library Clerk. The board will vote on these at the June meeting.

New Business:

The Chariton Historical Preservation Commission noted that the stone of the north wall of the Library has blackened. Davis contacted Weber Stone in Anamosa. They suggested a number of options, including power-washing. Murphy will contact the City to ask them to power-wash the wall.

Director's Report: attached.

The meeting was adjourned at 5:50 p.m. on a motion from Young, seconded by Scott and approved unanimously.



Ruth Comer, Secretary

Chariton Free Public Library

June 4, 2009

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, June 4, 2009 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5: p.m. Members Comer, Davis, McGee, Mefferd, Morrett, Swarthout, and Young were present. City Manager Nels Christensen and Librarian Kris Murphy were also present.

The agenda was adopted on a motion from Young, seconded by Morrett.

The minutes of the last regular meeting were reviewed. McGee moved the minutes be approved as read. Comer seconded and the motion was approved unanimously.

Correspondence:

- a. Coons Foundation Donation (\$2,000)
- b. Clerk Resignation (Jodi Fenley by e-mail)
- c. Letter of Request & Response: Request to LCHC for First-Aid Kit donations
- d. Enrich Iowa Letter of Agreement (participation in program for FY10)

The Financial Statement:

The Financial Statement was reviewed. Swarthout moved to accept the financial statement, McGee seconded and the motion passed unanimously.

Claims:

The claims were reviewed. Young moved to approve payment of the claims. Morrett seconded and the motion was passed unanimously.

Grants: none

Old Business:

- a. McGee moved and Swarthout seconded to approve the job descriptions for the Library Director and Library Clerk as presented. The motion was approved unanimously.

New Business:

- a. McGee moved and Comer seconded to approve a 3.5% salary increase for the Library's full-time employees. The motion was approved unanimously.
- b. After discussion, the Board consensus was to defer any action concerning the new Sex Offender Law, pending further review and suggested policy language from the State Library
- c. A stone and mortar professional came to inspect the black discoloration of the Library's exterior – he will provide an estimate for the cost of cleaning and sealing the discolored stone and for the repair of the stones adjacent to the front steps which are eroding.

Director's Report: attached.

The meeting was adjourned at 5:34 p.m. on a motion from Young, seconded by Morrett and approved unanimously.



Ruth Comer, Secretary

Chariton Free Public Library
July 2, 2009

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, July 2, 2009 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:01 p.m. Members Comer, Davis, McGee, Mefferd, Scott, Swarthout, and Young were present. Librarian Kris Murphy was also present.

The agenda was adopted on a motion from Mefferd, seconded by Swarthout.

The minutes of the last regular meeting were reviewed. McGee moved the minutes be approved as read. Young seconded and the motion was approved unanimously.

Correspondence:

- a. First Search Letter of Agreement
- b. SCICF Grant Award Notification

The Financial Statement:

The Financial Statement was reviewed. Mefferd moved to accept the financial statement, Scott seconded and the motion passed unanimously.

Claims:

The claims were reviewed. Young moved to approve payment of the claims. McGee seconded and the motion was passed unanimously.

Grants: none

Old Business:

- a. Sex Offender Law – After discussion of a proposed policy, the Board agreed to table it indefinitely.

New Business:

Murphy proposed extended hours for RAGBRAI on July 22nd. Mefferd moved to approve the extended hours of 10:00 – 7:00. Scott seconded and the motion was approved unanimously.

Jack Young has decided to resign from the Library Board due to health issues. He has served since 1991. The Mayor has indicated that he may propose Jane Pillsbury, Jack's daughter, to fill out Jack's term as rural county member. The Board thanked Jack for his many years of service.

The Board discussed an incident of graffiti on the south steps of the building. Police were called and a report filed.

Tim McGee volunteered to trim the bushes on the west perimeter of the Library's back parking lot.

Director's Report: attached.

The meeting was adjourned at 5:45 p.m. on a motion from Young, seconded by Swarthout and approved unanimously.



Ruth Comer, Secretary

Chariton Free Public Library
August 6, 2009

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, August 6, 2009 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5: p.m. Members Comer, Davis, Lahart, Pillsbury and Stone were present. Librarian Kris Murphy was also present.

The agenda was adopted on a motion from Stone, seconded by Lahart.

The minutes of the last regular meeting were reviewed. Lahart moved the minutes be approved as read. Stone seconded and the motion was approved unanimously.

Correspondence:

- a. Board resignation email from Gene Egeland

The Financial Statement:

The Financial Statement was reviewed. Comer moved to accept the financial statement, Pillsbury seconded and the motion passed unanimously.

Claims:

The claims were reviewed. Comer moved to approve payment of the claims. Pillsbury seconded and the motion was passed unanimously.

Grants: none

Old Business: none

New Business:

New board members Bethany Lahart, Jane Pillsbury and Lori Stone were sworn in and signed their oaths of office.

Multiple events of vandalism of patron bicycles parked in the lot behind the Library were discussed. On August 3rd and August 5th the tires of 5 bikes were slashed. Murphy will discuss possible solutions to the problem with the city manager and chief of police. Murphy will explore the costs of installing security cameras to cover vulnerable areas of the building exterior.

Director's Report: attached.

The meeting was adjourned at 5:42 p.m. on a motion from Pillsbury, seconded by Comer and approved unanimously.


Ruth Comer, Secretary

Chariton Free Public Library
September 3, 2009

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, September 3, 2009 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members Comer, Davis, Lahart, McGee, Stone, and Swarthout were present. Librarian Kris Murphy was also present.

The agenda was adopted on a motion from Swarthout, seconded by Lahart.

The minutes of the last regular meeting were reviewed. Stone moved the minutes be approved as read. Lahart seconded and the motion was approved unanimously.

Correspondence:

- a. James Mefferd (email)

The Financial Statement:

The Financial Statement was reviewed. McGee moved to accept the financial statement, Comer seconded and the motion passed unanimously.

Claims:

The claims were reviewed. Comer moved to approve payment of the claims. Stone seconded and the motion was passed unanimously.

Grants: none

Old Business: none

New Business:

Director's Report: attached.

The meeting was adjourned at 5:40 p.m. on a motion from Stone, seconded by Swarthout and approved unanimously.



Ruth Comer, Secretary

Chariton Free Public Library
October 1, 2009

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, October 1, 2009 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members McGee, Pillsbury, Scott, Stone, Swarthout were present. Librarian Kris Murphy and City Manager Nels Christensen were also present.

The agenda was adopted on a motion from Scott, seconded by Stone.

The minutes of the last regular meeting were reviewed. Swarthout moved the minutes be approved as read. Stone seconded and the motion was approved unanimously.

Correspondence:

- a. None

The Financial Statement:

The Financial Statement was reviewed. Scott moved to accept the financial statement, Pillsbury seconded and the motion passed unanimously.

Claims:

The claims were reviewed. McGee moved to approve payment of the claims. Swarthout seconded and the motion was passed unanimously.

Grants: none

Old Business:

New Business:

McGee moved to approve the spending of up to \$3,000 on EnvisionWare software to manage the patron access computers. Scott seconded the motion which was approved unanimously.

Swarthout moved that the Library close December 24th, 25th, and 26th, and January 1st and 2nd in observance of Christmas and New Years. Stone seconded the motion which was approved unanimously.

Director's Report: attached.

The meeting was adjourned at 5:24 p.m. on a motion from McGee, seconded by Pillsbury and approved unanimously.

Jane Pillsbury, Secretary pro tem.



Chariton Free Public Library
November 5, 2009

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, November 5, 2009 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members Comer, Davis, Lahart, McGee, Morrett, Pillsbury, and Stone were present. Librarian Kris Murphy was also present.

The **agenda** was adopted on a motion from McGee, seconded by Morrett.

The **minutes** of the last regular meeting were reviewed. McGee moved the minutes be approved as read. Pillsbury seconded and the motion was approved unanimously.

Correspondence: Vredenburg Grant Application Confirmation of Receipt – their next meeting will occur in May 2010.

The Financial Statement:

The Financial Statement was reviewed. McGee moved to accept the financial statement, Lahart seconded and the motion passed unanimously.

Claims:

The claims were reviewed. Comer moved to approve payment of the claims. Morrett seconded and the motion was passed unanimously.

Grants: Vredenburg Grant Application for Spring 2010 Parking Lot Project.

Old Business:

Sex Offender Policy: Murphy will submit the proposed policy to the city attorney for comment.

Library Foundation: President Davis will contact the Foundation secretary and invite representatives of the Foundation Board to attend our monthly meetings.

New Business:

Interlibrary Loan Postage Fee increase to the maximum \$2.00 allowed by the State. Moved by McGee, seconded by Morrett, passed unanimously.

McGee moved to approve the proposed FY2011 Library Budget. Morrett seconded the motion which was approved unanimously.

Director's Report: attached.

The meeting was adjourned at 5:50 p.m. on a motion from Pillsbury, seconded by Morrett and approved unanimously.


Ruth Comer, Secretary

Chariton Free Public Library

December 3, 2009

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, December 3, 2009 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members Comer, Davis, McGee, Pillsbury, Scott, and Stone were present. Library Foundation Board Secretary Lois Dixon was present. Librarian Kris Murphy and City Manager Nels Christensen also present.

The agenda was adopted on a motion from McGee, seconded by Stone.

The minutes of the last regular meeting were reviewed. Stone moved the minutes be approved as read. McGee seconded and the motion was approved unanimously.

Correspondence:

- a. Grant Report & Thanks to South Central Iowa Community Foundation
- b. Thank you to Mrs. Clark's 3rd Grade Class for their citizenship visit
- c. Resignation from Board: Dee Swarthout
- d. Resignation from Board: Bethany Lahart

The Financial Statement:

The Financial Statement was reviewed. Scott moved to accept the financial statement, Pillsbury seconded and the motion passed unanimously.

Claims:

The claims were reviewed. Comer moved to approve payment of the claims. Scott seconded and the motion was passed unanimously.

Grants: none

Old Business: none

New Business:

- a. Library Board Officers elected on a motion from Scott, seconded by Stone, motion carried:
President: Tim McGee
Vice-President: Ruth Comer
Secretary: Jane Pillsbury
Terms begin January 1st.

Public Forum:

Lois Dixon came to discuss the Library Foundation and its goals for future funding of the Library. The goal of the Foundation has been to build a fund to the total of \$100,000 through donations. The interest generated by that invested total would then be used to supplement the Library budget. The total value of the Foundation accounts is currently \$72,722. Over the past two years, the total held in the Foundation accounts has decreased by \$19,096.

Library board members questioned the necessity of the Foundation when the funds it holds could be added to the Library's other invested funds, from which the Library currently receives interest funds that are a vital part of the Library's budget. The Library's invested funds are also accessed when all other avenues of funding have been exhausted for maintenance of the library facility.

Library board members also voiced the opinion that the Foundation is competing with the Library itself for donations with no immediate intention of making any of the funding available to the Library.

Director's Report: attached.

The meeting was adjourned at 5:47 p.m. on a motion from Pillsbury, seconded by Scott and approved unanimously.


Ruth Comer, Secretary

Chariton Free Public Library
January 11, 2010

The Chariton Free Public Library Board held its regular monthly meeting, rescheduled due to the weather, in the boardroom Monday, January 11, 2010 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:07 p.m. Members Comer, McGee, Pillsbury, Scott, and Stone were present. Librarian Kris Murphy was also present.

The agenda was adopted on a motion from Comer, seconded by Scott.

The minutes of the last regular meeting were reviewed. McGee moved the minutes be approved as read. Stone seconded and the motion was approved unanimously.

Correspondence:

- a. Information about and Invitation to join ALTAFF

The Financial Statement:

The Financial Statement was reviewed. Scott moved to accept the financial statement, Comer seconded and the motion passed unanimously.

Claims:

The claims were reviewed. McGee moved to approve payment of the claims. Pillsbury seconded and the motion was passed unanimously.

Grants: none

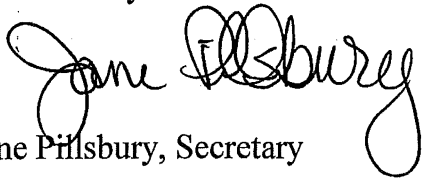
Old Business: none

New Business:

Library Director evaluation distributed. Copies of the Internet Policy and Conduct Policy were distributed so that the policies can be reviewed at the February meeting.

Director's Report: attached.

The meeting was adjourned at 5:40 p.m. on a motion from Pillsbury, seconded by Stone and approved unanimously.

A handwritten signature in black ink, appearing to read "Jane Pillsbury", with a large, stylized loop at the end.

Jane Pillsbury, Secretary

Chariton Free Public Library
February 4, 2010

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, February 4, 2009 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members Comer, Davis, McGee, Mefferd, Pillsbury, Scott, Steinbach and Wooley were present. Library Foundation Secretary Lois Dixson and Librarian Kris Murphy were also present.

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

The **Minutes** of the last regular meeting were reviewed. Scott moved the minutes be approved as read. Comer seconded and the motion was approved unanimously.

Correspondence:

- a. JDC Donation thank you and report on expenditure of donated funds
- b. Thank you from PEO Chapter OS for use of the meeting room
- c. Thank you from US Census Bureau for use of the meeting room

The Financial Statement:

The Financial Statement was reviewed. Mefferd moved to accept the financial statement, Davis seconded and the motion passed unanimously.

Claims: The claims were reviewed. Mefferd moved to approve payment of \$1,117.48 to PC Repair Services for tech support and purchase of new equipment. Davis seconded and the motion passed unanimously. Mefferd moved to approve payment of the claims. Davis seconded and the motion was passed unanimously.

Grants: Brief discussion of SCICF grant deadline being moved up one month and possible projects for which the funding might be requested.

Old Business: Library Director Evaluation – evaluations collected & tabled until March meeting.

New Business:

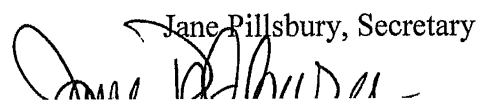
Two new board members and one returning board member were sworn in: James Wooley, Fred Steinbach and James Mefferd.

An appeal was received from a patron who lost his Internet privileges. He was caught viewing pornographic content on the Library's computers once and given warning to desist. Later another patron reported having seen inappropriate content on the first patron's screen on two occasions, while they were both seated at the computers in the juvenile section. A letter will be sent inviting the patron to attend the March board meeting to plead his case, at which time a decision on the appeal will be rendered by the board.

The Library's Internet and Conduct Policies were discussed in reference to the viewing of pornography on the Library's computers, all of which are in public locations and which may at any time be viewed by a minor. After much discussion of the issues involved and possible revisions to one or both policies, the matter was tabled for further discussion until the March meeting.

Director's Report: attached.

The meeting was adjourned at 5:55 p.m. on a motion from Pillsbury, seconded by Comer and approved unanimously.

Jane Pillsbury, Secretary


Chariton Free Public Library
March 4, 2010

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, March 4, 2010 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members Comer, Davis, McGee, Mefferd, Pillsbury, Stone and Wooley were present. Lois Dixon was also in attendance. Librarian Kris Murphy was present.

The **Agenda** was adopted on a motion from Davis, seconded by Stone.

The **Minutes**: Comer waived reading of minutes, seconded by Mefferd.

Correspondence:

- a. Invitation to attend Library Board Meeting concerning Patron Appeal
- b. Thank you from Us Census Bureau – meeting room use for testing
- c. Thank you from Dee Swarthout for Honor books

The Financial Statement:

The Financial Statement was read. Mefferd moved to accept the financial statement, seconded by Stone which was approved.

Claims:

The claims were reviewed. McGee moved to approve payment of the claims. Comer seconded the motion which was approved.

Grants: none

Old Business:

- a. Shawn Willett appeared to appeal the decision to ban him from the Internet. Mefferd motioned that Willett's privileges be reinstated due to lack of evidence. Pillsbury seconded. Vote was taken and the motion passed unanimously.
- b. Mefferd made a motion to approve the Internet policy revision with the removal of the word "excessive" from the following sentence – "Patrons who owe ~~excessive~~ fines or fees, or who have outstanding overdue items on their card, may have their computer use privileges suspended until such issues are resolved." Comer seconded and the motion was approved unanimously.
- c. The Conduct Policy and the Appeal Form which accompanies it were tabled until next month's meeting.

New Business: None.

Director's Report: Attached.

The meeting was adjourned at 5:58 p.m. on a motion from Pillsbury, seconded by Wooley and approved unanimously.


Jane Pillsbury, Secretary

Chariton Free Public Library
April 8, 2010

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, April 8, 2010 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:07 p.m. Members Comer, Davis, Mefferd, Pillsbury and Steinbach were present. Librarian Kris Murphy was also present.

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

The **Minutes** of the last regular meeting were reviewed. Davis moved the minutes be approved as read. Mefferd seconded and the motion was approved unanimously.

Correspondence:

- a. Thank you from Census for meeting room use

The Financial Statement:

The Financial Statement was reviewed. Davis moved to accept the financial statement, Steinbach seconded and the motion passed unanimously.

Comer shared a copy of the Library's investment information so that trustees might be aware of the stock owned by the Library, which was mentioned at a recent City Council meeting.

Claims:

The claims were reviewed. Mefferd moved to approve payment of the claims. Steinbach seconded and the motion was passed unanimously.

Grants:

SCICF Application: Patron Counters

SCICF Application (with LC Genealogical Society): Newspaper Digitization

Old Business:

Mefferd moved to table the Conduct Policy until revisions, which were discussed during this meeting, can be incorporated into a revised policy which can then be voted on at the May meeting. Davis seconded the motion which passed.

New Business:

Steinbach motioned to approve the revision to the Operations Policy concerning FAX fees. (attached) Mefferd seconded and the motion passed.

Mefferd moved to approve closing the Library on April 13, 2010 so that staff could attend City staff safety training from 8:00 – 3:00. Davis seconded and the motion passed.

Director's Report: attached.

The meeting was adjourned at 5:50 p.m. on a motion from Mefferd, seconded by Steinbach and approved unanimously.

Jane Pillsbury, Secretary



Chariton Free Public Library

May 6, 2010

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, May 6, 2010 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:05 p.m. Members Davis, McGee, Mefferd, Scott, and Steinbach, were present. Librarian Kris Murphy was also present.

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

The **Minutes** of the last regular meeting were reviewed. Davis moved the minutes be approved as read. Scott seconded and the motion was approved unanimously.

Correspondence:

- a. Smart Investment Program Letter of Agreement
- b. Response to Library Closure
- c. Letter to Post Office

The Financial Statement:

The Financial Statement was reviewed. Mefferd moved to accept the financial statement, Steinbach seconded and the motion passed unanimously.

Claims:

The claims were reviewed. Scott moved to approve payment of the claims. Mefferd seconded and the motion was passed unanimously.

Grants: none

Old Business:

Conduct Policy Revisions: After discussion, Steinbach moved to table the Conduct Policy until the June meeting.

New Business:

Parking Lot Issues: McGee directed Murphy to have a sign put up in the lot restricting its use to library patrons only.

Library Stock: After discussion, no action taken.

Director's Report: attached.

The meeting was adjourned at 5:50 p.m. on a motion from Davis, seconded by Mefferd and approved unanimously.



Sarah Davis,
Secretary pro tem

Chariton Free Public Library
June 3, 2010

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, June 3, 2010 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m. Members Comer, McGee, Mefferd, Pillsbury, Steinbach and Wooley were present. Librarian Kris Murphy was on vacation.

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

The **Minutes** of the last regular meeting were reviewed. Mefferd moved the minutes be approved as read. Steinbach seconded and the motion was approved unanimously.

Correspondence:

- a. Enrich Iowa Program Letter of Agreement
- b. Coons Foundation Donation Letter (\$2,000)

The Financial Statement:

The Financial Statement was not available at the time of the meeting because it had not yet been generated when meeting materials were prepared. It will be included in the July meeting materials.

Claims:

The claims were reviewed. Steinbach moved to approve payment of the claims. Wooley seconded and the motion was passed unanimously.

Grants:

- c. South Central Iowa Community Foundation \$1,000 for Visitor Counters (at entrances)
- d. South Central Iowa Community Foundation \$5,000 towards Newspaper Digitization

Old Business:

The revised Conduct Policy was reviewed. Mefferd moved to approve the policy, Steinbach seconded and the motion was passed unanimously.

New Business:

McGee & Mefferd agreed to represent the Library by accepting the two South Central Community Foundation Grant checks at the ceremony to be held on June 8th.

Director's Report: Not available at time of meeting because reports cannot be generated by the Director until after the month ends. Murphy's vacation began before the end of the month. Report will be included in the July meeting materials.

The meeting was adjourned at 5:17 p.m.

Jane Pillsbury, Secretary



Chariton Free Public Library
July 1, 2010

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, July 1, 2010 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m.

Members Comer, Mefferd, Pillsbury, Steinbach, Stone and Wooley were present. Librarian Kris Murphy was also present.

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

The **Minutes** of the last regular meeting were reviewed. Wooley moved the minutes be approved as read. Mefferd seconded and the motion was approved unanimously.

Correspondence:

- a. Hy-Vee Food Store Donation Request (Summer Reading Program Event Supplies)
- b. Casey's General Store Donation Request (Summer Reading Program Event Supplies)

The Financial Statement:

The Financial Statement was reviewed. Mefferd moved to accept the financial statement, Steinbach seconded and the motion passed unanimously.

Claims:

The claims were reviewed. Stone moved to approve payment of the claims. Pillsbury seconded and the motion was passed unanimously.

Grants:

- a. Vredenburg Foundation Grant of \$6,000 to replace the damaged portion of parking lot.

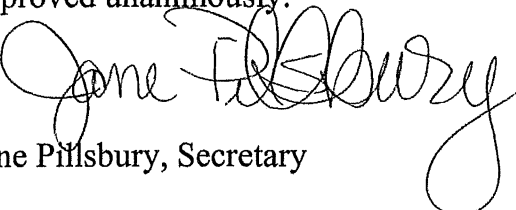
Old Business: none

New Business:

Mefferd moved to increase the wages of all part-time Library employees by 2.85% to match the increase given to full-time City employees by the City Council. Wooley seconded and the motion passed unanimously.

Director's Report: attached.

The meeting was adjourned at 5:18 p.m. on a motion from Pillsbury, seconded by Wooley and approved unanimously.


Jane Pillsbury, Secretary

Chariton Free Public Library

August 5, 2010

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, August 5, 2010 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:07 p.m.

Members Comer, Davis, McGee, Pillsbury and Steinbach were present. Librarian Kris Murphy was also present.

The **Agenda** was adopted on a motion from Davis, seconded by Comer.

The **Minutes** of the last regular meeting were reviewed. McGee moved the minutes be approved as read. Comer seconded and the motion was approved unanimously.

Correspondence: None

The Financial Statement:

The Financial Statement was reviewed

Claims:

The claims were reviewed. Davis moved to approve payment of the claims. Steinbach seconded and the motion was passed unanimously.

Grants:

- a. Application to Johnson Foundation – Request \$5,000 for Newspaper Digitization
- b. Application to Chariton Arts & Rec Board – Request \$5,000 for Newspaper Digitization
- c. Casey's General Store Response to Request 6/21/10 – 5 Buy One Get One Pizza Coupons
- d. Hy-Vee Food Store Response to Request 6/21/10 – \$20.00 Gift Certificate

Old Business: none

New Business:

Building Issues:

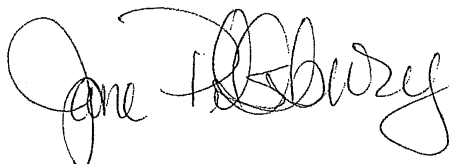
Murphy will contact Frank Rodgers about the drainage tiling around the building.

Murphy reported that contractor Jason Peters has been to view the front entrance surround, the hinges of the interior swinging doors, and the bookdrop. He will provide a quote for work on these issues for the September meeting.

Budget Issues:

The FY2010 income shortfall was discussed and will be revisited in the months to come as next year's budget request is drawn up.

The meeting was adjourned at 5:43 p.m. on a motion from Pillsbury, seconded by Davis and approved unanimously.



Jane Pillsbury, secretary

Chariton Free Public Library
September 2, 2010

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, September 2, 2010 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m.

Members Davis, McGee, Scott, Steinbach, and Wooley were present. Librarian Kris Murphy was also present.

The Agenda was adopted on a motion from Davis, seconded by Wooley.

The Minutes of the last regular meeting were reviewed. Davis moved the minutes be approved as read. Scott seconded and the motion passed unanimously.

Correspondence: none

The Financial Statement was reviewed.

The Claims were reviewed. Davis moved to approve payment of the claims. Steinbach seconded and the motion passed unanimously.

Grants: none

Old Business:

Building Repair: Steinbach will contact Jason Peters of Double J Construction concerning the repairs necessary on the front door & book drop.

Leak Solutions: The two estimates for leak control systems to be installed in the basement were tabled indefinitely. McGee will request that the City add dirt to the areas immediately adjacent to the building where leakage is worst.

New Business:

Library Finances: McGee will speak with Mayor, City Manager & City Clerk to arrange a time for the Library Trustees and Director to meet with City staff to discuss the Library's finances. Murphy has begun work on the FY 11-12 budget request to assess what areas of Library services might be cut.

Internet Policy: Davis moved to approve the revision of the Internet Policy as presented. McGee seconded & the motion passed unanimously.

Patron Behavior Issues: Davis will secure a Middle School Annual to assist in the identification of the offenders & letters will be issued to their parents.

The meeting was adjourned at 6:05 p.m. on a motion from Davis, seconded by Scott and approved unanimously.

Minutes by

Kris Murphy

Chariton Free Public Library
October 7, 2010

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, October 7, 2010 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5: 00 p.m.

Members Comer, McGee, Mefferd, Stone and Wooley were present. Librarian Kris Murphy and City Council Member Ray Meyer were also present.

The **Agenda** was adopted on a motion from Stone, seconded by Wooley & approved unanimously.

The **Minutes** of the last regular meeting were reviewed. Comer moved the minutes be approved as read. Mefferd seconded and the motion was approved unanimously.

Correspondence: Thank You from US Dept. of Commerce for Census participation

The Financial Statement:

The Financial Statement and Treasurer's Report were discussed with councilman Meyer. Meyer suggested that the Library compile it's own Financial Statement each month, utilizing the information from the City printout, but making the necessary alterations to the income and expenditure amounts listed as "budgeted" to match the actual income we are receiving.

During September, Murphy asked the City Clerk to show the Ambelang & Swanson bequest funds on a line separate from the Library's operating fund on her Treasurer's Report. This revealed the significant deficit in Library funds, which had been previously unknown to the Library trustees, and allowed trustees to see exactly what funds have been transferred from those bequests so far.

The trustees discussed the unplanned expenditures which had contributed to the deficit in recent years, including the extensive roof repair performed in fiscal years 06 and 07, the heating and cooling issues in 1999 – 2000, and again in 2003, and the vacation and sick time payout received by Director Reynolds when she retired in 2005 (\$12,693.24).

The Library Board discussed the possibility of transferring funds from the Ambelang & Swanson bequests to cover the above-mentioned expenses, seeing the failure to direct a transfer at an earlier date as an oversight on the Library's part. But the Board would also like to see the deficit remainder, which has existed and slowly grown since the new addition was put on the building in 1992, forgiven.

No motion was made and the Board will continue to discuss the Library deficit with City staff and at future meetings.

Claims:

The claims were reviewed. Mefferd moved to approve payment of the claims. Wooley seconded and the motion was passed unanimously.

Grants: none

Old Business:

- a. Building Repair: Wooley moved to award the bid for fixing the interior leak damage in the book drop (\$300) and repair of the front door façade (\$400) to Perry Gingerich.
- b. Library Finances – see discussion above.

New Business:

Cuts to the Library budget were discussed but no motion was made on the speculative cuts submitted by Murphy. It was decided that the necessary cuts would be discussed at a later date in the fiscal year.

A greater effort to secure grant funding for operating expenses, such as the book and audio-visual budgets and children's programming will be implemented. Donation requests, which might be posted in the Library building,

continuation →

inviting contributions from regular Library users, or otherwise issued to the public in general, were suggested. Memorial donations have been declining over the past two years.

The possibility of charging annual cardholder fees to Rural Lucas County residents and residents of both Lucas and Williamson townships was discussed, as well as increased funding from the Lucas County Board of Supervisors.

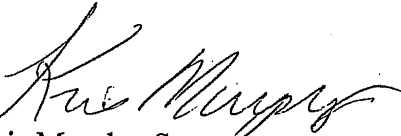
Reminder: residents from each area paid the following amounts for Library services in FY10:

City of Chariton	\$20.36 per capita
Rural Lucas County	\$3.18 per capita
Russell Township	89¢ per capita
Williamson Township	Paid Nothing
Lucas Township	Paid Nothing
Derby Township	Contracts with Humeston at \$3.05 per capita

The FY11-12 proposed budget was discussed and will be presented for approval of the board at the November meeting.

Director's Report: attached.

The meeting was adjourned at 6:50 p.m. on a motion from McGee, seconded by Comer and approved unanimously.


Kris Murphy, Secretary pro tem

Chariton Free Public Library
November 4, 2010

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, , 2010 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:10 p.m.

Members Comer, Davis, McGee, Pillsbury, and Scott were present. Librarian Kris Murphy was also present.

The **Agenda** was adopted on a motion from Davis, seconded by Scott.

The **Minutes** of the last regular meeting were reviewed. Davis moved the minutes be approved as read. Comer seconded and the motion was approved unanimously.

Correspondence:

- a. Thank You to Vredenburg Foundation (Parking Lot Repair Grant \$6,000 expended)

The **Financial Statement** was reviewed. McGee moved to approve the financial statement, Davis seconded and the motion was passed unanimously.

The **Claims** were reviewed. McGee moved to approve payment of the claims with the exception of the Verle Norris Claim. Davis seconded the motion, as moved by McGee, and the motion passed unanimously.

Grants: none

Old Business: none

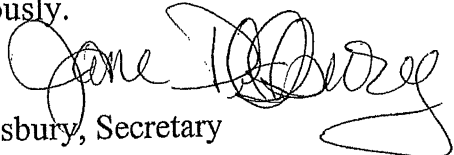
New Business:

McGee moved to approve the Library Budget Request for FY 2012 with the change of reinstating the \$375 to the Travel/Training/Dues line (006-410-1-6230) necessary for the Librarian's membership in the Iowa Library Association and the American Library Association. Comer seconded and the motion passed unanimously.

The Library's Annual Report was submitted for review in its new pamphlet format and will be passed on to the City Council, County Board of Supervisors and made available to the public via both service desks in the Library.

Director's Report: attached.

The meeting was adjourned at 6:10 p.m. on a motion from Pillsbury, seconded by Scott and approved unanimously.


Jane Pillsbury, Secretary

Chariton Free Public Library
December 2, 2010

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, December 2, 2010 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m.

Members Comer, Davis, McGee, Mefferd, Steinbach, Stone and Wooley were present. Librarian Kris Murphy was also present.

The **Agenda** was adopted on a motion from Stone, seconded by Comer.

The **Minutes** of the last regular meeting were reviewed. Davis moved the minutes be approved as read. McGee seconded and the motion was approved unanimously.

Correspondence: Thank You to South Central Iowa Community Foundation (Grant \$1,000 expended)

The Financial Statement: Comer moved that the Financial Statement be approved. Davis seconded and the motion passed unanimously.

Claims:

The claims were reviewed. McGee moved to approve payment of the claims with the exception of the Verle Norris claim. Mefferd seconded and the motion was passed unanimously. The Board requests a copy of any documentation associated with the claim before approving payment.

Grants: none

Old Business: none

New Business:

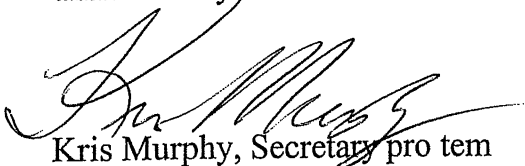
a. Board Officers

Davis moved on a vote by acclamation. Steinbach seconded and the motion was approved. Officers for 2011:

President:	Tim McGee
Vice President:	Ruth Comer
Secretary:	Jane Pillsbury

Director's Report: attached.

The meeting was adjourned at 5:55 p.m. on a motion from Mefferd, seconded by McGee and approved unanimously.


Kris Murphy, Secretary pro tem

Chariton Free Public Library
January 6, 2011

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, January 6, 2011 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m.

Members Comer, Davis, McGee, Mefferd, Pillsbury, Scott, and Steinbach were present. Librarian Kris Murphy was also present.

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

The **Minutes** of the last regular meeting were reviewed. Davis moved the minutes be approved as read. Steinbach seconded and the motion was approved unanimously.

Correspondence:

- a. email to Verle Norris concerning bill for legal services (followed by 2nd email & phone call)
- b. Letter to Susan Hartley concerning Wilma Strait memorial donation
- c. email response from Susan Hartley

The Financial Statement: The Financial Statement was reviewed.

Claims: The claims were reviewed. Comer moved to approve payment of the claims **with the exception of the Verle Norris claim**. Steinbach seconded the motion as made by Comer. The motion passed unanimously.

Mefferd made a motion that no payment will be made on the Verle Norris claim of \$46.25 because the Library Board did not initiate the legal action, was not consulted on the sale of the stock, and does not believe the sale was necessary. Davis seconded the motion, which passed unanimously.

Grants: none

Old Business: none

New Business:

Pillsbury made a motion expend up to \$5,500 to purchase a new server from PC Repair Services at the price quoted in the estimate (\$3,105 including software and installation) and to purchase Destiny Library Manager from Follett Software Company, at the initial purchase price of \$2,000 and with the optional Alliance A/V Subscription at \$149 as quoted in the estimate. Steinbach seconded the motion, which passed unanimously.

Funds for this purchase will come in part from the two donations made during December totaling \$6,500, and in part from the \$1,000 budgeted annually for the Library's automation software subscriptions. The annual automation subscription expense will drop from \$1,100 to \$650.

Director's Report: attached.

The meeting was adjourned at 6:00 p.m. on a motion from Pillsbury, seconded by Mefferd, and approved unanimously.

Jane Pillsbury, Secretary



Chariton Free Public Library
February 3, 2011

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, February 3, 2011 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:06 p.m.

Members Davis, McGee, Mefferd, Steinbach, Stone and Wooley were present. Librarian Kris Murphy was also present.

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

The **Minutes** of the last regular meeting were reviewed. Davis moved the minutes be approved as read. Stone seconded and the motion was approved unanimously.

Correspondence: none

The Financial Statement:

The Financial Statement was reviewed. Wooley moved to approve the financial statement. Mefferd seconded and the motion passed unanimously.

Claims:

Mefferd moved to approve payment of the claims with the exception of the Verle Norris claim for \$55.⁰⁰ because the Library Board did not initiate the legal action, was not consulted on the sale of the stock, and does not believe the sale was necessary. Davis seconded, and the motion passed unanimously.

Grants: none

Old Business:

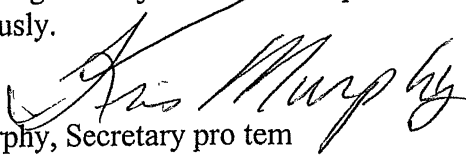
After a lengthy discussion, concerning the possible transfer of funds from the Library's bequests to cover past expenses for roof repair, heating & cooling issues, and the payout for unused vacation and sick leave received by Librarian Reynolds when she retired, the issue was tabled for future discussion.

Librarian Murphy was directed to request information on what investment options are legal for the Library.

New Business: none

Director's Report: attached.

The meeting was adjourned at 5:55 p.m. on a motion from Davis, seconded by Steinbach and approved unanimously.


Kris Murphy, Secretary pro tem

Chariton Free Public Library

March 3, 2011

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, , 2011 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m.

Members Comer, Davis, Mefferd, Pillsbury, Steinbach, and Stone were present. Librarian Kris Murphy was also present.

The **Agenda** was adopted on a motion from Steinbach, seconded by Davis.

The **Minutes** of the last regular meeting were reviewed. Davis moved the minutes be approved as read. Stone seconded and the motion was approved unanimously.

Correspondence: none

The Financial Statement: The Financial Statement was reviewed.

Claims:

The claims were reviewed. Mefferd moved to approve payment of the claims. Davis seconded and the motion was passed unanimously.

Grants: SCICF Grant Application due 4/1/2011 – Murphy will speak with SCICF about possible projects and the report for the current grant and will submit a request for \$5,000 for books for FY2012.

Old Business:

- a. The discussion concerning the Library bequests was tabled for discussion at a future meeting.

New Business:

- a. Mefferd made a motion for the Library to close on March 24th and 25th for installation of the new Destiny circulation software and staff training. Pillsbury seconded and the motion was passed unanimously.
- b. The City Investment Policy will be added to the appendix of the Library's policy manual.

Director's Report: attached.

The meeting was adjourned at 5:58 p.m. on a motion from Pillsbury, seconded by Davis and approved unanimously.

Jane Pillsbury, Secretary



Chariton Free Public Library
April 7, 2011

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, April 7, 2011 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:03 p.m.

Members Davis, McGee, Mefferd, Pillsbury, Stone and Wooley were present. Librarian Kris Murphy was also present.

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

The **Minutes** of the last regular meeting were reviewed. Mefferd moved the minutes be approved as revised. Davis seconded and the motion was approved unanimously.

Correspondence:

- a. Copy of Letter to the Editor from Sara Palmer
- b. Thank You to Coons Foundation with report of collection items purchased with their FY2010 Donation of \$2,000
- c. SCICF Grant Application Submitted – request \$7,250 for books for FY2012.
- d. Letter to Lorraine Hass for Donations

The **Financial Statement** was reviewed. Pillsbury moved to approve the financial statement. Mefferd seconded and the motion passed unanimously.

The **Claims** were reviewed. Mefferd moved to approve payment of the claims. Wooley seconded and the motion passed unanimously.

Grants: none

Old Business: none

New Business:

- a. Pillsbury moved to close the Library on Saturday, April 23rd for the Easter Holiday. Davis seconded and the motion was passed unanimously.

Director's Report: attached.

The meeting was adjourned at 5:45 p.m. on a motion from Pillsbury, seconded by Wooley and approved unanimously.

Jane Pillsbury, Secretary



Chariton Free Public Library
May 5, 2011

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, May 5, 2011 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m.

Members Comer, Davis, Mefferd, Pillsbury, Scott, and Steinbach were present. Councilman Ray Meyer and Librarian Kris Murphy were also present.

The Agenda was adopted on a motion from Comer, seconded by Davis.

The Minutes of the last regular meeting were reviewed. Davis moved the minutes be approved as read. Scott seconded and the motion was approved unanimously.

Correspondence:

- a. Letter of Support for Chariton Chamber & Development Charitable Foundation grant application to Iowa Department of Cultural Affairs for funds to hire a Tourism Activities Coordinator
- b. Donation Letter from Coons Foundation, \$2,500

The Financial Statement was discussed. Murphy was directed to add a column to show the original city-budgeted numbers and to let the percentages reflect the budgeted funds rather than the actual funds.

The Claims were reviewed. Mefferd moved to approve payment of the claims. Steinbach seconded and the motion was passed unanimously.

Grants: Murphy will submit a Grant Report Extension Request to the South Central Iowa Community Foundation for the \$5,000 grant received to digitize the Library's newspaper reels, and will continue trying to contact Heritage Microfilm for the status of the project. Earlier contact attempts have gotten no response. Murphy will also look into retrieving the microfilm stock duplicates that Heritage has retained at their facility. Future microfilm will be purchased from an alternate vendor.

Old Business: none

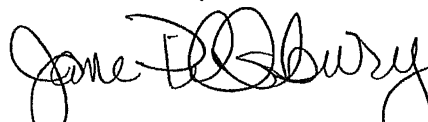
New Business:

City Councilman Meyer introduced the Board to the idea that the City might borrow funds from the Library's bequest money to use as matching funds for grant dollars the City is seeking for a sewer project later this summer. If this did occur, the Library might expect better interest on the "loan" than what it currently receives from the investment of the funds. The Library Board would like more information, but was receptive to the idea.

- b. Mefferd moved to close the Library on May 28th for Memorial Weekend. Scott seconded and the motion was approved unanimously.
- c. Mefferd moved to cut Library hours to reduce staff expense and cover the budget shortfall for the year. Steinbach seconded. All were opposed and the motion failed.

Director's Report: attached.

The meeting was adjourned at 6:40 p.m. on a motion from Pillsbury, seconded by Scott and approved unanimously.



Jane Pillsbury, Secretary

Chariton Free Public Library
June 2, 2011

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, June 2, 2011 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:13 p.m.

Members Comer, Davis, McGee, Mefferd, Steinbach, Stone and Wooley were present. City Councilman Raymond Meyer and Librarian Kris Murphy were also present.

The Agenda was adopted on a motion from Mefferd, seconded by Wooley.

The Minutes of the last regular meeting were reviewed. Davis moved the minutes be approved as read. Steinbach seconded and the motion was approved unanimously.

Correspondence:

- a. Grant Report Extension Request: SCICF sent 5/9/11 (new report due date 8/17/11)
- b. SCICF Grant Award Notification: \$7,250 for collection purchases. 6/7/11 Award ceremony.
- c. e-mail from patron concerning hours
- d. Enrich Iowa Letter of Agreement (Open Access & Interlibrary Loan Agreement) sent 6/1/11

The Financial Statement was reviewed and accepted on a motion from Comer, seconded by Stone.

The Claims were reviewed. McGee moved to approve payment of the claims. Mefferd seconded and the motion was passed unanimously.

Grants: none

Old Business:

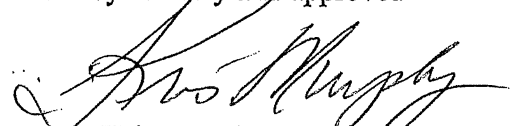
- a. City Loan Agreement: Mefferd made a motion to enter into the loan agreement with the City of Chariton. Steinbach seconded and the motion passed unanimously.

New Business:

- a. Funding & Use: circulation numbers were compared with funding dollars contributed, including City, Rural County, Derby, Lucas, Russell, and Williamson residents. Budget shortfalls and funding options were discussed. McGee directed Murphy to provide information to Trustees concerning the 27¢ Levy, which is eligible for vote later this fall, and content on funding inequity issues and solutions.
- b. Davis moved to close the Library on Saturday, July 2, 2011. Mefferd seconded and the motion was unanimous.

Director's Report: attached.

The meeting was adjourned at 6:05 p.m. on a motion from Steinbach, seconded by Wooley and approved unanimously.



Kris Murphy, Secretary pro tem

Chariton Free Public Library

July 7, 2011

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, July 7, 2011 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:03p.m.

Members Comer, Davis, McGee, Mefferd, Pillsbury, and Steinbach were present. Librarian Kris Murphy was also present.

The Agenda was adopted on a motion from Steinbach, seconded by Davis.

The Minutes of the last regular meeting were reviewed. Mefferd moved the minutes be approved as read. Comer seconded and the motion was approved unanimously.

Correspondence: First Search Letter of Agreement to State Library 6/30/11 FAX

The Financial Statement was reviewed and approved on a motion from Davis, seconded by Steinbach.

Claims were reviewed. Mefferd moved to approve payment of the claims. Steinbach seconded and the motion was passed unanimously.

Grants: none

Old Business:

- a. Mefferd moved to sign the City Loan Agreement. Steinbach seconded and the motion passed unanimously.

New Business:

- a. The open janitorial position was discussed. The board revised the hours and pay. Murphy will interview candidates and call a special meeting to sign the contract.
- b. The board discussed purchasing a piece of art with the Jack Young memorial funds. Family have expressed a wish that undesignated funds be used for something permanent rather than collection items. Murphy will contact local artists & present options to the family for consideration.

Director's Report: attached.

The meeting was adjourned at 5:55 p.m. on a motion from Pillsbury, seconded by McGee and approved unanimously.

Jane Pillsbury, Secretary

LOAN AGREEMENT

THIS LOAN AGREEMENT made and entered into this 6th day of June, 2011, by and between the City of Chariton, Iowa, hereinafter referred as "City", and the Chariton Free Public Library, hereinafter referred to as "Library".

WHEREAS, Library has funds from bequests in its general fund held for investment, and is willing to loan a portion of said funds to the City; and

WHEREAS, City desires to borrow a portion of said funds to use for the purposes of making improvements to the City's sanitary sewer system.

NOW, THEREFORE, the City and Library do hereby agree as follows:

1. **LOAN AND PROMISE TO PAY.** Library does hereby loan unto City and City does hereby promise to pay to Library the principal sum up to One Hundred Ten Thousand Dollars (\$110,000.00), or so much as may be advanced, together with interest on the unpaid outstanding principal balance of each advance.

2. **PAYMENTS AND INTEREST RATE.** The City shall pay the loan in semi-annual installments of Eleven Thousand Eight Hundred Forty-eight Dollars and Ninety-one Cents (\$11,848.91), including principal and interest at Two and Three-fourths percent (2.75%) per annum commencing December 1, 2011. The City shall make payments of Eleven Thousand Eight Hundred Forty-eight Dollars and Ninety-one Cents (\$11,848.91), including principal and interest at Two and Three-fourths percent (2.75%) per annum on the first day of each and every June and December thereafter until the principal balance and accrued interest is paid in full. Unless otherwise agreed or required by applicable law, payments will be applied first to accrued unpaid interest, then to principal.

3. **PREPAYMENT.** City may pay without penalty all or a portion of the amount owed earlier than its due date.

4. **GOVERNING LAW.** This Loan Agreement will governed by, construed and enforced in accordance with the laws of the State of Iowa. Venue for any action regarding this Loan Agreement shall be in the Iowa District Court in and for Lucas County, Iowa.

5. **ENTIRE AGREEMENT.** This Loan Agreement constitutes the entire agreement between the parties hereto relating to the subject matter hereof, and supersedes any previous agreements or understandings.

6. **COMMUNICATION BETWEEN THE PARTIES.** All communications or notices related to this agreement shall be to the persons listed below or to such other persons as the parties may specify in writing:

City: City Clerk
City of Chariton
115 South Main Street
Chariton, Iowa 50049

Library: Library Director
803 Braden Ave
Chariton IA 50015

7. **ASSIGNMENT.** Neither City or Library shall assign or transfer this Loan Agreement, in whole or in part, without the prior written consent of the other party, and any attempt at assignment or transfer shall be null and void.

8. **SAVING CLAUSE.** The parties hereto agree that in the event any provision or provisions of this agreement are finally held or determined to be illegal, voidable or void ab initio as being in contravention of any applicable law, by any court of competent jurisdiction, in such event the remainder of this agreement shall remain in full force and effect unless part or parts so found to be illegal, voidable or void ab initio or wholly inseparable from the remaining portion or portions of this agreement.

IN WITNESS WHEREOF, the City and Library have executed this Loan Agreement effective as of the day and year first hereinabove set forth.

CITY OF CHARITON, IOWA

CHARITON FREE PUBLIC LIBRARY

By Roger Manser
Roger Manser, Mayor

By [Signature]
President

ATTEST:

Ruth A. Ryun
Ruth A. Ryun, City Clerk

ATTEST:

Jane Y. Flaherty

Chariton Free Public Library

August 18, 2011

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, August 18, 2011 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:03 p.m.

Members Comer, Davis, McGee, Mefferd, Steinbach, Stone and Wooley were present. Librarian Kris Murphy and City Councilman Raymond Meyer were also present.

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

The **Minutes** of the last regular meeting were reviewed. Davis moved the minutes be approved as read. Stone seconded and the motion was approved unanimously.

Correspondence:

- a. SCICF Grant Report Extension Request
- b. Thank you from Frances Young
- c. Request for Permission to use Library Facility
- d. Mary Scott's Resignation from Library Board

The **Financial Statement** was approved on a motion from Steinbach, seconded by Wooley.

Claims were reviewed. Mefferd moved to approve payment of the claims. McGee seconded and the motion was passed unanimously.

Grants: none

Old Business:

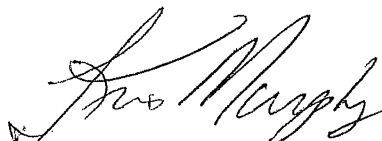
- a. A Contract for janitorial services was approved, to run September 1, 2011 to August 31, 2012, on a motion from Mefferd, seconded by Wooley. An offer will be made to the selected candidate.
- b. Decision on the Jack Young Memorial was tabled until September's meeting.

New Business:

- a. Davis moved and Mefferd seconded to close the Library Saturday, September 3rd for the Labor Day Weekend.
- b. There was lengthy discussion of the 27¢ Levy. McGee moved that the Library ask the Friends of the Library to petition to have the 27¢ Levy placed on the ballot for the upcoming election. The motion died for lack of a second.
- c. Murphy will present a possible plan at the September meeting for relocation of the music room collection and redistribution of existing staff.
- d. Library Board Bylaws were discussed in terms of number of trustees. No action was taken.

Director's Report: attached.

The meeting was adjourned at 6:10 p.m. on a motion from Steinbach, seconded by Wooley, and approved unanimously.



Kris Murphy, Secretary pro tem

Chariton Free Public Library
September 1, 2011

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, September 1, 2011 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:05 p.m.

Members Davis, McGee, Mefferd, Steinbach, Stone and Wooley were present. Librarian Kris Murphy was present. Local artist Steve Scott was also present.

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

The **Minutes** of the last regular meeting were approved on a motion from Davis, seconded by Stone.

Correspondence: Response to Request for Permission to use Library Facility

The **Financial Statement** was accepted on a motion from McGee, seconded by Davis.

The **Claims** were approved on a motion from Steinbach, seconded by Mefferd

Grants: none

Old Business:


- a. Steinbach moved to commission Steve Scott for a framed oil painting of Jack Young's barn for \$700. Mefferd seconded and the motion was approved unanimously. The funds for the painting were received in FY11 in memory of Jack Young, and the payment will be made on the "memorial books" budget line.
- b. The board instructed Murphy to get an estimate for the installation of doors on the south side of the music room, gates for the south stairs, and locks for any doors in the basement currently lacking them.

New Business:

- a. Steinbach made a motion to hold, in conjunction with Crop Walk, a "Food for Fines" drive during the month of October, in which patrons may donate canned food in lieu of paying fines for overdue items. Wooley seconded and the motion was approved unanimously.

Director's Report: attached.

The meeting was adjourned at 5:55 p.m. on a motion from McGee, seconded by Steinbach.

Kris Murphy, Secretary pro tem


Chariton Free Public Library
October 6, 2011

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, October 6, 2011 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:03 p.m.

Members Comer, Davis, McGee, Mefferd, Steinbach, Stone and Wooley were present. Librarian Kris Murphy and City Councilman Raymond Meyer were also present.

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

The **Minutes** of the last regular meeting approved on a motion from Davis, seconded by Steinbach.

Correspondence:

- a. Letter to Frances Young: plans for Jack Young memorial painting & display case
- b. Thank You to Artists

The **Financial Statement** was approved on a motion from Davis, seconded by Steinbach.

Claims were approved on a motion from McGee, seconded by Mefferd

Grants: none

Old Business:

- a. Building, Collection & Staff: Steinbach moved to accept the bid of \$1,997 from Top Construction to:
 - install doors in the south entrance of the music room, with deadbolt lock
 - install deadbolt locks in the doors to the custodial closet, stackroom & genealogy rooms
 - install half doors at top of stairway with deadboltsComer seconded and the motion passed unanimously.
- a. Murphy will contact City Attorney, Verle Norris, to discuss the unfulfilled contract with Heritage Microfilm for digitizing the Library's newspaper reels.

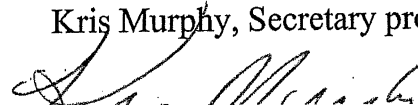
New Business:

- a. Mefferd moved that the Library close on the following Saturdays for the Winter Holidays:
Saturday 11/26/11 Saturday 12/24/11 Saturday 12/31/11
Wooley seconded and the motion passed unanimously.

Director's Report: attached.

The meeting was adjourned at 5:38 p.m. on a motion from Mefferd, seconded by Wooley.

Kris Murphy, Secretary pro tem



Chariton Free Public Library
November 3, 2011

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, November 3, 2011 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:05 p.m.

Members Comer, Davis, McGee, Mefferd, Steinbach, and Wooley were present. Librarian Kris Murphy was also present. New Board Member Leigh Heaverlo was present and took her trustee oath.

The **Agenda** was adopted on a motion from Steinbach, seconded by Wooley.

The **Minutes** of the last regular meeting were approved on a motion from Davis, seconded by Comer.

Public Forum: Alyse Hunter discussed the Main Street Project and asked for a letter of support for the Main Street Application which will be submitted in December. The decision of whether or not to provide a letter of support was tabled until the December 1st meeting, to be voted on under new business.

Correspondence:

- a. Thank you to Karla Longley for donating the memorial plaque affixed to Jack's painting
- b. Invitation to Twin Reservoir Trail "Rediscovery" from Tylar Goddard (Scout Troup #149) (Murphy attended, walked the trail & accepted a giant check.)

The **Financial Statement** was approved on a motion from McGee, seconded by Davis.

Claims were approved on a motion from Mefferd, seconded by Steinbach.

Grants: none

Old Business:

- a. A letter, drafted by City Attorney Verle Norris, concerning the Library's unfinished newspaper digitization project, was approved and will be sent to Heritage Microfilm.

New Business:

- a. The 2013 Budget Request was discussed. Changes will be made and the Board will consider a revised request for approval at the December meeting.

Director's Report: attached.

The meeting was adjourned at 6:00 p.m. on a motion from Mefferd, seconded by Steinbach and approved unanimously.

Kris Murphy, Secretary pro tem

Heritage Archives
4049 27" Avenue SW
Cedar Rapids, Iowa 52404

RE: Chariton Free Public Library v. Heritage Archives

Ladies and Gentlemen:

Please be advised that I have been retained by the Chariton Free Public Library regarding your agreement for digitization of Chariton newspapers. Pursuant to a signed agreement with your firm, the Chariton Free Public Library paid one-half of the contract price as requested.

It is my understanding that the work set forth in the agreement between the parties dated August 23, 2010, remains substantially incomplete. It is further my understanding that this matter remains unresolved despite repeated efforts on the part of my client to make contact with your firm .

Demand is hereby made that you refund the balance paid by the Chariton Free Public Library in the amount of \$2,547.50 within ten (10) days from the date of this letter. Should you fail to do so, please be advised that my client has authorized me to pursue all appropriate legal action as the result of your default in services to be provided.

Please govern yourselves accordingly as no further notice will be given to you prior to the commencement of an action against you.

Sincerely ,
Verle W. Norris
VWN / anjn
VIA CERTIFIED MAIL
(Return Receipt Requested)

Chariton Free Public Library
December 1, 2011

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, December 1, 2011 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:04 p.m.

Members Comer, Davis, Heaverlo, McGee, Mefferd, Steinbach, Stone and Wooley were present. Librarian Kris Murphy and Councilman Ray Meyer were also present.

The **Agenda** was adopted on a motion from Wooley, seconded by Steinbach.

The **Minutes** of the last regular meeting were approved on a motion from Davis, seconded by Heaverlo.

Correspondence: Copy of City Attorney Verle Norris' letter to Heritage Microfilm on behalf of the Library

The **Treasurer's Report** was approved on a motion from Stone, seconded by Mefferd.

The **Claims** were approved on a motion from Mefferd, seconded by Comer.

Grants: none

Old Business: Mefferd moved to submit to the County Board of Supervisors the 2013 Budget Request, accompanied by data for FY2011 circulation and funding and a letter from the Library Board. Davis seconded and the motion passed unanimously. Murphy will ask to be placed on the agenda for the upcoming Supervisors meeting on December 7th.

New Business:

- a. Steinbach made a motion to provide a letter of support for the **Main Street Project** application. Wooley seconded and role was called.

Comer <u>Aye</u>	Davis <u>Aye</u>	Heaverlo <u>Aye</u>	McGee <u>Aye</u>
Mefferd <u>Nay</u>	Steinbach <u>Aye</u>	Stone <u>Aye</u>	Wooley <u>Aye</u>

Motion passed. President McGee will draft the letter.

- b. **Election of Officers**

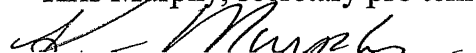
Steinbach made a motion of Ruth Comer for president, Davis seconded, motion approved. McGee made a motion of Jane Pillsbury for vice-president, Davis seconded, motion approved. Wooley made a motion of Lori Stone for secretary, McGee seconded, motion approved.

- c. The content of the **FY2011 Audit** concerning the Library was reviewed.

Director's Report: attached.

The meeting was adjourned at 6:10 p.m. on a motion from McGee, seconded by Davis and approved unanimously.

Kris Murphy, secretary pro tem



Law Office Of Verle W. Norris

ATTORNEYS AND COUNSELORS AT LAW

Verle W. Norris
Daniel R. Rockhold†
Associate
†Also Licensed in Missouri

300 West Marion, P.O. Box 256
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Phone: (641) 872-1363
Fax: (641) 872-2468
Main Office

125 Broad Street, P.O. Box 117
Humeston, Iowa 50123
Phone: (641) 877-9700
Fax: (641) 877-2204
Branch Office

November 11, 2011

Heritage Archives
4049 21st Avenue SW
Cedar Rapids, Iowa 52404

RE: Chariton Free Public Library v. Heritage Archives

Ladies and Gentlemen:

Please be advised that I have been retained by the Chariton Free Public Library regarding your agreement for digitization of Chariton newspapers. Pursuant to a signed agreement with your firm, the Chariton Free Public Library paid one-half of the contract price as requested.

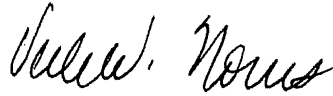
It is my understanding that the work set forth in the agreement between the parties dated August 23, 2010, remains substantially incomplete. It is further my understanding that this matter remains unresolved despite repeated efforts on the part of my client to make contact with your firm.

Demand is hereby made that you refund the balance paid by the Chariton Free Public Library in the amount of \$2,547.50 within ten (10) days from the date of this letter. Should you fail to do so, please be advised that my client has authorized me to pursue all appropriate legal action as the result of your default in services to be provided.

Heritage Archives
November 11, 2011
Page 2

Please govern yourselves accordingly as no further notice will be given to you prior to the commencement of an action against you.

Sincerely,

A handwritten signature in cursive script, appearing to read "Verle W. Norris".

Verle W. Norris

VWN/anh

VIA CERTIFIED MAIL
(Return Receipt Requested)

cc: Chariton Free Public Library

Chariton Free Public Library
January 5, 2012

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, January 5, 2011 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:03 p.m.

Members Comer, Davis, McGee, Mefferd, Pillsbury, and Steinbach were present. Librarian Kris Murphy was also present.

The Agenda was adopted on a motion from McGee, seconded by Davis.

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

Correspondence: Wilma Strait memorial donation from Susan Hartley

The Financial Statement was approved on a motion from Steinbach, seconded by Mefferd.

Claims were approved on a motion from McGee, seconded by Steinbach.

Grants: none

Old Business: none

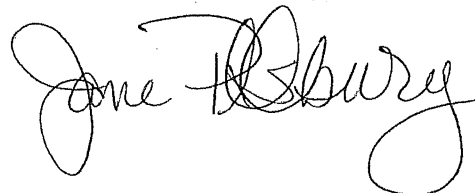
New Business:

- a. A handout of information on the WILBOR e-reader/e-book lending program was distributed for consideration. Murphy will invite Karen Burns to the next board meeting to talk about the program.
- b. A Library Director Evaluation was sent out via email. The evaluations are due by February 1st and may be turned in (in a sealed envelope) at the Library, dropped off at Ray Meyer's office, or mailed directly to President Comer's home address.

Director's Report: attached.

The meeting was adjourned at 6:35 p.m. on a motion from Steinbach, seconded by Pillsbury and approved unanimously.

Jane Pillsbury, Vice President & Secretary pro tem

A handwritten signature in black ink, appearing to read "Jane Pillsbury", with a large, stylized loop at the end.

Chariton Free Public Library
February 2, 2012

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, February 2, 2011 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:06 p.m.

Members Comer, Davis, Heaverlo, McGee, Mefferd, Pillsbury, Steinbach, Stone and Wooley were present. Librarian Kris Murphy, City Manager Corey Goodenow, and Councilman Ray Meyer were also present. Vern Vogel, Linda Baynes, Sandra Knebel and Library Consultant Karen Burns were also present.

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

The **Minutes** of the last regular meeting were approved on a motion from Davis, seconded by Pillsbury.

Correspondence:

- a. Copy of City Attorney Verle Norris' letter to Heritage Microfilm submitted to SCICF office
- b. Letter from City Manager discussing Library fund deficit

The **Financial Statement** was approved on a motion from McGee, seconded by Steinbach.

Claims were approved on a motion from Mefferd seconded by Pillsbury.

Grants: none

Old Business:

- a. Consultant Karen Burns did a presentation on the WILBOR downloadable e-book/audiobook lending program & some of the technology associated with its use. The Board will consider membership in the consortium at the March meeting.
- b. Director Evaluations are being accepted by President Comer until February 17th. The cumulative evaluation will be presented for review at the March meeting.

New Business:

- a. City Manager Goodenow & Councilman Meyer asked the Library Board to consider transferring funds from the Library General Fund to the City General Fund in order to eliminate the longstanding deficit. (see attached letter) The Library Board will consider a resolution to transfer the funds (\$49,460.20) at the March meeting.
- b. On behalf of Lucas County Tourism, Linda Baynes asked that two tour groups be allowed access to the Genealogy room in July. Librarian Murphy will be on hand to answer questions about the Library and show tour members around.

Director's Report: attached.

The meeting was adjourned at 6:34 p.m. on a motion from Steinbach, seconded by Pillsbury and approved unanimously.

Lori Stone, Secretary

Chariton Free Public Library
March 1, 2012

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, March 1, 2011 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:05 p.m.

Members Comer, Davis, McGee, Mefferd, Pillsbury, Steinbach, and Stone were present. Librarian Kris Murphy was also present. City Manager Corey Goodenow and Friends of the Library treasurer Sandra Knebel were also present.

The Agenda was adopted on a motion from McGee, seconded by Steinbach.

The Minutes of the last regular meeting were approved on a motion from Davis, seconded by Pillsbury.

Correspondence:

- a. Eagle Scout Court of Awards Ceremony Invitation from Tylar Goddard
- b. Letter of apology from student who kicked the north door

The Financial Statement was approved on a motion from Steinbach, seconded by Mefferd.

Claims were approved on a motion from Mefferd, seconded by McGee.

Grants: none

Old Business:

- a. WILBOR e-reader, e-book lending program
- Friends of the Library has offered to pay the \$500 installation and \$800 for the first year's subscription fee – subject to the Library Board agreeing to budget the estimated \$800 annual fee in future years.

Steinbach moved that the Library join the WILBOR consortium for the required \$1,304, using the Friends of the Library funds. Davis seconded and the motion passed unanimously. Pillsbury suggested we look at fundraising options to help support the program.
- b. Director Evaluation – Comer will schedule a time to with Murphy to complete the evaluation.
- c. Library Fund Balance Deficit – Mefferd moved to transfer the sum of \$49,460.²⁰ from the Library Ambelang & Swanson Investments to the Library Operating Fund in order to eliminate the deficit. Pillsbury seconded and the motion passed unanimously.

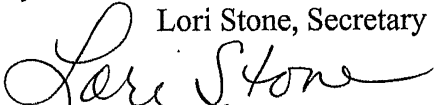
New Business:

- a. Library Foundation – Steinbach reported on a visit with Library Foundation President Sherrill Garton. The goals of the Foundation & the existing relationship between the Library & Foundation was discussed. Fred reported that the Foundation was interested in improving the relationship, funding some Library projects, and would schedule a meeting to discuss funding once the Library submitted a funding request. Steinbach & Murphy will work on a request.

Director's Report: attached.

The meeting was adjourned at 5:55 p.m. on a motion from Pillsbury, seconded by Stone.

Lori Stone, Secretary



Chariton Free Public Library

April 5, 2012

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, April 5, 2012 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m.

Members Comer, Davis, Heaverlo, McGee, Mefferd, Pillsbury, and Stone were present. Librarian Kris Murphy and City Manager Corey Goodenow were also present.

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

The **Minutes** of the last regular meeting were approved on a motion from Davis, seconded by Pillsbury.

Correspondence:

- a. Refund from Heritage Microfilm
- b. WILBOR Consortium Letter of Agreement mailed 3/13/2012
- c. Bonnie Stone Resignation

The **Financial Statement** was approved on a motion from McGee, seconded by Mefferd.

Claims were approved on a motion from Mefferd, seconded by Pillsbury.

Grants:

- a. SCICF Grant Application (\$7,250 for FY 2012 Collection Purchases) submitted 4/29/12.
- b. McGee made a motion to authorize board president Comer to sign an application requesting funds from the Library Foundation for this year's summer program. Mefferd seconded and the motion passed unanimously.

Old Business:

- a. Director Evaluation – Comer reported on the Board's evaluation of the Director.

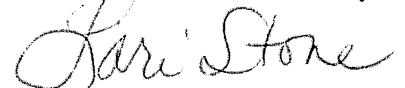
New Business:

- a. Mefferd moved to close the Library on Saturday May 26th for Memorial Day Weekend. Davis seconded and the motion passed unanimously.

Director's Report: attached.

The meeting was adjourned at 5:55 p.m. on a motion from Pillsbury, seconded by Davis and approved unanimously.

Lori Stone, Secretary



Chariton Free Public Library
May 3, 2012

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, May 3, 2012 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:15 p.m.

Members Comer, Davis, Heaverlo, McGee, Mefferd, Pillsbury, Steinbach, and Stone were present. Librarian Kris Murphy was also present.

The **Agenda** was adopted on a motion from Davis, seconded by Steinbach.

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

Correspondence:

- a. Coons Foundation Donation
- b. Advantage Newspaper Digitization Bid
- c. Library Foundation Funding Request Response

The **Financial Statement** was approved on a motion from McGee, seconded by Pillsbury.

Claims were approved on a motion from Mefferd, seconded by Steinbach.

Grants: none

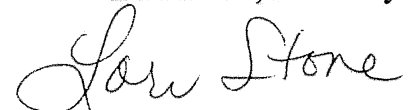
Old Business: none

New Business: none

Director's Report: attached.

The meeting was adjourned at 5:50 p.m. on a motion from Pillsbury, seconded by Davis.

Lori Stone, Secretary



Chariton Free Public Library
Special Meeting
May 31, 2012

The Chariton Free Public Library Board held a special meeting in the boardroom Thursday, May 31, 2012 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:35 p.m.

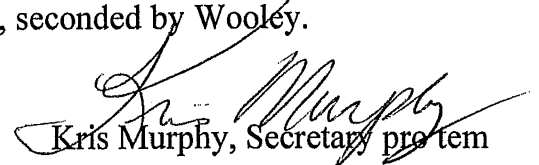
Members Comer, McGee, Mefferd, Pillsbury, Steinbach, and Wooley were present. Librarian Kris Murphy, City Manager Corey Goodenow and Councilman Ray Meyer were also present.

The **Agenda** was adopted on a motion from Steinbach, seconded by Pillsbury.

New Business:

- a. Mefferd made a motion to enter into the loan agreement with the City, (attached) with the terms as set forth. Steinbach seconded and the motion passed unanimously.

The meeting was adjourned at 5:55 p.m. on a motion from Pillsbury, seconded by Wooley.


Kris Murphy, Secretary pro tem

LOAN AGREEMENT

THIS LOAN AGREEMENT made and entered into this ____ day of _____, 2012, by and between the City of Chariton, Iowa, hereinafter referred to as "City", and the Chariton Free Public Library, hereinafter referred to as "Library".

WHEREAS, Library has funds from bequests in its general fund held for investment, and is willing to loan a portion of said funds to the City; and

WHEREAS, City desires to borrow a portion of said funds to use for the purposes of making improvements to the City's sanitary sewer system.

NOW, THEREFORE, the City and Library do hereby agree as follows:

1. **LOAN AND PROMISE TO PAY.** Library does hereby loan unto City and City does hereby promise to pay to Library the principal sum of Seventy Three Thousand Dollars (\$73,000), or so much as may be advanced, together with interest on the unpaid outstanding principal balance of each advance.
2. **PAYMENTS AND INTEREST RATE.** The City shall pay the loan in semi-annual installments of Seven Thousand Six Hundred and Four Dollars and Fifty Cents (\$7604.50), including principal and interest at One and One Half percent (1.5%) per annum commencing December 1, 2012. The City shall make payments of Seven Thousand Six Hundred and Four Dollars and Fifty Cents (\$7604.50), including principal and interest at One and One Half percent (1.5%) per annum on the first day of each and every June and December thereafter until the principal balance and accrued interest is paid in full. Unless otherwise agreed or required by applicable law, payments will be applied first to accrued unpaid interest, then to principal.
3. **PREPAYMENT.** City may pay without penalty all or a portion of the amount owed earlier than its due date.
4. **GOVERNING LAW.** This Loan Agreement will be governed by, construed and enforced in accordance with the laws of the State of Iowa. Venue for any action regarding this Loan Agreement shall be in the Iowa District Court in and for Lucas County, Iowa.
5. **ENTIRE AGREEMENT.** This Loan Agreement constitutes the entire agreement between the parties hereto relating to the subject matter hereof, and supersedes any previous agreements or understandings.
6. **COMMUNICATION BETWEEN THE PARTIES.** All communications or notices related to this agreement shall be to the persons listed below or to such other persons as the parties may specify in writing:

	Payment date	Total Payment	Interest	Principal	Principal Balance
1	12/1/12	7,604.50	456.25	7,057.00	65,943.00
2	6/1/13	7,604.50	494.57	7,109.93	58,833.07
3	12/1/13	7,604.50	441.25	7,163.25	51,669.82
4	6/1/14	7,604.50	387.52	7,216.98	44,452.84
5	12/1/14	7,604.50	333.40	7,271.10	37,181.74
6	6/1/15	7,604.50	278.86	7,325.64	29,856.10
7	12/1/15	7,604.50	223.92	7,380.58	22,475.52
8	6/1/16	7,604.50	168.57	7,435.93	15,039.59
9	12/1/16	7,604.50	112.80	7,491.70	7,547.89
10	6/1/17	7,604.50	58.61	7,547.89	0.00

Kris Murphy

From: "Corey Goodenow" <citymanager@iowatelecom.net>
To: "Kris Murphy" <charitonlibrary@iowatelecom.net>; "Ruth Ryn" <cityclerk1@iowatelecom.net>; "Jim Wooley" <JWooley@pheasantsforever.org>; "Lori Stone" <lstone@mhbank.com>; "Fred Steinbach" <fredsteinbach@hotmail.com>; "Sarah Davis" <goldfinch35@gmail.com>; "Tim McGee" <mcgeet@lucasco.org>; "James Mefferd" <jmefferd@iowatelecom.net>; "Jane Pillsbury" <calamityjp@hotmail.com>; "Ruth Comer" <rcomer@hy-vee.com>; "Leigh Heaverlo" <leighh29@hotmail.com>
Sent: Wednesday, May 23, 2012 5:22 PM
Subject: Library Loan Agreement

Good Afternoon,

As you may recall the City of Chariton borrowed \$110,000 on June 6, 2011 for the purpose of funding the City's required share of a FEMA sewer rehabilitation project. At that time the project was delayed and the City ended the agreement by paying the required interest in the amount of \$1,033.54. At that time the City requested that the Library consider lending to the City in the future. The time has come again for the City to request the Library Board's consideration in the amount of approximately \$75,000 for the original purpose.

The City is currently in the process of going to market for several different purposes and has gauged the market rate at which the City would be charged as 1.44%. The original agreement between the Library and the City included an interest rate of 2.75% to be paid to the Library on semi-annual payments. The purpose of this email is to notify the Library Board and ask that they consider an agreement with similar terms but at the rate of 1.5%. This rate is much more reflective of the current market conditions for the City and would still allow the Library to earn significantly more in interest than it is currently receiving on their investments today (~0.4%).

In speaking with the bond underwriter the City will need to have an indication as to whether the Library has any interest in an additional agreement by May 31, 2012. This time frame will allow the City's bond underwriter to notify potential bond purchasers of the expected principal amount and also allow the City to put together an additional agreement for the Library/City, if it so desires. I apologize for the time frame of this issue as the City attempts to include this issuance in the current fiscal year.

I appreciate your consideration and understanding.

Best,

Corey Goodenow
City Manager
City of Chariton
115 South Main Street
Chariton, Iowa 50049
citymanager@iowatelecom.net
Phone 641-774-5991
Fax 641-774-4111



Chariton Free Public Library
June 7, 2012

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday June 7, 2012 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:05 p.m.

Members Comer, Davis, McGee, Mefferd, Stone and Wooley were present. Librarian Kris Murphy and City Manager Corey Goodenow were also present.

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

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

The **Minutes** of the special meeting held May 31st to address the City's new loan agreement were approved on a motion from McGee, seconded by Wooley.

Correspondence:

- a. SRP Bills to Library Foundation, their Response & our Thank You
- b. Letter to Bob Blass re: Donna Nickelson Overdue Books (& \$39.75 check in response)
- c. SCICF Grant award notification & agreement
- d. Kone Recommended Maintenance Module Proposal

The **Financial Statement** was approved on a motion from McGee, seconded by Mefferd.

Claims were approved on a motion from Wooley, seconded by McGee.

Grants: none

Old Business: none

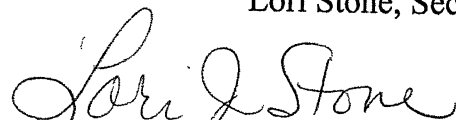
New Business:

- a. Operations Policy – tabled to the July meeting.
- b. Grace Day – will be added in the Destiny software, but does not need to be addressed in the Operations Policy.

Director's Report: attached.

The meeting was adjourned at 6:00 p.m. on a motion from Wooley, seconded by Mefferd.

Lori Stone, Secretary



Chariton Free Public Library
July 5, 2012

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday July 5, 2012 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:04 p.m.

Members Comer, Davis, McGee, Mefferd, Pillsbury, Steinbach, and Wooley were present. Librarian Kris Murphy was also present.

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

The **Minutes** of the last regular meeting were approved on a motion from Wooley, seconded by Davis.

Correspondence:

- a. Enrich Iowa Letter of Agreement (Open Access, Interlibrary Loan, Direct State Aid)
- b. Crisis Intervention Services support letter for grant application to create a County Prevention Team which the Library would take part in.
- c. Estimate for Chimney Cap Replacement – Top Notch Chimney Sweeps & Service L.C. – submitted to insurance
- d. Invoice for Roof Repair – Wood Roofing – submitted to Insurance

The **Financial Statement** was approved on a motion from McGee, seconded by Pillsbury.

The **Claims** were approved on a motion from Mefferd, seconded by Davis.

Grants:

- a. Casey's General Store – 5 Free Pizza Gift Certificates for SRP Pizza/Pool Party

Old Business:

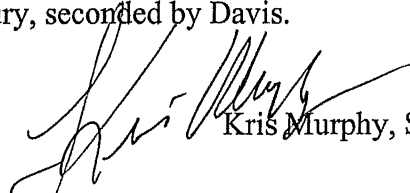
- a. The City of Chariton Loan Agreement was signed by Board President Comer, and witnessed by Director Murphy.
- b. The Operating Policy was approved as amended on a motion from Davis, seconded by McGee. (see attached)

New Business:

- a. McGee moved to follow the City's policy on wage increases for fiscal year 2013. Mefferd seconded and the motion passed unanimously.

Director's Report: attached.

The meeting was adjourned at 6:05 p.m. on a motion from Pillsbury, seconded by Davis.


Kris Murphy, Secretary pro tem

LOAN AGREEMENT

THIS LOAN AGREEMENT made and entered into this 4th day of June, 2012, by and between the City of Chariton, Iowa, hereinafter referred to as "City", and the Chariton Free Public Library, hereinafter referred to as "Library".

WHEREAS, Library has funds from bequests in its general fund held for investment, and is willing to loan a portion of said funds to the City; and

WHEREAS, City desires to borrow a portion of said funds to use for the purposes of making improvements to the City's sanitary sewer system.

NOW, THEREFORE, the City and Library do hereby agree as follows:

1. **LOAN AND PROMISE TO PAY.** Library does hereby loan unto City and City does hereby promise to pay to Library the principal sum of Seventy Three Thousand Dollars (\$73,000), or so much as may be advanced, together with interest on the unpaid outstanding principal balance of each advance.
2. **PAYMENTS AND INTEREST RATE.** The City shall pay the loan in semi-annual installments of Seven Thousand Six Hundred and Four Dollars and Fifty Cents (\$7604.50), including principal and interest at One and One Half percent (1.5%) per annum commencing December 1, 2012. The City shall make payments of Seven Thousand Six Hundred and Four Dollars and Fifty Cents (\$7604.50), including principal and interest at One and One Half percent (1.5%) per annum on the first day of each and every June and December thereafter until the principal balance and accrued interest is paid in full. Unless otherwise agreed or required by applicable law, payments will be applied first to accrued unpaid interest, then to principal.
3. **PREPAYMENT.** City may pay without penalty all or a portion of the amount owed earlier than its due date.
4. **GOVERNING LAW.** This Loan Agreement will be governed by, construed and enforced in accordance with the laws of the State of Iowa. Venue for any action regarding this Loan Agreement shall be in the Iowa District Court in and for Lucas County, Iowa.
5. **ENTIRE AGREEMENT.** This Loan Agreement constitutes the entire agreement between the parties hereto relating to the subject matter hereof, and supersedes any previous agreements or understandings.
6. **COMMUNICATION BETWEEN THE PARTIES.** All communications or notices related to this agreement shall be to the persons listed below or to such other persons as the parties may specify in writing:

City: City Clerk
City of Chariton
115 South Main Street
Chariton, Iowa 50049

Library:

7. **ASSIGNMENT.** Neither City or Library shall assign or transfer this Loan Agreement, in whole or in part, without the prior written consent of the other party, and any attempt at assignment or transfer shall be null and void.

8. **SAVING CLAUSE.** The parties hereto agree that in the event any provision or provisions of this agreement are finally held or determined to be illegal, voidable or void ab initio as being in contravention of any applicable law, by any court of competent jurisdiction, in such event the remainder of this agreement shall remain in full force and effect unless part or parts so found to be illegal, voidable or void ab initio or wholly inseparable from the remaining portion or portions of this agreement.

IN WITNESS WHEREOF, the City and Library have executed this Loan Agreement effective as of the day and year first hereinabove set forth.

CITY OF CHARITON, IOWA

CHARITON FREE PUBLIC LIBRARY

By Roger Manser
Roger Manser, Mayor

By Ralph Comer

ATTEST:

Ruth A. Ryun
Ruth A. Ryun, City Clerk

ATTEST:

Kris Murphy
Kris Murphy

	Payment date	Total Payment	Interest	Principal	Principal Balance
1	12/1/12	7,604.50	456.25	7,057.00	65,943.00
2	6/1/13	7,604.50	494.57	7,109.93	58,833.07
3	12/1/13	7,604.50	441.25	7,163.25	51,669.82
4	6/1/14	7,604.50	387.52	7,216.98	44,452.84
5	12/1/14	7,604.50	333.40	7,271.10	37,181.74
6	6/1/15	7,604.50	278.86	7,325.64	29,856.10
7	12/1/15	7,604.50	223.92	7,380.58	22,475.52
8	6/1/16	7,604.50	168.57	7,435.93	15,039.59
9	12/1/16	7,604.50	112.80	7,491.70	7,547.89
10	6/1/17	7,604.50	56.61	7,547.89	0.00

Chariton Free Public Library
August 6, 2012

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Monday August 6, 2012 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m.

Members Comer (by phone), Davis, Heaverlo, McGee, Steinbach, Stone and Wooley were present. Librarian Kris Murphy was also present. City Manager Corey Goodenow was also present.

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

The **Minutes** of the last regular meeting were approved on a motion from Davis, seconded by Wooley.

Correspondence: none

The **Financial Statement** was approved on a motion from McGee, seconded by Steinbach.

Claims were approved on a motion from Davis seconded by Steinbach.

Grants:

- a. An application was made to the Vredenburg Foundation for \$6,800 to complete the Newspaper Digitization Project. 80 microfilm reels remain to be digitized.

Old Business: none

New Business: none

Director's Report: attached.

The meeting was adjourned at 5:12 p.m. on a motion from Steinbach, seconded by McGee.

Lori Stone, Secretary

A handwritten signature in cursive script, appearing to read "Lori J. Stone", written in dark ink.

Chariton Free Public Library
September 6, 2012

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday September 6, 2012 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:10 p.m.

Members Comer, Davis, McGee, Mefferd, Pillsbury, and Steinbach were present. Librarian Kris Murphy was also present. City Manager Corey Goodenow was also present.

The **Agenda** was adopted on a motion from Steinbach, seconded by Pillsbury.

The **Minutes** of the last regular meeting were approved on a motion from Davis, seconded by Steinbach.

Correspondence: none

The **Financial Statement** was approved on a motion from McGee, seconded by Mefferd.

Claims were approved on a motion from Mefferd, seconded by McGee.

Grants: Vredenburg Foundation – Newspaper Digitization Project – \$6,800

Old Business:


- a. Insurance Payment for roof repair & chimney cap received 8/15/12 – \$1,579.²¹ (\$1735.⁰¹ actual cost)

New Business:

- a. Steinbach motioned to place a Food for Fines Drop Box in Library during the months of October & November, Pillsbury seconded and the motion passed unanimously.

Director's Report: attached.

The meeting was adjourned at 5:35p.m. on a motion from Pillsbury, seconded by Davis.


Kris Murphy,
Secretary pro tem

Chariton Free Public Library
October 4, 2012

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday October 4, 2012 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:10 p.m.

Members Comer, Davis, McGee, Mefferd, and Steinbach (by phone) were present. Librarian Kris Murphy was present. City Manager Corey Goodenow was also present.

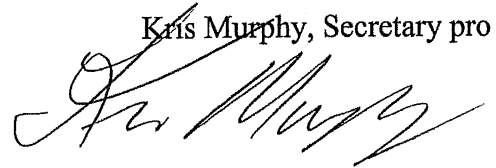
The Agenda was amended, to remove all New Business action items, on a motion from Mefferd, seconded by McGee. Those items will be addressed at the November meeting.

The Claims were approved on a motion from McGee, seconded by Davis.

Director's Report: attached.

The meeting was adjourned at 5:15 p.m. on a motion from McGee, seconded by Steinbach.

Kris Murphy, Secretary pro tem

A handwritten signature in black ink, appearing to read "Kris Murphy", is written over the typed name.

Chariton Free Public Library
November 1, 2012

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday November 1, 2012 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:04 p.m.

Members Comer, Davis, Heaverlo, McGee, Mefferd, Pillsbury, Steinbach, and Wooley were present. Librarian Kris Murphy was also present.

The **Agenda** was adopted on a motion from Davis, seconded by Steinbach.

The **Minutes** of the last regular meeting were approved on a motion from Wooley, seconded by Steinbach.

Correspondence: None

The **Financial Statement** was approved on a motion from McGee, seconded by Heaverlo.

Claims were approved as amended on a motion from Steinbach, seconded by Pillsbury.

Grants:

- a. SPLASH Grant: Murphy will apply this month for funding for the 2013 Summer Reading Program. A copy of the application will be included in the December boardmeeting packet.

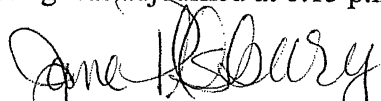
Old Business: None

New Business:

- a. McGee moved that the FY14 Budget be submitted with a \$1,000 increase to both the misc. income line & the new equipment expenditure line. Mefferd seconded & the motion passed unanimously.
- b. Davis made a motion that the slate of Board Officers remain the same for another year. Steinbach seconded and the motion passed unanimously.
- c. Heaverlo moved to increase the wage of new part-time hire Wilkins to \$7.⁸⁷, commensurate with her experience & abilities. Steinbach seconded and the motion passed unanimously.
- d. Davis moved to close the Library on Saturday, November 24th. Steinbach seconded and the motion passed unanimously.
- e. McGee moved to approve the plans to purchase new computers, additional hardware, and software, and to pay PC Repair Services \$4,168.92 for computers and hardware at this time. (see claims) Steinbach seconded and the motion passed unanimously.
- f. Policies for Accreditation:
 - a. Mefferd moved to approve the existing Internet Use Policy with no changes. McGee seconded and the motion passed unanimously.
 - b. Revisions were suggested for the Personnel Policy. Murphy will submit a revised copy for the December meeting.

Director's Report: attached.

The meeting was adjourned at 6:15 p.m. on a motion from Pillsbury, seconded by Steinbach.



Jane Pillsbury, Vice-President (Secretary pro tem)

Chariton Free Public Library
December 11, 2012

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday December 11, 2012 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m.

Members Comer, Davis, Heaverlo, McGee, Mefferd, Pillsbury and Stone were present. Librarian Kris Murphy and City Manager Corey Goodenow were also present.

The **Agenda** was adopted on a motion from Davis, seconded by Pillsbury.

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

Correspondence: none

The **Financial Statement** was approved on a motion from McGee, seconded by Pillsbury.

Claims were approved on a motion from Mefferd, seconded by Stone.

Grants: none

Old Business: none

New Business:

- a. After some discussion, no action was taken concerning Article V. Section 2. of the Board Bylaws.
- b. The Personnel Policy was approved on a motion from Davis, seconded by Mefferd.
- c. After a rewriting of the Mission Statement embedded in the Collection Management Policy, the policy was approved on a motion from Davis, seconded by Pillsbury. See amended text below.

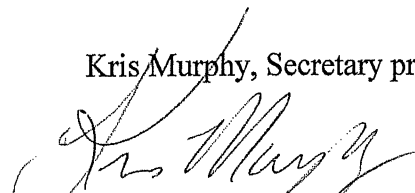
Original Mission Statement: "The Chariton Free Public Library exists to provide materials and services to help residents of the City of Chariton and Lucas County meet personal, educational, and professional needs. The Library strives to provide residents with up-to-date information which improves and broadens their lives and fulfills their cultural, intellectual, educational and recreational needs."

Revised Mission Statement : "The Chariton Free Public Library provides materials and services to meet patrons' personal, educational, and professional needs."

Director's Report: attached.

The meeting was adjourned at 6:00 p.m. on a motion from Pillsbury, seconded by Mefferd.

Kris Murphy, Secretary pro tem



Chariton Free Public Library
January 3, 2013

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday January 3, 2013 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:03 p.m.

Members Comer, Davis, McGee, Mefferd, Pillsbury, Steinbach, and Wooley were present. Librarian Kris Murphy was present. City Manager Corey Goodenow was also present.

The Agenda was adopted on a motion from McGee, seconded by Steinbach.

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

Correspondence: none

The Financial Statement was approved on a motion from Mefferd, seconded by Wooley

Claims were approved on a motion from Steinbach, seconded by Mefferd.

Grants: none

Old Business: none

New Business:

- a. A working copy of the Library's Long Range Plan was discussed. Board members will read it and submit comments and suggestions to Murphy throughout the month.

Director's Report: attached.

The meeting was adjourned at 5:32 p.m. on a motion from Pillsbury, seconded by Steinbach.

Kris Murphy, Secretary pro tem

A handwritten signature in black ink, appearing to read "Kris Murphy", written in a cursive style.

Chariton Free Public Library
February 7, 2013

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday February 7, 2013 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:08 p.m.

Members Comer, Heaverlo, McGee, Mefferd, Pillsbury, and Steinbach were present. Librarian Kris Murphy was present. City Manager Corey Goodenow was also present.

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

The **Minutes** of the last regular meeting were approved on a motion from Mefferd, seconded by Steinbach.

Correspondence: none

The **Financial Statement** was approved on a motion from Mefferd, seconded by Steinbach.

Claims were approved on a motion from Pillsbury seconded by McGee.

Grants:

- a. SCICF Grant Report will be sent out this month. \$4000 spent on collection 2012-13
- b. SCICF Grant Application(s) will be submitted for FY2014 Collection and Furniture
- c. President Comer & Librarian Murphy signed the SPLASH Grant agreement accepting funds that will be used for this summer's Reading Program supplies & programs. The programs & supplies have already been scheduled/ordered. Murphy will ask for reimbursement when all invoices are in.

Old Business:

- a. The Long Range Plan was discussed and approved on a motion from McGee, seconded by Mefferd. Murphy & Goodenow will take steps now to address some of the facility maintenance issues in the plan. (see attached plan)

New Business:

- a. Plans for a guest performer Dasher Wolf to perform a week's worth of programs for children this summer were discussed. Murphy will meet with Susie James and the performer.
- b. The Library Donor Tree was discussed. A policy regarding donation amounts for the tree will be presented at the March meeting. Murphy will provide a list of donors and several leaves will be added to the tree to reflect donations and memorials made within recent years.

Director's Report: attached.

The meeting was adjourned at 5:50 p.m. on a motion from Mefferd, seconded by Pillsbury.


Kris Murphy, Secretary pro tem.

Chariton Free Public Library

March 7, 2013

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday March 7, 2013 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:10 p.m.

Members Comer, Davis, Heaverlo, McGee, Mefferd, Pillsbury, and Steinbach were present. Librarian Kris Murphy was present. City Manager Corey Goodenow was also present.

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

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

Correspondence:

- a. Mefferd moved to submit a participation response to the IowaWORKS Summer Youth Employment Training Program letter, Pillsbury seconded and the motion passed.

The **Financial Statement** was approved on a motion from McGee, seconded by Mefferd.

Claims: were approved on a motion from Mefferd, seconded by Pillsbury.

Grants:

- a. **SCICF Grant Application Collection Funds**
- b. **SCICF Grant Application Computer Furniture**
- c. **Murphy will submit the claims for reimbursement from the SPLASH grant awarded in January.**

Old Business:

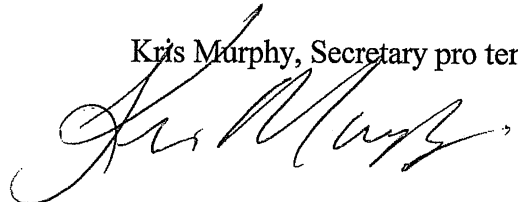
New Business:

- a. Accreditation (attached) – We fell from Tier 3 to Tier 2 this time. We'll take steps to improve our performance. Murphy will check that all Board Members are receiving State Library emails, and will send out an email concerning the State Library's Continuing Education Catalog. We will increase publicity for WILBOR and offer an introductory session. Several publicity sites were suggested for posting information about the new Learning Express software soon to be available on the Library's website.

Director's Report: attached.

The meeting was adjourned at 5:55 p.m. on a motion from Pillsbury, seconded by Davis.

Kris Murphy, Secretary pro tem



Chariton Free Public Library

April 4, 2013

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday April 4, 2013 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:06 p.m.

Members Davis, McGee, Mefferd, Pillsbury, Steinbach, Stone and Wooley were present. Librarian Kris Murphy was present. City Manager Corey Goodenow was also present.

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

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

Correspondence: A thank you letter was sent to the Coons Foundation for their last donation.

The **Financial Statement** was approved on a motion from Steinbach, seconded by Mefferd.

The **Claims** were approved on a motion from Davis, seconded by Stone.

Grants:

- a. Library Foundation Grant Request: \$689 for WILBOR subscription FY13
- b. Reimbursement Request to SPLASH Grant (signed by Pillsbury)
- c. Award letters were received from the South Central Iowa Community Foundation: \$4,000 for Collection FY14 & \$1,360 for Tables & Chairs for the new computers. Murphy will attend the awards ceremony on Monday April 29th. McGee made a motion to allow Murphy to spend up to \$1,360 for the table/counter and chairs. Wooley seconded and the motion passed.

Old Business:

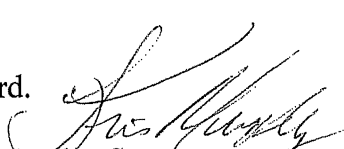
- a. McGee moved to transfer the entirety (\$9,041.08) of the of Powers Bequest Fund to the Library Fund to cover the tech support, software and new computer equipment bought this year. Steinbach seconded and the motion passed.

New Business:

- a. The Library's budget will be amended to cover the newspaper digitization costs on the subscriptions line. (Line 6210 will increase from \$875 to \$13,500).
- b. Mefferd moved to change the Operations Policy DVD limit from 3/card to 5/card & to limit patrons to the use of only the cards of those people present at the time of checkout. Steinbach seconded and the motion passed.
- c. Mefferd moved to close the Library on Saturday May 25th for the Memorial Day Weekend. Davis seconded and the motion passed. McGee moved to close the Library on Friday and Saturday, July 5th & 6th. Wooley seconded and the motion passed.

Director's Report: attached.

The meeting was adjourned at 5:38 p.m. on a motion from Steinbach, seconded by Mefferd.


Kris Murphy, Secretary pro tem

Chariton Free Public Library
May 2, 2013

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday May 2, 2013 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:10 p.m.

Members Comer, Davis, Mefferd, Pillsbury, and Steinbach were present. Librarian Kris Murphy was present. City Manager Corey Goodenow and Councilman Ray Meyer were also present.

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

The **Minutes** of the last regular meeting were approved on a motion from Steinbach, seconded by Pillsbury.

Correspondence:

- a. Coons Foundation Donation Letter (\$2,000)
- b. WILBOR Letter of Agreement (we'll get the invoice next month)

The **Financial Statement** was approved on a motion from Steinbach, seconded by Pillsbury.

Claims were approved on a motion from Mefferd, seconded by Pillsbury.

Grants:

- a. Library Foundation Grant Response: The Foundation gave us \$450 towards WILBOR subscription

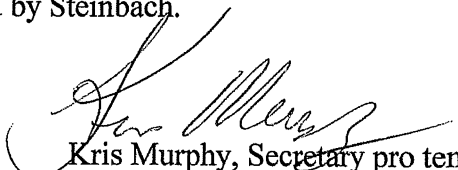
Old Business:

- a. Powers Bequest transfer completed: \$9,041.⁰⁸

New Business: none

Director's Report: attached.

The meeting was adjourned at 5:37 p.m. on a motion from Pillsbury, seconded by Steinbach.


Kris Murphy, Secretary pro tem

Chariton Free Public Library
June 13, 2013

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday June 13, 2013 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:07 p.m.

Members Comer, Davis, McGee, Mefferd (by phone), Pillsbury, Steinbach, Stone and Wooley were present. Librarian Kris Murphy was present. City Manager Corey Goodenow and Councilman Ray Meyer were also present.

The Agenda was adopted on a motion from McGee, seconded by Davis.

The Minutes of the last regular meeting were approved on a motion from Davis, seconded by Steinbach.

Correspondence:

- a. Enrich Iowa Agreement (Interlibrary Loan & Open Access Programs Participation)
- b. Resignation of Library Clerk

The Financial Statement was approved on a motion from McGee, seconded by Pillsbury.

Claims were approved on a motion from Steinbach, seconded by Wooley.

Grants: None

Old Business: None

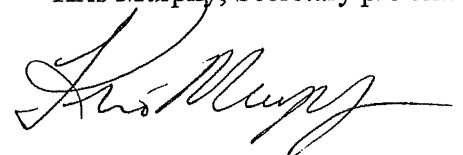
New Business:

- a. McGee moved to give a 40¢ per hour raise to all part-time library employees and to give Murphy a \$1,120 per year salary increase. Steinbach seconded and the motion passed unanimously.
- b. McGee moved to authorize the expenditure of up to \$1,000 to purchase a pair of comfortable chairs, said amount to include the \$525 received in memory of Rosemary Evans, with the balance coming from Library funds. Steinbach seconded and the motion passed unanimously.

Director's Report: attached.

The meeting was adjourned at 5:42 p.m. on a motion from Pillsbury, seconded by Steinbach.

Kris Murphy, Secretary pro tem



Chariton Free Public Library
Tuesday July 16, 2013

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Tuesday July 16, 2013 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Members Comer, Davis, Mefferd, Steinbach, and Wooley were present. Librarian Kris Murphy was present. City Manager Corey Goodenow was also present.

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

The **Minutes** of the last regular meeting were approved on a motion from Wooley, seconded by Steinbach.

Correspondence: none

The **Financial Statement** was approved on a motion from Mefferd, seconded by Davis.

Claims were approved on a motion from Mefferd, seconded by Steinbach.

Grants:

- a. Vredenburg Foundation Grant for Staff Computers & Copier/FAX/Printer/Scanner.

Old Business: none

New Business:

- a. Affordable Care Act: Staff will attend the State Library's webinar training session and utilize materials provided by the State Library and American Library Association.
- b. Sex Offender Procedure & Policy: Will address again at the August meeting, with examples of other libraries' policies and procedures as well as input from local law enforcement and other law personnel.

Director's Report: attached.

The meeting was adjourned at 6:25p.m.



Kris Murphy, Secretary pro tem

Chariton Free Public Library
August 8, 2013

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday August 8, 2013 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m.

Members Davis, Heaverlo, McGee, Mefferd, Pillsbury, and Wooley were present. Librarian Kris Murphy was present. City Manager Corey Goodenow was also present.

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

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

Correspondence: none

The **Financial Statement** was approved on a motion from McGee, seconded by Mefferd.

Claims: were approved on a motion from Mefferd, seconded by Wooley.

Grants: none

Old Business:

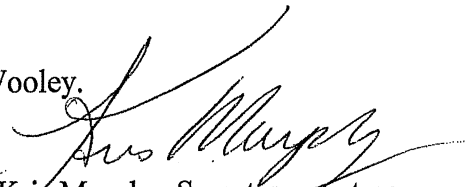
- a. Sex Offender Procedure & Policy: Murphy will present a draft policy at the September meeting.

New Business:

- a. Wooley moved to close the Library Saturday, August 31st for Labor Day Weekend. McGee seconded and the motion passed unanimously.

Director's Report: attached.

The meeting was adjourned at 5:45 p.m. on a motion from Pillsbury, seconded by Wooley.


Kris Murphy, Secretary pro tem

Chariton Free Public Library
September 5, 2013

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday September 5, 2013 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00p.m.

Members Davis, Heaverlo, McGee, Mefferd, Pillsbury, Steinbach, and Wooley were present. Librarian Kris Murphy was also present.

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

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

Correspondence: Sex Offender Letter

The **Financial Statement** was approved on a motion from McGee, seconded by Pillsbury.

Claims were approved on a motion from Mefferd, seconded by Wooley

Grants:

- a. \$9,000 from Vredenburg Foundation for purchase of 2 FAX/Scan/Copy Machines & 4 Staff Workstations, currently on order.

Old Business:

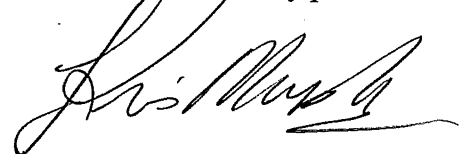
- a. Board members suggested revisions to the draft of the Sex Offender Policy provided by Murphy. Murphy will submit a revised policy at the October meeting.

New Business: none

Director's Report: attached.

The meeting was adjourned at 5:34 p.m. on a motion from Steinbach, seconded by Pillsbury.

Kris Murphy, Secretary pro tem



Chariton Free Public Library
October 3, 2013

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday October 3, 2013 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:04 p.m.

Members Comer, McGee, Pillsbury, Steinbach, and Stone were present. Librarian Kris Murphy was also present.

The **Agenda** was adopted on a motion from Steinbach, seconded by Pillsbury.

The **Minutes** of the last regular meeting were approved as corrected (Comer was not listed in the board members present although she was in attendance) on a motion from McGee, seconded by Stone.

Correspondence: none

The **Financial Statement** was approved on a motion from McGee, seconded by Pillsbury.

Claims were approved on a motion from Steinbach, seconded by Pillsbury.

Grants: none

Old Business:

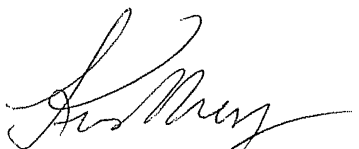
Sex Offender Policy – tabled to the November meeting.

New Business:

Steinbach moved to close the Library on Saturday November 9th Veteran's Day Weekend, and Saturday November 30th Thanksgiving Weekend. Stone seconded and the motion passed unanimously.

Director's Report: attached.

The meeting was adjourned at 5:20 p.m. on a motion from Pillsbury, seconded by Stone.


Kris Murphy, Secretary pro tem

Chariton Free Public Library
November 7, 2013

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday November 7, 2013 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:10 p.m.

Members Brown, Comer, Davis, McGee, Mefferd, Pillsbury, and Steinbach were present. Librarian Kris Murphy was present. City Manager Corey Goodenow and City Councilman Ray Meyer were also present.

The **Agenda** was approved on a motion from McGee, seconded by Mefferd. The agenda was then amended on a motion from Steinbach, seconded by Brown to allow discussion of the City's Historic Preservation Meeting to be held in the Library Meeting Room on Monday, November 11th.

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

Correspondence:

- a. A letter was received from the Library Foundation Board stating that their fund balance had reached an amount that would allow them to make an annual contribution to the Library, given that their fund balance remained steady. Included with the letter was a check for \$810.¹⁰.

The **Financial Statement** was approved on a motion from Steinbach, seconded by Davis.

Claims were approved on a motion from McGee, seconded by Mefferd.

Grants: none

Old Business:

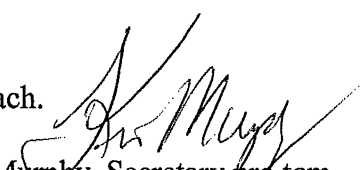
- a. Changes to the Sex Offender Policy were discussed. Further changes were recommended. Murphy will present a new draft at the December meeting.

New Business:

- a. Pillsbury moved to approve the FY15 Budget Proposal. Steinbach seconded and the motion passed unanimously. Murphy will prepare a request for the Lucas County Board of Supervisors and ask to be placed on a December meeting agenda.
- b. The Library will again offer its "Food for Fines" alternative during the months of November and December.
- c. Steinbach moved to allow the City exemption from the restriction in the Library Meeting Room Policy, which states the room may not be used outside of regular Library hours. Pillsbury seconded and the motion passed unanimously. As a City facility, the building will be made available for the Historic Preservation Meeting sponsored by the City on Monday, November 11, 2013 at 7:00 pm. Director Murphy will be present for the event. Murphy will place the Meeting Room Policy on the December agenda to address specifically the use of the building by the City. Current wording of the Policy only pertains to public use.

Director's Report: attached.

The meeting was adjourned at 6:15 p.m. on a motion from Pillsbury, seconded by Steinbach.


Kris Murphy, Secretary pro tem

Chariton Free Public Library
December 5, 2013

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday December 5, 2013 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m.

Members Brown, Comer, Davis, McGee, Mefferd, Pillsbury, Steinbach, and Wooley were present. Librarian Kris Murphy was also present.

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

The **Minutes** of the last regular meeting were approved on a motion from Davis, seconded by Brown.

Correspondence: none

The **Financial Statement** was approved on a motion from Steinbach, seconded by Wooley.

Claims were approved on a motion from Mefferd, seconded by Pillsbury.

Grants: none

Old Business:

- a. The Sex Offender Policy was approved on a motion from Steinbach, seconded by Pillsbury. (see attached)

New Business:

- a. McGee nominated the following slate of officers:

President: Jane Pillsbury

Vice-President: Fred Steinbach

Secretary: Tim McGee

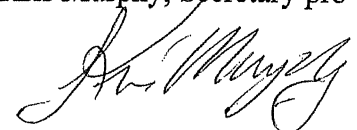
Steinbach moved to close the nominations. Comer seconded and the slate of officers was approved.

- b. Davis moved to approve the Meeting Room Policy as amended. Steinbach seconded and the motion was approved unanimously. (see attached)
- c. McGee moved to increase payment for custodial services from \$400 to \$475 per month to match insurance cost increase. Wooley seconded & the motion passed unanimously.

Director's Report: attached.

The meeting was adjourned at 5:25 p.m. on a motion from Steinbach, seconded by Pillsbury.

Kris Murphy, Secretary pro tem



Chariton Free Public Library
January 2, 2014

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday January 2, 2013 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m.

Members Brown, Comer, Davis, McGee, Mefferd, Pillsbury, Steinbach, and Wooley were present. Librarian Kris Murphy was also present.

The **Agenda** was adopted on a motion from Wooley, seconded by Steinbach.

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

Correspondence: Thank You letters/cards:

Susan Hartley for the \$5,000 she sent us last December (list of purchases included)
Merylinn Frame for her continued donations of Guideposts titles

The **Financial Statement** was approved on a motion from Steinbach, seconded by Wooley.

Claims were approved on a motion from Mefferd, seconded by Brown.

Grants: none

Old Business: none

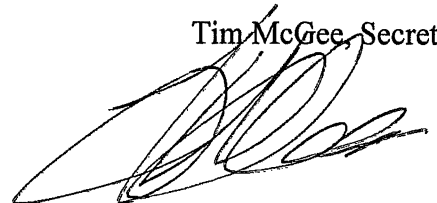
New Business:

- a. Davis moved to increase clerk Deb McClure's wages to \$8.27 per hour to match other clerks. McClure has been on staff 6 months. Mefferd seconded and the motion passed unanimously.
- b. Board Bylaws – Rural County Trustees – Review of the City Ordinance and discussion about increasing the number of county residents allowed on the board. No action taken.
- c. Color Printer Prices: Steinbach moved to charge \$1 per color copy. Comer seconded and the motion passed unanimously.

Director's Report: attached.

The meeting was adjourned at 5:31p.m. on a motion from Mefferd, seconded by Wooley.

Tim McGee, Secretary



Chariton Free Public Library
February 6, 2014

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday February 6, 2014 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:05 p.m.

Members Brown, Comer, Davis, McGee, Mefferd, Pillsbury, Steinbach, and Wooley were present. Librarian Kris Murphy was also present.

The **Agenda** was adopted on a motion from Steinbach, seconded by Brown.

The **Minutes** of the last regular meeting were approved on a motion from Davis, seconded by Comer.

Correspondence: none

The **Financial Statement** was approved on a motion from McGee, seconded by Steinbach.

Claims were approved on a motion from Comer, seconded by Mefferd.

Grants:

- a. Grant Reports sent to SCICF for Collection Grant & Computer Work-surface/Chairs

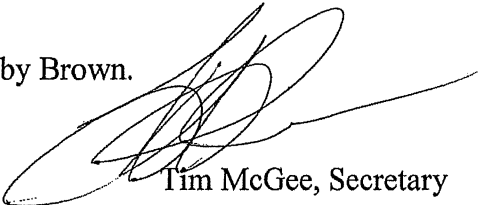
Old Business:

New Business:

- a. Mefferd moved to close the Library Monday February 17th (Presidents Day) for a staff in-service. Steinbach seconded and the motion was approved unanimously.

Director's Report: attached.

The meeting was adjourned at 5:32 p.m. on a motion from Steinbach, seconded by Brown.


Tim McGee, Secretary

Chariton Free Public Library
March 13, 2014

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, March 13, 2014 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:03 p.m.

Members Brown, Davis, Mefferd, Pillsbury, Steinbach, and Wooley were present. Librarian Kris Murphy was also present. City Manager Joe Gaa also attended.

The **Agenda** was adopted on a motion from Steinbach, seconded by Brown.

The **Minutes** of the last regular meeting were approved on a motion from Davis, seconded by Wooley.

Correspondence: None

The **Financial Statement** was approved on a motion from Steinbach, seconded by Mefferd.

Claims were approved on a motion from Steinbach, seconded by Wooley.

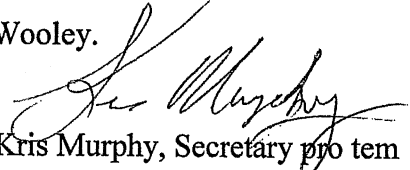
Grants: Grant Request to SCICF for FY15 Collection Purchases: \$4,000

Old Business: none

New Business: none

Director's Report: attached.

The meeting was adjourned at 5:22 p.m. on a motion from Steinbach, seconded by Wooley.


Kris Murphy, Secretary pro tem

Chariton Free Public Library
April 3, 2014

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, April 3, 2014 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:04 p.m.

Members Brown, Comer, Davis, McGee, Mefferd, Steinbach, and Wooley were present. Librarian Kris Murphy was present. City Manager Joe Gaa was also present.

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

The **Minutes** of the last regular meeting were approved on a motion from Wooley, seconded by Davis.

Correspondence:

- a. WILBOR Annual Letter of Agreement
- b. Barnes & Noble Institutional Purchasing Program Renewal

The **Financial Statement** was approved on a motion from Mefferd, seconded by Comer.

Claims were approved on a motion from Mefferd, seconded by Comer.

Grants:

- a. Vredenburg Grant – Due in July

We will likely apply for a grant to replace 2 staff computers which still use Windows XP and the non-functional digital projector for the meeting room.


Old Business: none.

New Business:

- a. Heating/Cooling Issues: See Director's Report. Discussed replacement of the 2 furnace units in the new addition, as well as repairing the soffits around the original structure, and how the projects might be funded.

Director's Report: attached.

The meeting was adjourned at 5:30 p.m. on a motion from Mefferd, seconded by Comer.


Tim McGee, Secretary

Chariton Free Public Library

May 1, 2014

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday May 1, 2014 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:08 p.m.

Members Brown, Comer, Davis, McGee, Mefferd, Pillsbury, and Steinbach were present. Librarian Kris Murphy was present.

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

The **Minutes** of the last regular meeting were approved on a motion from Comer, seconded by Davis.

Correspondence:

- a. Vredenburg 2013-2014 Grant Report
- b. Lori Stone's Resignation from the Board

The **Financial Statement** was approved on a motion from McGee, seconded by Comer.

Claims were approved on a motion from Mefferd, seconded by Comer. Mefferd asked for the "premium" statement on our insurance.

Grants:

- a. SCICF Grant received: \$2,000 for FY2015 Collection Purchases

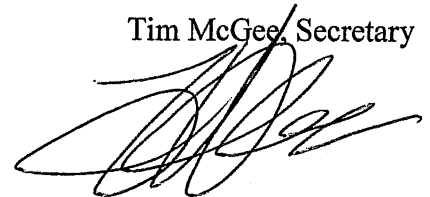
Old Business: McGee asked Murphy to prepare a list of building repairs to consider for action at the June meeting.

New Business: none

Director's Report: attached.

The meeting was adjourned at 5:34 p.m. on a motion from Steinbach, seconded by Comer.

Tim McGee, Secretary



Chariton Free Public Library

June 5, 2014

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday June 5, 2014 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:05 p.m.

Members Comer, Davis, Mefferd, Pillsbury, and Wooley were present. Librarian Kris Murphy was present.

The Agenda was adopted on a motion from Mefferd, seconded by Wooley.

The Minutes of the last regular meeting were approved on a motion from Comer, seconded by Davis.

Correspondence:

- a. Coons Foundation Donation \$2,000 unrestricted
- b. Barb Pruiett Letter of Resignation

The Financial Statement was approved on a motion from Comer, seconded by Wooley.

Claims were approved on a motion from Comer, seconded by Davis.

Grants: none


Old Business: none

New Business:

- a. Chariton Public Library *"Bookin' It"* Walk Fundraiser
Comer moved that we continue planning for the fundraiser walk, but change the date. Mefferd seconded and the motion was approved. We will also look at other fundraiser options.
- b. A break-down of the Insurance Coverage was reviewed.
- c. Murphy supplied a list of Building Issues that need repair. She'll discuss the list with City Manager Joe Gaa, and bring back a list of contractors for the July meeting.

Director's Report: attached.

The meeting was adjourned at 6:00 p.m. on a motion from Mefferd, seconded by Davis.


Kris Murphy,
Secretary pro tem

Chariton Free Public Library
July 3, 2014

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday July 3, 2014 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:15 p.m.

Members Brown, McGee, Mefferd, Steinbach, and Wooley were present. Librarian Kris Murphy was present. City Manager Joe Gaa was also present.

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

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

Correspondence:

- a. Donna Sallee Letter of Resignation
- b. Enrich Iowa Agreement Letter

The **Financial Statement** was approved on a motion from Wooley, seconded by Brown.

Claims were approved on a motion from McGee, seconded by Mefferd.

Grants:

- a. Vredenburg Grant Application
- b. Hy-Vee Sponsorship Request – “Bookin-It” Walk T-shirts

Old Business: none

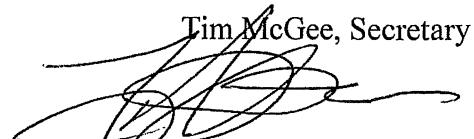
New Business:

- a. Mefferd moved to increase the wage paid to the Library Clerks 40¢ per hour in accordance with the amount negotiated by the City. Brown seconded and the motion passed unanimously.
- b. Mefferd moved to increase Library Director Kris Murphy’s annual salary by \$2,000. Brown seconded and the motion passed unanimously.

Director’s Report: attached.

The meeting was adjourned at 5:42 p.m. on a motion from Mefferd, seconded by McGee.

Tim McGee, Secretary



Chariton Free Public Library
August 14, 2014

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, 2014 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m.

Members Davis, McGee, Mefferd, Pillsbury, Steinbach, and Wooley were present. Librarian Kris Murphy was present. City Manager Joe Gaa was also present.

The **Agenda** was adopted on a motion from Steinbach, seconded by Wooley.

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

Correspondence: none

The **Financial Statement** was approved on a motion from Wooley, seconded by Steinbach.

Claims were approved on a motion from Mefferd, seconded by Wooley.

Grants:

- a. Vredenburg Grant Submitted (letter of receipt confirmation)

Old Business: none

New Business: Gaa discussed building issues that need attention.

Director's Report: attached.

The meeting was adjourned at 5:30 p.m. on a motion from Steinbach, seconded by Davis.

Kris Murphy, Secretary pro tem



Chariton Free Public Library
September 4, 2014

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday September 4, 2014 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:01 p.m.

Members Braida, Brown, Comer, Davis, McGee, Mefferd and Pillsbury were present. Librarian Kris Murphy was present. City Manager Joe Gaa was also present.

New Board Member Linda Braida was welcomed and completed her trustee pledge. Murphy will contact Evelyn Pollard, the second new member, to invite her to the October meeting. Linda will take the place of Jim Wooley, who will be leaving Chariton soon. Evelyn will assume Lori Stone's vacant seat.

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

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

Correspondence: This afternoon we received a letter from a patron concerning the slow Internet speed on the Library's computers. Since we've received other verbal complaints recently, Murphy will look into the Mediacom option again for the October meeting. She will send a response to the patron.

The **Financial Statement** was approved on a motion from Mefferd, seconded by Davis.

Claims were approved on a motion from Davis, seconded by Brown.

Grants: Vredenburg Grant: \$3,000 received for staff computers, multimedia projectors & NOAA radio

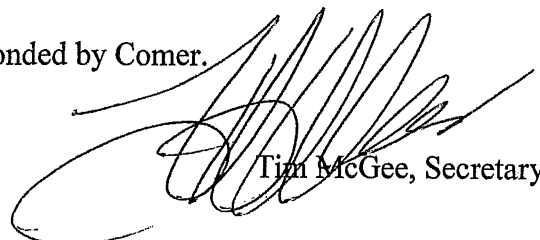
Old Business: none

New Business:

- a. Clean-out – Murphy will submit a list of items at the October meeting that need to be sold or discarded, mostly furniture and hardware.
- b. Mefferd requested that a discussion of the Lucas County Genealogical Society's use of the rooms they occupy in the library building be placed on the October agenda. Murphy will inquire on the state library mailing list as to how genealogical facilities, collections and research are handled in other libraries.

Director's Report: attached.

The meeting was adjourned at 6:00 p.m. on a motion from Mefferd, seconded by Comer.


Tim McGee, Secretary

Chariton Free Public Library

October 2, 2014

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday October 2, 2014 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:04 p.m.

Members Braida, Brown, Davis, McGee, Mefferd, and Steinbach were present. Librarian Kris Murphy and City Manager Joe Gaa were present. Lucas County Genealogical Society Members Darlene Arnold and Mary Ruth Pierschbacher were also present.

The **Agenda** was adopted on a motion from Braida, seconded by Davis.

The **Minutes** of the last regular meeting were approved on a motion from Davis, seconded by Brown.

Correspondence:

- a. DHS FAX for former employee
- b. Library Foundation Annual Donation Letter: \$1152.⁹⁰ use as needed
- c. Evelyn Pollard email – declining membership on the board due to family health issues

The **Financial Statement** was approved on a motion from McGee, seconded by Davis.

Claims were approved on a motion from McGee, seconded by Brown.

Grants: none

Old Business:

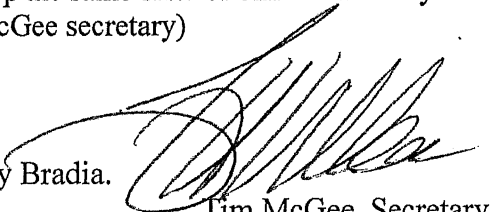
- a. Motion from Mefferd to declare the furniture & other items listed as salvage and dispose of them. Motion was seconded by Davis & passed unanimously.
 - 5 Trapezoid Tables (to Columbus Elementary)
 - 3 VCRs
 - 1 VHS Rewinder
 - 2 Wheeled Computer Desks
 - 1 Coat Rack
 - 3 Table/Desk Tops (without legs)
 - 1 Metal Pamphlet Display Rack
 - 1 RCA Television (unless we find somewhere to put it)

New Business:

- a. Mefferd moved to make Food for Fines an annual event during the months of November & December. Brown seconded and the motion passed unanimously.
- b. McGee moved to switch to Mediacom for Internet Service and to try the 20 Mbps speed for a price of \$129.95 per month to see if it will resolve our Internet speed issues, with the potential of upping the speed at a later date if necessary. Braida seconded and the motion was unanimous.
- c. Discussion was held about creating an agreement with the Lucas County Genealogical Society concerning their relationship with the Library and a fee to be charged for the building space and utilities they presently use. Steinbach appointed a committee, including Director Murphy, City Manager Gaa, and Trustees Mefferd and McGee, to evaluate the situation and meet with LCGS representatives.
- d. Board Officer Nominations: Steinbach moved, and Brown seconded, to keep the same slate of officers as last year. Motion was unanimous. (Pillsbury: president, Steinbach vice-president, McGee secretary)

Director's Report: attached.

The meeting was adjourned at 6:09 p.m. on a motion from Mefferd, seconded by Bradia.


Tim McGee, Secretary

Chariton Free Public Library

November 6, 2014

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday November 6, 2014 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:02 p.m.

Members Braida, Brown, Davis, McGee, Mefferd, Pillsbury, and Steinbach were present. Librarian Kris Murphy was present. City Manager Joe Gaa was also present.

The **Agenda** was adopted on a motion from Steinbach, seconded by Braida.

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

Correspondence:

Steinbach moved to send letters of request, as amended, to the Lucas County Board of Supervisors and to the Mayors/City Councils of Williamson & Lucas concerning rural library fees. Brown seconded and the motion passed unanimously.

The **Financial Statement** was approved on a motion from Steinbach, seconded by Mefferd.

Claims were approved on a motion from Steinbach, seconded by Mefferd.

Grants: none

Old Business: none

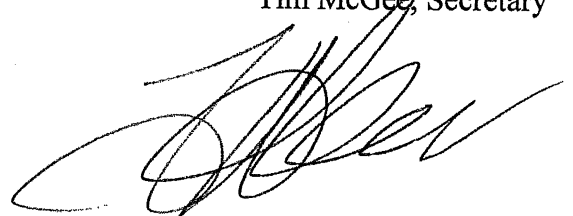
New Business:

Steinbach moved to approve the 2016 Budget Request and submit it to the City. Brown seconded and the motion passed unanimously.

Director's Report: attached.

The meeting was adjourned at 5:57 p.m. on a motion from McGee, seconded by Mefferd.

Tim McGee, Secretary



Chariton Free Public Library

December 4, 2014

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday December 4, 2014 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:01 p.m.

Members Braida, Brown, Comer, Davis, McGee, Mefferd, and Steinbach were present. Librarian Kris Murphy was present.

Also present were Genealogy Society members Darlene Arnold, Mary Ruth Pierschbacher, Karen Patterson, Dorothy Allen, and Sue Terrell.

The **Agenda** was adopted on a motion from Davis, seconded by Braida.

The **Minutes** of the last regular meeting were approved on a motion from Braida, seconded by Brown.

Correspondence: none

The **Financial Statement** was approved on a motion from McGee, seconded by Brown.

Claims were approved on a motion from McGee, seconded by Mefferd.

Grants: none

Old Business: Discussion of the possibility of asking Genealogy to sign an agreement and pay the Library an annual contribution for the space they occupy was tabled until the committee assigned by VP Steinbach has another meeting. Mefferd, Murphy & Gaa met on December 3rd, but McGee was unable to be present. The entire committee will meet on Monday, December 8th at noon.

New Business: McGee moved to close the Library on Christmas Eve, Braida seconded & the motion passed unanimously.

Director's Report: attached.

The meeting was adjourned at 5:29 p.m. on a motion from Mefferd, seconded by Davis.



Tim McGee, Secretary

Chariton Free Public Library
January 8, 2015

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, January 8, 2015 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:07 p.m.

Members Braida, Brown, Davis, McGee, Mefferd, Pillsbury, and Steinbach were present. Librarian Kris Murphy was present. City Manager Joe Gaa was also present.

The **Agenda** was adopted on a motion from Davis, seconded by Braida.

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

Correspondence: We received a \$2,000 check from Susan Hartley in memory of her mother Wilma Strait.

The **Financial Statement** was approved on a motion from Mefferd, seconded by Steinbach.

Claims were approved on a motion from McGee, seconded by Brown.

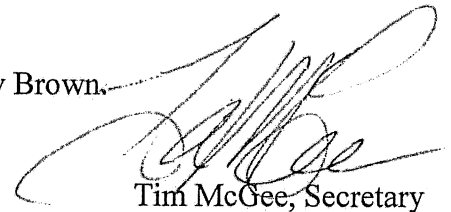
Grants: none

Old Business: Genealogy Agreement Draft: Mefferd Moved to forward the draft agreement, as amended, to the Genealogical Society for their consideration. McGee seconded and the motion passed unanimously. We will ask Genealogy members to attend the February meeting to discuss the draft agreement. Murphy will submit the draft to the City Attorney.

New Business: none

Director's Report: attached.

The meeting was adjourned at 6:02 p.m. on a motion from Steinbach, seconded by Brown.



Tim McGee, Secretary

Chariton Public Library Board Committee
Genealogy Agreement

The committee met Monday, December 8, 2014 to review a draft of an agreement proposed to formalize the relationship between the Library and the Genealogical Society. City Manager Joe Gaa, Library Director Kris Murphy, and Library Trustees Jim Mefferd and Tim McGee were present.

Revisions to the draft were discussed. Murphy will prepare a new draft, based on this discussion, to present to the Board at the January meeting.

The committee recommends the Library Board approve the agreement and submit it to the Genealogy Society for consideration.

Kris Murphy
12/8/14

AGREEMENT BETWEEN THE CHARITON PUBLIC LIBRARY
AND THE LUCAS COUNTY GENEALOGICAL SOCIETY
DRAFT 1/8/2015

This agreement formally outlines the cooperative relationship between the Chariton Public Library (Library) and the Lucas County Genealogical Society (Society). Both parties recognize the value of providing local and family history reference materials and genealogical research services to the public in a public facility.

The general public shall have free access to the Society's collection and related materials housed in the Genealogy Room during the normal operating hours of the Library.

The Society collection, both current and future holdings, shall be maintained and displayed in the Genealogy Room by Society members. The Society shall retain control of the collection and will be responsible for cataloging, inventory, and maintenance of said collection.

Machines housed in the Society's Genealogy Room will remain the property of the Society. The Society will be responsible for maintaining their machines and providing consumable supplies such as paper and cartridges.

The Library Director shall provide a key to the Genealogy Rooms to designated members of the Society. The Society will provide a list to the Library Director. The Society cannot sublet or use for any other purpose the rooms allocated to them within the Library.

Library Responsibilities:

1. Provide Suitable Research Space: shelving for the collection, an office desk for volunteers, and tables for the convenience of researchers.
2. Pay all utilities for the operation of the facility and all cost of maintenance for the building.
3. Provide Phone & Internet Services
4. Maintain property and liability insurance for the machines owned by the Society, including:

Machine:	Model	Value	Purchase Date
Genealogy Workstation Dell Vostro Desktop	Vostro	\$768	2011
Genealogy Workstation Dell Preceision T 5500 Desktop with Oversized Monitor/Screen included	Precision T 5500	\$3,178	2010
Genealogy Workstation Dell Vostro 200	Vostro	\$817	2008
Genealogy Sharp AR-M162 Copier	AR-M162E	\$1,550	2009
Minolta Reader Printer w/Fiche Handler	603Z-B	\$1,000	1997
164 County Newspaper Microfilm Reels	164 reels -- replacement \$50 each as of 2013	\$8,200	ongoing

5. Retain a collection of back issues of the local newspapers within space allocated to the Society.
6. Provide space on the Library website for Society content, which will be created and maintained by Society members. Each Society member who wishes to assist with maintenance of the site must receive permission and a login account from the Library Director.

Genealogical Society Responsibilities:

1. Provide the Library Board with a copy of the Society's Bylaws, a copy of the Society's original Documents of Organization, copy of the Society's 501.3c Application, and an annual list of the Society's Board Officers.
2. Provide the Library Board with the Society's Annual Financial Report and Tax Return by the Library's February board meeting.
3. Staff the Genealogy Room with volunteers at least 50% of the Library's normal operating hours.
4. Place in the Genealogy Room local and county public records relevant to Lucas County.
5. Place in the Genealogy Room private manuscript materials relevant to Lucas County.
6. Provide an annual contribution of \$2,400 to the Library to cover the cost of utilities, building maintenance, and custodial services relative to the space the Society occupies.

The Library and Society agree to designate one contact person from each organization to serve as a contact for communication regarding this agreement. The contact person's name, address, and telephone number will be provided to the Library Director and Library Board President.

This agreement shall begin February 1, 2015 and remain in effect until either of the parties mentioned within gives written notice. Both parties to this agreement reserve the right to terminate this agreement by giving 60 calendar days written notice.

President, Chariton Public Library Board of Trustees

Date

President, Lucas County Genealogical Society

Date

Chariton Free Public Library

February 5, 2015

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, February 5, 2015 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:05 p.m.

Members Braida, Brown, Comer, McGee, Mefferd, and Steinbach were present. Librarian Kris Murphy was present. City Manager Joe Gaa was also present. Lucas County Genealogical Society Members Darlene Arnold, Betty Pierschbacher, Sue Terrell, Karen Patterson and Dorothy Allen were also present.

The **Agenda** was adopted as amended on a motion from McGee, seconded by Brown.

The **Minutes** of the last regular meeting were approved on a motion from Braida, seconded by Brown.

Correspondence:

- a. ~~Email from Genealogy member Melody Wilson~~
- b. Email interaction with Jeff Brown @ Advantage Companies re: digitized newspapers missing from archive

The **Financial Statement** was approved on a motion from Mefferd, seconded by McGee.

Claims were approved on a motion from Mefferd, seconded by Brown

Grants: none

Old Business:

Library/Genealogy Agreement Draft: Changes were suggested by both Library Trustees and Genealogical Society Members. Once amended, the agreement will be sent to the City Attorney and Lucas County Genealogical Society Board Members. We expect to vote on the agreement at the March meeting.

Director Evaluation: Tabled to next month.

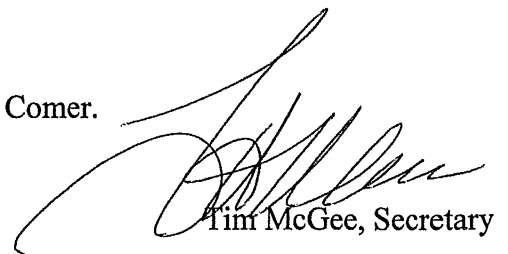
New Business:

McGee moved to close the Library on President's Day, Monday February 16th for Staff Training. Mefferd seconded and the motion passed unanimously.

Custodian Resignation: Our current custodians have informed Murphy that they will be terminating their contract due to their busy schedules. Murphy will meet with Gaa to prepare a request for proposals to run in the local newspapers.

Director's Report: attached.

The meeting was adjourned at 6:15 p.m. on a motion from Braida, seconded by Comer.



Tim McGee, Secretary

Kris Murphy

From: Melody Wilson <wilson-mel@hotmail.com>
Sent: Wednesday, December 31, 2014 11:11 AM
To: Karen Patterson; charitonlibrary@windstream.net
Cc: Lucas County Genealogy
Subject: Fwd: Mail Request

----- Original Message -----

Subject: Re: Mail Request
From: Melody Wilson <wilson-mel@hotmail.com>
Sent: Wednesday, December 31, 2014, 11:04 AM
To: Chariton City Manager <citymanager@iowatelecom.net>
CC:

Thanks for the advice Joe. I will forward the information on. The librarian always dropped the mail off in the genealogy room, but has recently changed to only letting the genealogy treasurer pick it up. It just seems odd that the president nor secretary can receive it.

Happy New Year.

Thanks again,

Melody

On December 31, 2014, at 9:56 AM, Joe Gaa <citymanager@iowatelecom.net> wrote:

Hi Melodie-

I had a message that you called yesterday, but there was no return phone number so I thought I would send you an email.

It sounds like you are wanting to change how mail is handled at the Library. As the Library is set up under an administrative board, you would need to work with the Library staff and board to make that change. I would recommend that the genealogy board vote on the procedural change and then make a written request to the Library Board advising them of the change and asking for their assistance and compliance with the new policy.

Let me know if you have any other questions or concerns about this matter.

Joe Gaa
City Manager
City of Chariton
115 South Main Street
Chariton, Iowa 50049
citymanager@iowatelecom.net
Phone 641-774-5991
Fax 641-774-4111

Chariton Free Public Library

March 12, 2015

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday March 12, 2015 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:06 p.m.

Members Braida, Comer, Davis, Pillsbury, and Steinbach were present. Librarian Kris Murphy was present. Also present were Lucas County Genealogical Society Board Members: Betty Cross, Karen Patterson, Darlene Arnold, Sue Terrell, Mary Ruth Pierschbacher and Dorothy Allen.

The **Agenda** was adopted on a motion from Steinbach, seconded by Braida.

The **Minutes** of the last regular meeting were approved on a motion from Braida, seconded by Comer.

Correspondence: Enrich Iowa Letter of Agreement FY16

The **Financial Statement** was approved on a motion from Steinbach, seconded by Comer.

Claims were approved on a motion from Steinbach, seconded by Braida.

Grants: SCICF Grant Report FY15 Grant Funds

Old Business:

Library/Genealogy Agreement: City Attorney Verle Norris had made two additions to the draft (see attached). Karen Patterson presented revisions suggested by the Genealogical Society (see attached).

Genealogy members sited a drop in membership and increases in alternative online resources for researchers as reasons their income has shrunk in recent years. They also alerted the Library Board to Genealogy's intention to put some of their current funds towards the purchase of computers and a microfilm viewer, to replace the out-of-date machinery they now own. These purchases are necessary if they plan to continue the services they provide. Davis asked if they couldn't get grant funds to pay for those replacements. They responded that they were doing so, but matching funds were necessary.

Genealogy members stated that rather than paying for custodial services, they would clean their own rooms.

Betty Cross listed several area genealogical societies that co-exist with other libraries or historical societies without paying any rent. She talked about being present when the original invitation to use one of the rooms in the Library was made to the Society, and when the society requested and got permission to transition the old coal room into a usable workspace. She mentioned that there was some discussion of Genealogy using the current boardroom and its storage closet during the planning of the Library's addition.

Genealogy members objected to Article VIII: Section 2, feeling it unnecessary to provide the Library Board with their bank statements and annual 990N tax return.

Upon looking over the agreement with Norris' changes, a redundancy was eliminated by cutting the last line from the document, the content of which was covered in Norris' suggested section V.

Steinbach made a motion to delete the latter portion of Article VIII: Section 2, maintaining the first line to read: "Provide the Library Board with the Society's Annual Financial Report by the Library's February board meeting," and also to change the dollar amount in Article VIII: Section 6 to \$1,200. Comer seconded. Discussion followed as to the "public" status of the information requested of the Society, as it is a non-profit. Comer thought that only the bank statements might be considered "not public", but thought that the Board would like to view the bank statements when the agreement comes up for renewal.

The motion passed with Steinbach, Pillsbury and Comer voting yea and Braida and Davis opposed. (see draft copies)

Comer made a motion to remove "custodial services" from Article VIII: Section 6 based on the Society members' suggestion that they take this task over themselves. Steinbach seconded and the motion passed unanimously.

Comer made a motion that the agreement begin on July 1, 2015, with semi-annual payments in July and January. Steinbach seconded and the motion passed unanimously.

Steinbach made a motion to include the Society's responsibility for cleaning the room in a new section (7) under Article VIII. Comer seconded and the motion passed.

Murphy will draw up a new draft incorporating the changes.

The Genealogical Society invited the Library Board to attend their open house this Saturday, the 14th, and to attend their next meeting on April 13th, for a chance to discuss the Library/Genealogy relationship with Society members.

Director Evaluation: Pillsbury is still waiting on two evaluation forms.

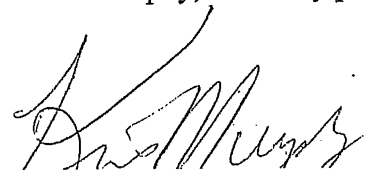
New Business:

No action was taken on Mefferd's suggestion to amend the by-laws to include an annual meeting with the Genealogical Society.

Director's Report: attached.

The meeting was adjourned at 6:25 p.m. on a motion from Steinbach, seconded by Braida.

Kris Murphy, Secretary pro tem

A handwritten signature in dark ink, appearing to read "Kris Murphy", is written over a horizontal line.

AGREEMENT BETWEEN THE CHARITON PUBLIC LIBRARY
AND THE LUCAS COUNTY GENEALOGICAL SOCIETY
AMENDED DRAFT 3/12/2015

This agreement formally outlines the cooperative relationship between the Chariton Public Library (Library) and the Lucas County Genealogical Society (Society). Both parties recognize the value of providing local and family history reference materials and genealogical research services to the public in a public facility.

- I. The general public shall have access to the Society's collection and related materials housed in the Genealogy Room during the normal operating hours of the Library under the supervision of Society members. (see Section VIII. Article 4)
- II. The Society collection, both current and future holdings, shall be maintained and displayed in the Genealogy Room by Society members. The Society shall retain ownership of the collection and will be responsible for cataloging, inventory, and maintenance of said collection.
- III. Machines housed in the Society's Genealogy Room will remain the property of the Society. The Society will be responsible for maintaining their machines and providing consumable supplies such as paper and cartridges.
- IV. The Library Director shall provide Genealogy Room keys to members designated by the Society. The Society will provide a list to the Library Director of those members authorized by the Society to be key-holders. The Society cannot sublet or use for any other purpose the rooms allocated to them within the Library.
- V. The initial term of this Agreement shall be for a period of two (2) years. Thereafter it shall renew on an annual basis for additional one (1) year periods unless either party provides written notice of termination ninety (90) days prior to the expiration of the annual term.
- VI. The Society shall indemnify and hold the City of Chariton, the Library and its employees and agents harmless under this Agreement for all claims, damages, costs or expenses and losses of any kind, including attorneys fees and death, or damages to any person or property related in any way to the performance of this Agreement.
- VII. Library Responsibilities:
 1. Provide Suitable Research Space: shelving for the collection, an office desk for volunteers, and tables for the convenience of researchers.
 2. Pay all utilities for the operation of the facility and all cost of maintenance for the building.
 3. Provide Phone & Internet Services
 4. Maintain property and liability insurance for the machines owned by the Society, including:

Machine:	Model	Value	Purchase Date
Genealogy Workstation Dell Vostro Desktop	Vostro	\$768	2011
Genealogy Workstation Dell Preceision T 5500 Desktop with Oversized Monitor/Screen included	Precision T 5500	\$3,178	2010
Genealogy Workstation Dell Vostro 200	Vostro	\$817	2008
Genealogy Sharp AR-M162 Copier	AR-M162E	\$1,550	2009
Minolta Reader Printer w/Fiche Handler	603Z-B	\$1,000	1997
164 County Newspaper Microfilm Reels	164 reels -- replacement \$50 each as of 2013	\$8,200	ongoing

Chariton Free Public Library
April 2, 2015

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, April 2, 2015 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m.

Members Braida, Brown, Davis, McGee, Mefferd, Pillsbury, and Steinbach were present. Librarian Kris Murphy was present. City Manager Joe Gaa was also present. Also present were Lucas County Genealogical Society Board Members: Karen Patterson and Dorothy Allen.

The **Agenda** was adopted on a motion from Brown, seconded by Braida. McGee moved that we hold the meeting under Article 24 of Iowa law – allowing an emergency meeting without 24 hour prior notice – which was unavoidable given that Murphy's current family issues kept her from work Monday, Tuesday and Wednesday. Brown seconded and the motion passed.

The **Minutes** of the last regular meeting were approved on a motion from Davis seconded by Brown.

Correspondence: email to Genealogy – reason agenda was not posted 24 hours in advance.

The **Financial Statement** was approved on a motion from McGee, seconded by Davis.

Claims were approved on a motion from McGee, seconded by Braida.

Grants: none.

Old Business:

Library/Genealogy Agreement: Steinbach made a motion to approve the new draft of the agreement with further changes to Article VIII, and that the agreement be submitted to the Genealogy Board. Mefferd seconded and the motion passed unanimously. See attached final draft.

Pillsbury and Murphy will meet to finalize the goals and tabulate the results of the Director Evaluation prior to the May meeting.

New Business:

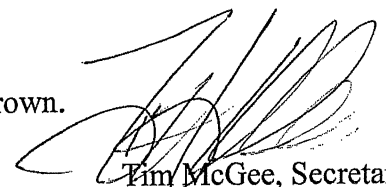
Library By-Laws proposed inclusion – meet with Genealogy Board annually – McGee will work on the wording of the proposed addition and present it at the May meeting for consideration.

County Funding: Gaa was on hand to discuss funding issues with the Board. Library funding shortfalls were discussed as well as possible increases to fees and/or cuts in services to accommodate.

There was also discussion of the necessity to find funds to repair/refurbish the building and its furnishings. Murphy will put together a list of the worst issues that must be addressed, and will contact contractors for bids/quotes.

Director's Report: attached.

The meeting was adjourned at 6:15 p.m. on a motion from Mefferd, seconded by Brown.


Tim McGee, Secretary

Chariton Free Public Library
May 7, 2015

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, May 7, 2015 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m.

Members Braida, Brown, Comer, Davis, McGee, Mefferd, and Steinbach were present. Librarian Kris Murphy was present. City Manager Joe Gaa was present. Karen Patterson and Dorothy Allen of the Lucas County Genealogical Society were also present.

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

The **Minutes** of the last regular meeting were approved on a motion from Braida, seconded by Brown.

Correspondence: Murphy signed us up for an Amazon Commercial Customer Account so that we can pay by invoice rather than reimbursing staff for purchases made with their credit cards. We received the documentation confirming the account.

The **Financial Statement** was approved on a motion from McGee, seconded by Mefferd.

Claims were approved on a motion from Mefferd, seconded by Comer.

Grants:

DEKKO Foundation has again sent out a special RFP to Libraries. DEKKO is interested in funding "projects that further education" and this RFP is specifically to help us "best fulfill our mission". Murphy will apply by June 1st.

Vredenburg Grant is due soon. Murphy is looking at options and will likely include patron computers in the request.

Since we've received no donation from the Coons Foundation yet this year, Murphy will send a request for funding.

Old Business:

Patterson and Allen presented a change the Genealogical Society would like to see in the wording of the Library/Genealogy Agreement. Mefferd moved to change the language from "contribution" to "rental payment" in Section 8, Article 7. Comer seconded and the motion passed unanimously.

Murphy presented a compilation of the Director Evaluation and her goals for the next year. Pillsbury and Murphy will meet for a final review and signatures.

There was discussion concerning long range planning and trustee inservice/training options. Murphy will contact the State Library and our Library Service Area for assistance in planning and delivering the training.

New Business:

Murphy presented potential wording for the amendment to the Library Bylaws as discussed at last month's meeting. Mefferd moved to change the title of proposed Article VII to "Lucas County Genealogical Society", and to include as section 1 the statement that "The Board of Trustees relationship with the Lucas County Genealogical Society, and the Society's use of Library facilities, is set forth in a written agreement to be reviewed annually." Section 2 will read: "The Board of Trustees will meet annually with the Board of the Lucas County Genealogical Society." Brown seconded the motion, which passed unanimously. The amendment will be presented for the final vote at the June meeting.

McGee moved to authorize Murphy to hire a part time employee to fill the vacant custodian position. The new hire will be a city employee rather than contracting with the Library. Comer seconded and the motion passed.

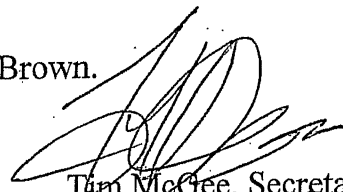
Budget Cut solutions were discussed. Rather than cutting hours, the Board would like to try raising fees to defer the cuts. Davis moved to increase the interlibrary loan postage fee from \$2.00 to \$3.00 as allowed by the State. Mefferd seconded and the motion passed. Murphy will bring a list of current fees to the next meeting.

Building Issues: Murphy brought a list of building issues to review. She will work with Joe Gaa to create an RFP for local contractors to repair most of the issues.

Donations: Murphy will begin encouraging all donors to take a copy of their receipt upon donation of memorial funds, and will send "thank you" notes to the families of the deceased for memorial funds donated.

Director's Report: attached.

The meeting was adjourned at 6:30 p.m. on a motion from Mefferd, seconded by Brown.



Tim McGee, Secretary

CHARITON LIBRARY BOARD OF TRUSTEES BYLAWS

(Suggested Amendment addition of Article VII May 7, 2015)

Article I.

NAME:

The name of this association shall be the CHARITON LIBRARY BOARD OF TRUSTEES hereafter known as the Board.

Article II.

PURPOSE:

The Board of Trustees formulate policy and direct the Chariton City Library. The Board of Trustees shall have the power to carry out its purpose. It may accept gifts and shall control the expenditures of all gifts, devises and bequests to the Library. The Board shall have charge, control and supervision of the Public Library, its appearances, fixtures and rooms containing the same. It may also foster educational programs.

Article III.

MEMBERS:

Section 1: The Board of Trustees shall consist of nine members selected by the Mayor with the approval of the Chariton City Council, Chariton, Iowa.

Section 2: The ordinance of the City of Chariton prescribes the qualifications for membership, terms of office and method of filling vacancies.

Section 3: Board members may succeed themselves for an unlimited number of terms.

Article IV:

OFFICERS:

Section 1: The officers of the Board of Trustees shall be a President, Vice President and Secretary. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Board of Trustees. The City Treasurer shall serve as Board Treasurer, but shall not be a member of the Board;

Section 2: The officers except the Treasurer shall be elected by majority vote of the Board of Trustees. They shall serve for two years or until their successors are elected. Their term of office shall begin January 1st.

Section 3: The election of officers shall take place at the regular December monthly meeting.

Article V.

MEETINGS:

Section 1: The regular meeting of the Board of Trustees shall be held in the board room at 5:00 pm on the first 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.

Section 2: The majority of the members of the Board of Trustees shall constitute a quorum.

Article VI:

COMMITTEES:

The President, from time to time, may appoint such committees, standing or special, as he deems necessary to carry on the work of the board.

Article VII:

~~ANNUAL OBLIGATIONS:~~ LC GSoc

Sec 2 The Board of Trustees will meet annually with the Board of the Lucas County Genealogical Society.

Sec 1. BOT relationship LC GS use of lib facs is set forth in a written agreement

Article VIII:

AMENDMENT OF BYLAWS:

These bylaws can be amended at any regular meeting of the Board of Trustees by two-thirds vote provided that said amendment has been submitted in writing at the previous regular meeting.

Chariton Free Public Library

June 11, 2015

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, June 11, 2015 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:02 p.m.

Members Braida, Brown, Comer, McGee, Mefferd, Pillsbury, and Steinbach were present. Librarian Kris Murphy was present. Rotary Member Ray Meyer was also present.

The **Agenda** was adopted on a motion from Steinbach, seconded by Braida.

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

Correspondence: KONE Recommended Maintenance Modules – Proposal – Murphy will contact Kone to review whether or not we still have a valid contract & what maintenance is covered under the contract.

The **Financial Statement** was approved on a motion from Steinbach, seconded by Mefferd.

Claims were approved on a motion from McGee, seconded by Brown.

Grants:

DEKKO Grant – Makerspace, Activities & Technology

Grant Report to Vredenburg Foundation

Coons Foundation Donation – to regular funds

Rotary Grant – Ray & Ruth discussed the Rotary's efforts to secure a grant for computers for the Library.

Old Business:

Steinbach moved and Braida seconded a motion to approve the rental agreement between the Library and the Lucas County Genealogical Society. Pillsbury and Karen Patterson, LCGS President will sign the document at a later date. The motion passed unanimously.

New Business:

Mefferd moved to approve the amendment to the Library Board Bylaws to include:

Article VII: LUCAS COUNTY GENEALOGICAL SOCIETY:

Section 1: The Board of Trustees relationship with the Lucas County Genealogical Society, and the Society's use of Library facilities, is set forth in a written agreement to be reviewed annually.

Section 2: The Board of Trustees will meet annually with the Board of the Lucas County Genealogical Society.

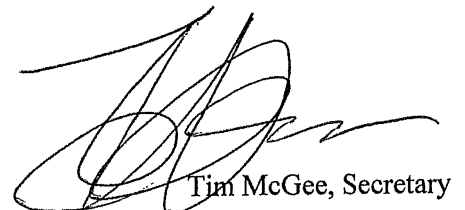
FY16 Salary Increases: Steinbach moved & Braida seconded to increase the salaries of two clerks with seniority (Shipley & McClure) to \$9.⁰⁰ and the three more recent hires (Ghormley, Draper & Laird) to \$8.⁰⁰ beginning Fiscal Year 2016. The motion passed unanimously.

Building Issues: Murphy provided a list of repairs and other issues that will require hiring a contractor, and a second list of issues and tasks that require other professional work or might be accomplished as independent projects. She will meet with City Manager Gaa to prepare an RFP for the first list.

Long Range Plan: Mefferd mentioned acquiring the lots adjacent to the building and parking lot if ever possible. Murphy will incorporate State Library and LSA training for Library Trustees, and discussed placing on the website applications for Trustee and other volunteer opportunities.

Director's Report: attached.

The meeting was adjourned at 6:15 p.m. on a motion from Braida, seconded by Brown.



Tim McGee, Secretary

Chariton Free Public Library
July 2, 2015

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, July 2, 2015 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:02 p.m.

Members Braida, Davis, McGee, Mefferd, Pillsbury, and Steinbach were present. Librarian Kris Murphy was also present.

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

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

Correspondence: Notice: WILBOR & NEIBORS to become one consortium "Bridges"—our services will not change. We signed & faxed our Letter of Agreement & will pay the bill this month.

The **Financial Statement** was approved on a motion from Steinbach, seconded by Braida.

Claims were approved on a motion from Steinbach, seconded by Mefferd.

Grants:

- a. Rotary Grant
- b. Vredenburg Foundation Grant – DUE July 17th.

Old Business:

- a. Building Issues – Pillsbury appointed herself and McGee to the building committee. They will meet with the City Manager to create an RFP for the many issues that need to be addressed in the building. See list & photos.

Long Range Plan – Murphy distributed a Long Range Plan draft.

New Business: none

Director's Report: attached.

The meeting was adjourned at 5:30 on a motion from Mefferd, seconded by Braida.


Tim McGee, Secretary

Chariton Free Public Library

August 6, 2015

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday August 6, 2015 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:05 p.m.

Members Brown, Davis, McGee, Mefferd, and Pillsbury, were present. Librarian Kris Murphy was present.

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

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

Correspondence: none

The **Financial Statement** was approved on a motion from Mefferd, seconded by Brown.

Claims were approved on a motion from McGee, seconded by Mefferd.

Grants: DEKKO check will soon be here. Still waiting on Vredenburg Foundation to meet.

Old Business:

Building Issues: Mefferd moved & Brown seconded to approve the RFP for the building work & publish it for bids. Motion passed unanimously.

Long-Range Plan: Tabled to next month.

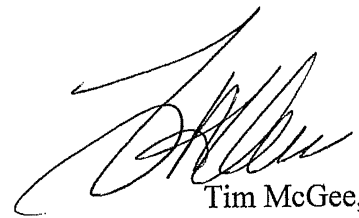
New Business:

AC Units: Murphy will call Travis for repairs to AC units and to review all units.

Rugs: Murphy will order new rugs as discussed, on motion from Mefferd, seconded by Davis.

Director's Report: attached.

The meeting was adjourned at 6:05 p.m. on a motion from Mefferd.



Tim McGee, Secretary

AGREEMENT BETWEEN THE CHARITON PUBLIC LIBRARY
AND THE LUCAS COUNTY GENEALOGICAL SOCIETY

June 4, 2015

This agreement formally outlines the cooperative relationship between the Chariton Public Library (Library) and the Lucas County Genealogical Society (Society). Both parties recognize the value of providing local and family history reference materials and genealogical research services to the public in a public facility.

- I. The general public shall have access to the Society's collection and related materials housed in the Genealogy Room during the normal operating hours of the Library under the supervision of Society members. (see Section VIII. Article 4)
- II. The Society collection, both current and future holdings, shall be maintained and displayed in the Genealogy Room by Society members. The Society shall retain ownership of the collection and will be responsible for cataloging, inventory, and maintenance of said collection.
- III. Machines housed in the Society's Genealogy Room will remain the property of the Society. The Society will be responsible for maintaining their machines and providing consumable supplies such as paper and cartridges.
- IV. The Library Director shall provide Genealogy Room keys to members designated by the Society. The Society will provide a list to the Library Director of those members authorized by the Society to be key-holders. The Society cannot sublet or use for any other purpose the rooms allocated to them within the Library.
- V. The initial term of this Agreement shall be for a period of two (2) years. Thereafter it shall renew on an annual basis for additional one (1) year periods unless either party provides written notice of termination ninety (90) days prior to the expiration of the annual term.
- VI. The Society shall indemnify and hold the City of Chariton, the Library and its employees and agents harmless under this Agreement for all claims, damages, costs or expenses and losses of any kind, including attorneys fees and death, or damages to any person or property related in any way to the performance of this Agreement.
- VII. Library Responsibilities:
 1. Provide Suitable Research Space: shelving for the collection, an office desk for volunteers, and tables for the convenience of researchers.
 2. Pay all utilities for the operation of the facility and all cost of maintenance for the building.
 3. Provide Phone & Internet Services
 4. Maintain property and liability insurance for the machines owned by the Society, including:

Machine:	Model	Value	Purchase Date
Genealogy Workstation Dell Vostro Desktop	Vostro	\$768	2011
Genealogy Workstation Dell Preceision T 5500 Desktop with Oversized Monitor/Screen included	Precision T 5500	\$3,178	2010
Genealogy Workstation Dell Vostro 200	Vostro	\$817	2008
Genealogy Sharp AR-M162 Copier	AR-M162E	\$1,550	2009
Minolta Reader Printer w/Fiche Handler	603Z-B	\$1,000	1997
164 Countv Newspaper Microfilm Reels	164 reels -- renlacement \$50 each as of 2013	\$8.200	ongoing

Chariton Free Public Library

September 3, 2015

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday September 3, 2015 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m.

Members Braida, Brown, Davis, McGee, Mefferd, and Steinbach were present. Librarian Kris Murphy was present. City Manager Joe Gaa was also present.

The Agenda was adopted on a motion from Braida, seconded by Brown.

The Minutes of the last regular meeting were approved on a motion from Davis, seconded by Mefferd

Correspondence: none

The Financial Statement was approved on a motion from McGee, seconded by Mefferd.

Claims were approved on a motion from McGee, seconded by Brown.

Grants: Both Vredenburg & DEKKO grant checks have arrived & orders placed. The four Vredenburg patron computers are already in place. Rotary has received the grant they applied for in the Library's name.

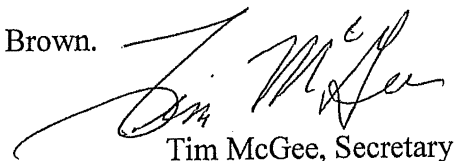
Old Business:

- a. Building Issues: Gaa & Davis will be in attendance at the bid meeting on September 14th @ 4:00. Bids are due in by the 30th and will be evaluated on October 1st.
- b. Air Conditioning/Heating Units – Country Propane, Heating & Cooling came to fix the south unit. They will perform annual maintenance on all units.
- c. The Long Range Plan was accepted on a motion from Mefferd, seconded by Braida. Murphy will create a simplified timetable for tracking the goals.

New Business: none

Director's Report: attached.

The meeting was adjourned at 5:49 p.m. on a motion from Braida, seconded by Brown.



Tim McGee, Secretary

Chariton Free Public Library

October 7, 2015

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday October 8, 2015 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m.

Members Brown, McGee, Mefferd, Pillsbury, and Steinbach were present. Librarian Kris Murphy was present. City Manager Joe Gaa was also present. We were joined later by Mike Worrell of Michael's Electrical Service.

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

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

Correspondence:

Resignation from Board – Sarah Davis – accepted on a motion from McGee, seconded by Mefferd.
Resignation from Board – Linda Braida – accepted on a motion from McGee, seconded by Brown.
Annual Contribution from Library Foundation

The **Financial Statement** was approved on a motion from McGee, seconded by Mefferd. The **Treasurer's Report** was approved on a motion from Mefferd, seconded by Steinbach.

Claims were approved, with the exception of the taxes included on the Country Propane, Heating & Cooling bill, on a motion from McGee, seconded by Steinbach

Grants: none

Old Business:

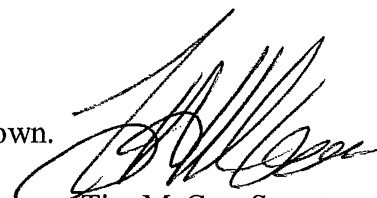
- a. Building Issues – McGee moved and Brown seconded to reject the only bid received, from Construction Concepts, LLC. Motion approved unanimously. Pillsbury directed Murphy to solicit quotes from local providers for itemized projects instead.

New Business:

- a. We will again hold a Food for Fines drive during the months of November & December, as moved by Steinbach and seconded by McGee.
- b. Mefferd moved, and Steinbach seconded that the Library close for the Winter Holidays on the Saturdays following regular City holiday closures – 11/28/15, 12/26/15 & 1/2/16.

Director's Report: attached.

The meeting was adjourned at 5:53 p.m. on a motion from Steinbach, seconded by Brown.



Tim McGee, Secretary

Chariton Free Public Library
November 10, 2015

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Tuesday November 10, 2015 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m.

Members Brown, Comer, McGee, Mefferd, Pillsbury, and Steinbach were present. Librarian Kris Murphy was present. City Manager Joe Gaa and City Council Member Vern Vogel were also present.

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

The **Minutes** of the last regular meeting were approved on a motion from Mefferd, seconded by Brown.

Correspondence: none

The **Financial Statement** was approved on a motion from McGee, seconded by Mefferd. The **Treasurer's Report** was accepted on a motion from Mefferd, seconded by Brown.

Claims were approved on a motion from Mefferd, seconded by Steinbach.

Grants: Still spending the funds we've already secured.

Old Business: none

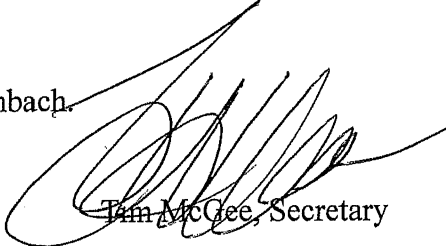
New Business:

Discussed requests to extend open hours. Murphy will check to see if we can find a way to cover more hours without increasing expenses and report back next month.

Steinbach moved, and Comer seconded to approve the FY17 Budget Request with changes to increase the "Other" income line by \$1,200 – to account for future payments received from Genealogy – and to use that income to increase the expenditures on both the "Building and Grounds" line and the "Utilities" line. Motion passed unanimously.

Director's Report: attached.

The meeting was adjourned at 6:48 p.m. on a motion from Comer, seconded by Steinbach.



Tim McGee, Secretary

Chariton Free Public Library

December 3, 2015

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday December 3, 2015 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:05 p.m.

Members Brown, Comer, McGee, Mefferd, and Steinbach were present. Librarian Kris Murphy was present.

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

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

Correspondence: email from State Library – Accreditation Renewal Application due 2/28/16

The **Financial Statement** and **Treasurer's Report** were approved on a motion from Mefferd, seconded by Brown.

Claims were approved on a motion from Mefferd, seconded by Comer

Grants: none

Old Business: none

New Business:

Operations Policy – Mefferd moved, and Brown seconded, to approve the **new winter hours** to begin January. Motion passed unanimously. Staff and Board were both pleased with the consistent 11:00 opening time and same schedule Monday through Thursday. We're giving the public more hours without increasing costs.

42 open hours per week (3 hours more per week)

Accommodates patrons who wanted earlier & more consistent hours.

Monday - Thursday same 11:00 - 7:00 hours

Friday same 11:00 open time – close at 5:00

Saturday same 11:00 open time – close at 3:00

Kris	40
Brandon	20+
Lauri	18+
Deb	12+
Sharon	12+

Summer hours still need to be determined.

We discussed memorial options for former Trustee Charlene Meyer. Our thoughts are with her family.

Director's Report: attached.

MONDAY	11:00 - 7:00	8	11:00	12:00	1:00	2:00	3:00	4:00	5:00	6:00-7
Kris	11:00 - 7:00	8								
Sharon	11:00 - 5:00	6								
Lauri	1:00 - 7:00	6								
Deb	11:00 - 2:00	3								

TUESDAY	11:00 - 7:00	8	11:00	12:00	1:00	2:00	3:00	4:00	5:00	6:00-7
Kris	11:00 - 7:00	8								
Sharon	11:00 - 5:00	6								
Lauri	1:00 - 7:00	6								
Deb	11:00 - 2:00	3								

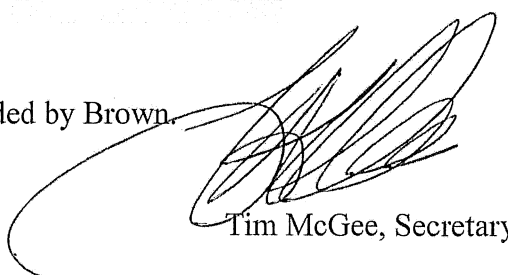
WEDNESDAY	11:00 - 7:00	8	11:00	12:00	1:00	2:00	3:00	4:00	5:00	6:00-7
Kris	11:00 - 7:00	8								
Lauri	11:00 - 5:00	6								
Brandon	1:00 - 7:00	6								

THURSDAY	11:00 - 7:00	8	11:00	12:00	1:00	2:00	3:00	4:00	5:00	6:00-7
Kris	11:00 - 7:00	8								
Deb	11:00 - 2:00	3								
Brandon	11:00 - 7:00	8								

FRIDAY	11:00 - 5:00	6	11:00	12:00	1:00	2:00	3:00	4:00-5
Kris	9:00 - 5:00	8						
Deb	11:00 - 2:00	3						
Brandon	11:00 - 5:00	6						

SATURDAY	11:00 - 3:00	4	11:00	12:00	1:00	2:00-3
	11:00 - 3:00					

The meeting was adjourned at 5:21 p.m. on a motion from Mefferd, seconded by Brown.


Tim McGee, Secretary

Chariton Free Public Library

January 7, 2016

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday January 7, 2016 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 6:08 p.m.

Members Comer, McGee, Mefferd, Pillsbury, and Steinbach were present. Librarian Kris Murphy was present. City Residents interested in serving as trustees, Virginia Cox and Michile & Mike Goben were present. Ray Meyer was also present.

The Agenda was unanimously adopted on a motion from Comer, seconded by Steinbach.

The Minutes of the last regular meeting were unanimously approved on a motion from Steinbach, seconded by Comer.

Correspondence: see new business item c. below.

The Financial Statement and Treasurer's Report were unanimously approved on a motion from Steinbach, seconded by Comer.

The Claims were unanimously approved on a motion from Mefferd, seconded by Steinbach.

Grants: Still spending the DEKKO money. Steinbach & Meyer reported that the grant funds secured by Rotary, to purchase Library computers, will be turned in to City Hall.

Old Business: none

New Business:

- a. A new slate of Board Officers was unanimously appointed on a motion from Comer, seconded by Steinbach.
President: Fred Steinbach Vice-President: Tim McGee Secretary: Ruth Comer

Three city residents interested in becoming Library Trustees were welcomed to the meeting. Virginia Cox has served on a library board in Ohio and uses the Library frequently. Michile Goben is also a frequent library user. Both she and her husband Mike wish to be considered for vacant trustee slots.

- b. A 2016 Annual Calendar was unanimously adopted, including all holiday and in-service closings for the upcoming year, on a motion from Mefferd, seconded by Steinbach.
- c. Murphy and Steinbach will attend the City Council Budget Meeting at 3:00 on Monday, January 11th
- d. Murphy distributed copies of the policies under review.

Comer moved for approval of both the Personnel Policy and Collection Management Policy. Mefferd seconded and both motions passed unanimously.

The Internet Policy was tabled to the February meeting. And although changes have recently been made to the Operations Policy, it will be addressed as a whole at the February meeting as well.

Director's Report: attached.

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

Kris Murphy, Secretary pro tem



Chariton Free Public Library

February 4, 2016

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday February 4, 2016 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:00 p.m.

Trustees Comer, Cox, McGee, Mefferd, Pillsbury, and Steinbach were present. Librarian Kris Murphy was present. Prospective Trustee Lois Dixon was present. City Councilman Vern Vogel, City Manager Joe Gaa, and Rotarian Raymond Meyer were also present.

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

New Trustee Virginia Cox and reappointed Trustees McGee and Mefferd were sworn in. Cox signed her oath of service.

The **Minutes** of the last regular meeting were unanimously approved on a motion from McGee, seconded by Pillsbury, as amended to include the word unanimously for each motion so carried. It was also determined that future minutes should list a roll call for each vote.

Open Forum: Ray Meyer reported on the Rotary grant to the Library with a total amount of \$5,875.⁷² and 50 hours of volunteer service.

Correspondence: none

The **Financial Statement** & **Treasurer's Report** were unanimously approved on a motion from McGee, seconded by Cox.

Claims were unanimously approved on a motion from Mefferd, seconded by Pillsbury, with the exclusion of the Iowa Prison Industries claim for the Rotary furniture due to clarification needed on the dollar amount.

Grants: none

Old Business: none

New Business:

Steinbach and Murphy distributed the newly revised Director Evaluation. Trustees will turn the evaluations in to Steinbach so that he and Murphy can meet prior to the March meeting at which a review will be provided.

Board Bylaws – The suggestion to switch the regular meeting time to 5:30 pm was presented in writing to be voted on at the March meeting.

Comer moved to approve the Internet Use Policy as written. Mefferd seconded and the motion passed unanimously.

Mefferd moved to approve the Operations Policy with changes proposed. Cox seconded and the motion passed unanimously.

Director's Report: attached.

The meeting was adjourned at 6:02 p.m. on a motion from Pillsbury, seconded by McGee.



Ruth Comer, Secretary

Chariton Free Public Library

March 3, 2016

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday March 3, 2016 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:05.m.

Trustees Armstrong, Comer, Cox, Dixon, McGee, Mefferd, Pillsbury, and Steinbach were present. Librarian Kris Murphy was present. Library Clerk Deb McClure was also present.

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

Armstrong ☒ Comer ☐ Cox ☒ Dixon ☒ McGee ☒ Mefferd ☒ Pillsbury ☒ Steinbach ☒

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

Armstrong ☒ Comer ☒ Cox ☒ Dixon ☒ McGee ☒ Mefferd ☒ Pillsbury ☒ Steinbach ☒

Public Forum:

- a. Deb McClure spoke about meeting with Phil Hammermeister, the Hy-Vee Store Director. The two have organized a Library/Hy-Vee Programming Partnership to offer programs at the Library. Phil also discussed some fundraising options with McClure and committed Hy-Vee catering for the upcoming Library Open House.

The **Financial Statement & Treasurer's Reports** were unanimously approved on a motion from Mefferd, seconded by Pillsbury.

Armstrong ☒ Comer ☒ Cox ☒ Dixon ☒ McGee ☒ Mefferd ☒ Pillsbury ☒ Steinbach ☒

Claims were approved on a motion from McGee, seconded by Cox.

Armstrong ☒ Comer ☒ Cox ☒ Dixon ☒ McGee ☒ Mefferd ☒ Pillsbury ☒ Steinbach ☒

Grants: none

Old Business:

- a. Director Evaluations are still being collected. Steinbach will set up a meeting with Kris once they are all in and report back at next month's meeting.
- b. Pillsbury moved to amend the Board Bylaws making the regular meeting time 5:30 pm. Cox seconded and the motion was approved unanimously. Armstrong ☒ Comer ☒ Cox ☒ Dixon ☒ McGee ☒ Mefferd ☒ Pillsbury ☒ Steinbach ☒

Article V. MEETINGS:

Section I: The regular meeting of the Board of Trustees shall be held in the board room at 5:30 pm on the first 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.

New Business:

- a. McGee made a motion to authorize Murphy to spend up to \$1,000 to install lights in the Display Case, Dixon seconded and the motion passed unanimously. Armstrong ☒ Comer ☒ Cox ☒ Dixon ☒ McGee ☒ Mefferd ☒ Pillsbury ☒ Steinbach ☒
- b. The Board authorized Murphy to come back with a recommendation regarding installation of surveillance cameras throughout the building, asking that she come back next month with at least 2 bids.

Director's Report: attached.

The meeting was adjourned at 5:53 p.m. on a motion from McGee, seconded by Pillsbury.



Ruth Comer, Secretary

Chariton Free Public Library

April 7, 2016

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday April 7, 2016 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Armstrong, Cox, Dixon, McGee, Mefferd, Pillsbury and Steinbach were present. Librarian Kris Murphy was present. Joe Gaa, Vern Vogel and Raymod Meyer were also present.

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

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

Correspondence: Thank You from Janet Granahan for donation of old/unsold Religion Books to Cornerstone Church

The **Financial Statement & Treasurer's Report** were unanimously approved on a motion from Dixon seconded by Pillsbury.

Claims Mefferd made a motion to amend the March 3, 2016 Claims rescinding the payment of \$3,594 to Iowa Prison Industries, which was an incorrect amount provided by the vendor, for which the vendor sent a credit memo, and to pay the April 7, 2016 claims, including the reissued bill for the proper amount of \$3,954. McGee seconded, and the Claims were approved unanimously.

Grants: A grant check in the amount of \$5,575.72 will be presented to the Library tomorrow at the weekly Rotary meeting, where Murphy will speak to the group about what was done with the funds and the part the project plays in the initiative currently underway to make the Library a more vital part of the community with technology, materials and programming. Murphy, Library Trustees and Rotary members will discuss the volunteer time Rotary will provide to the Library.

Old Business: Steinbach presented the completed Director Evaluation for review with Murphy and the Board.

New Business: Murphy presented four quotes for Surveillance Camera purchase and installation. She will solicit further quotes and input from other vendors to present at the May meeting.

Director's Report: attached.

The meeting was adjourned at 6:16 p.m. on a motion from Pillsbury, seconded by Cox.



Tim McGee, Secretary pro tem

Chariton Free Public Library

May 5, 2016

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday May 5, 2016 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:38 p.m.

Trustees Armstrong, Comer, Cox, Dixon, McGee, Mefferd and Pillsbury were present. Librarian Kris Murphy was present.

The Agenda was unanimously adopted as amended (5:30 not 5:00) on a motion from Mefferd, seconded by Pillsbury.

The Minutes of the last regular meeting were unanimously approved on a motion from Mefferd, seconded by Pillsbury.

Correspondence:

- a. BRIDGES Letter of Agreement 2016-2017
- b. Enrich Iowa Letter of Agreement 2016-2017
- c. Donations 1/2016 – 4/2016 to Newspaper
- d. Memorial/HONOR Notices sent for Betty Cross, Tom Jones, Marilyn Nelson, Bob Wilhite, Bill Marner, Liela Stout Mitchell, Jerry Narber, Marvin Shore, Bonnie Stone's Birthday, Gloria Sellers, James G. Smith
- e. Memorial Updates sent for Charlene Meyer, Dave Orwig & Audrey Rhodes
- f. Thank You Card to Merilynn Frame for another donation of Guideposts Books

The Financial Statement & Treasurer's Report were unanimously approved on a motion from Armstrong, seconded by Pillsbury.

Claims were approved on a motion from Mefferd, seconded by Dixon.

Grants: Discussion of what to ask of the Vredenburg Foundation this year – the grant application is due July 22nd.

Both the surveillance cameras and the possibility of replacing the carpet were discussed as grant options.

Discussion about acquisition of property adjacent to the Library, owned by the newspaper office. Murphy will discuss the matter with Steinbach, City Manager Joe Gaa and possibly City Attorney Verle Norris, and will contact the owner of the property & place the matter on next month's agenda.

Old Business:

Surveillance Cameras: Mefferd moved to arrive at a surveillance policy prior to purchase of surveillance equipment. Pillsbury seconded and the motion passed unanimously. Murphy has begun looking at other libraries' policies and suggestions from the State Law Library. She will contact the State Library and American Library Association for input as she prepares a draft policy to be submitted at the June meeting.

New Business:

Director's Report: attached.

The meeting was adjourned at 6:18 p.m. on a motion from Pillsbury, seconded by Armstrong.



Ruth Comer, Secretary

Chariton Free Public Library

June 2, 2016

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday June 2, 2016 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:31p.m.

Trustees Armstrong, Comer, Cox, Dixon, McGee, Pillsbury, and Steinbach were present. Librarian Kris Murphy was present. Vern Vogel was also present.

The Agenda was unanimously adopted on a motion from Armstrong, seconded by Pillsbury.

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

Correspondence: Memorial Notices sent for Jake Debok and Liela Stout Mitchell.
Thank You sent to Town &Country Book Club.

The Financial Statement was unanimously approved on a motion from Pillsbury, seconded by Dixon.

Claims were approved on a motion from McGee, seconded by Armstrong.

Grants: Rotary members are going to compile resources to be used in conjunction with the computers they donated. We will make their guide and templates available via the Library's website and in hardcopy at the Rotary Computer Stations.

Old Business:

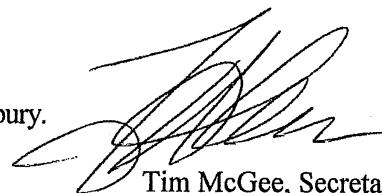
Surveillance Cameras & Policy – tabled to the July meeting. Steinbach directed Murphy to apply for the Vredenburg Grant for this project.

New Business:

Due to Murphy's absence, the July meeting will be rescheduled to July 14th at 5:30. Cox made the motion, Dixon seconded and the motion passed unanimously.

Director's Report: attached.

The meeting was adjourned at 5:57p.m. on a motion from Comer, seconded by Pillsbury.



Tim McGee, Secretary pro tem

Chariton Free Public Library

July 14, 2016

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday July 14, 2016 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Armstrong, Cox, McGee, Mefferd, Pillsbury, and Steinbach were present. Librarian Kris Murphy was present. City Councilman Vern Vogel and Rotarian Joe Sellers were also present.

The **Agenda** was unanimously adopted on a motion from Cox, seconded by Armstrong.

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

Correspondence:

- a. Second Bid/Quote Request mailed to local contractors – no response
 1. Steinbach & Murphy will call other suggested contractors for specific jobs
- b. Memorial/HONOR Notices (see Director's Report)
- c. Second email attempt to Van Meter Industrial about parking lot lights – working on quote

The Amended Fiscal Year 2016 **Financial Statement** was unanimously approved on a motion from Mefferd, seconded by Pillsbury.

Claims were approved on a motion from McGee, seconded by Armstrong.

Grants:

- a. Grant Report to Vredenburg Foundation
- b. Grant Application to Vredenburg Foundation – Surveillance Cameras

Old Business:

- a. Mefferd moved to approved the Surveillance Policy as amended. Pillsbury Seconded and the motion passed unanimously. Armstrong moved to purchase the Cameras from PC Repair Services, based on the quote provided, to include installation. This quote will be used in the Vredenburg Foundation grant application.
- b. Joe Sellers discussed with the board the Rotary project and the continuation of Rotary's involvement, specifically how to use the volunteer hours committed and what individual programs to offer.

New Business:

- a. Mefferd moved to approve staff raises at 2.5% for all Library staff for the 2017 fiscal year, matching those previously approved by the City Council for other departments. Pillsbury seconded and the motion passed unanimously.

Director's Report: attached.

The meeting was adjourned at 6:38 on a motion from Pillsbury, seconded by Armstrong.



Tim McGee, Secretary pro tem

Chariton Free Public Library

August 4, 2016

The Chariton Free Public Library Board held its regular monthly meeting in the meeting room Thursday August 4, 2016 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:45 p.m.

Trustees Comer, Cox, McGee, Mefferd, and Steinbach were present. Prospective Trustee Mary Jane White was present. Librarian Kris Murphy was present. City Councilman Vern Vogel was also present, and Ray Meyer attended.

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

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

Correspondence: Deb McClure's Resignation.

The **Financial Statement** was unanimously approved on a motion from Mefferd, seconded by Cox.

The **Treasurer's Report** was unanimously approved on a motion from McGee, seconded by Mefferd.

Claims were approved unanimously on a motion from Mefferd, seconded by Cox.

Grants: Vredenburg Grant was submitted.

Old Business:

New Business:

McGee moved to spend up to \$3,000 to purchase and install replacement light fixtures in the back lot, based on the quote from Van Meter. Comer seconded and the motion passed unanimously.

Murphy discussed reorganizing the Library Staff to include an assistant director and possibly a position responsible for library programming. She will come back with possible job descriptions and a salary scale for the September meeting.

Cox provided a list of programs that were offered at the New Carlisle Ohio PL, where she was formerly a trustee. We discussed some programming ideas.

Mefferd asked Murphy to provide copies of the ALA's Library Bill of Rights and Freedom to Read/View statements.

Director's Report: attached.

The meeting was adjourned at 6:28 p.m. on a motion from McGee, seconded by Cox.



Ruth Comer, Secretary

Chariton Free Public Library
September 1, 2016

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday September 1, 2016 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:29 p.m.

Trustees Armstrong, Comer, Dixon, McGee, Mefferd, Pillsbury, and Steinbach were present. Librarian Kris Murphy was present. Ray Meyer was in attendance. Prospective Trustee Maryjane White was also present.

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

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

Correspondence: Memorial Notices: Chelsy Arnold (HONOR book), Lorna Cochran memorial, Aletha Feight memorial.

The **Financial Statement** was unanimously approved on a motion from Mefferd, seconded by Pillsbury.

Claims were approved on a motion from Mefferd, who proposed paying only the portion of the PC Repair claim that covered purchase of the surveillance cameras, and waiting to pay the labor until installation was complete. Dixon seconded.

Grants: DEKKO Grant Report submitted. 84% of funds expended.
Vredenburg Grant: We received a check for \$7,500 to purchase and install surveillance cameras.

Old Business: Parking Lot Lights – Order placed, but no product has arrived yet.

New Business: Murphy distributed updated Library Staff Descriptions, including proposed Assistant Director and Programming Librarian positions. She also spoke about wanting to implement a salary scale for Library employees and more rigorous competency standards. Trustees will review the descriptions and return comments at next month's meeting.

McGee questioned the existence of the Library's third phone line, which used to be the Dial-A-Story line. Since the equipment is failing and there are now so many other better options online for the type of service provided by the Dial-A-Story, it was suggested that the third phone line might be dropped. Murphy will check with E-rate and State Library staff to see how this might affect our already awarded E-rate discount. She'll put the issue on next month's agenda.

Director's Report: attached.

The meeting was adjourned at 6:05 p.m. on a motion from McGee, seconded by Armstrong.


Ruth Comer, Secretary

Chariton Free Public Library

October 6, 2016

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday October 6, 2016 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:33 p.m.

Trustees Armstrong, Comer, Cox, Dixon, McGee, Mefferd, Pillsbury and Steinbach were present. Librarian Kris Murphy was present. Rotarian Ray Meyer and City Councilman Vern Vogel were also present.

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

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

Correspondence: email: Parking Lot Lights – Expected delivery is 10/7/2016.

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

Claims were approved on a motion from Armstrong, seconded by Mefferd.

Grants: Finishing up with spending of DEKKO grant. Cameras being installed with Vredenburg Foundation funds.

Old Business:

Library Staff Descriptions & Reorganization were discussed. Revised job descriptions were reviewed, changes suggested, and will be revisited at the November meeting.

Dixon expressed her excitement about Learning Express and shared the school's interest in utilizing it with their students. Members of the High School staff have begun exploring the available materials. Murphy will meet with High School staff and offer additional introduction and training.

New Business:

Trustee Job Description – This new job description was also reviewed and will be presented at the November meeting with suggested changes.

Dixon presented a check from the Library Foundation for \$732.43. This annual contribution will continue to be used towards funding the Library's BRIDGES e-content subscription. Murphy will send a thank you note.

Murphy will contact e-rate to see what the repercussions of eliminating our 641-774-5211 phone line might be. At the November meeting we will discuss whether eliminating the line adversely affects our discount or ability to receive future discounts.

Director's Report: attached.

The meeting was adjourned at 6:42 p.m. on a motion from Pillsbury, seconded by McGee.



Tim McGee, Secretary pro tem

Chariton Free Public Library

November 3, 2016

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, November 3, 2016 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:37 p.m.

Trustees Armstrong, Cox, Dixon, McGee (by phone), Steinbach and White were present. Librarian Kris Murphy was present.

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

New Trustee Mary Jane White -- Oath

The Minutes of the last regular meeting were unanimously approved on a motion from Armstrong seconded by Dixon

Correspondence:

- Donation Letter from Chariton Public Library Foundation
- Thank You from Frances Young Family
- Mediacom – Another Copyright Notice
- BRIDGES email re: FY18-21 Cost Increases

City	2010 Population	FY 2017 Subscription	Starting FY2018 Raise to .13	Starting FY 2021 Raise to .15
Chariton	4,321	Base = \$300 +.09 PC \$688.89	Base=\$300+.13PC \$861.73	Base=\$300+.15PC \$948.15

The Financial Statement & Treasurer's Report were unanimously approved on a motion from Cox, seconded by Armstrong.

Claims were approved on a motion from White, seconded by Dixon.

Grants: none

OLD BUSINESS

A motion was made by Cox, and seconded by Dixon, to approve the following wages and positions:

Lauri Ghormley -- \$11.00/hour & position of Assistant Director

Sharon Shipley -- \$9.55/hour

Janell Armstrong -- \$8.50/hour & position of Programming Librarian

Brandon Draper -- \$8.50/hour

Mary Katherine Laird -- \$8.50/hour

Cox ☒ Dixon ☒ McGee ☒ Steinbach ☒ White ☒ (Armstrong abstained) Motion approved unanimously.

Armstrong made a motion, seconded by Cox, to approve the new (Assistant Director & Programming Librarian) and revised (Director & Clerk) Library Staff Job Descriptions, as well as to approve the new Trustee Job Description. The motion passed unanimously. Please see attached.

Murphy will file a form with E-rate that will allow us to eliminate the 641-774-5211 Phone Line

NEW BUSINESS

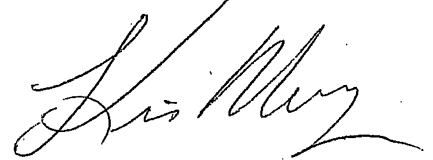
White made a motion, seconded by Dixon, to approve the FY18 Budget Request as amended to reflect increases in wages. The motion passed unanimously.

Murphy revisited the idea of making the Meeting Room available outside of Library hours for a fee. The staff discussed this at their in-service in October due to the increasing number of requests and complaints from the public. Murphy will present a revised Meeting Room Policy draft at the December meeting for consideration. Murphy will also submit a draft of a possible Programming Policy which will work in conjunction with the Meeting Room Policy.

Director's Report: attached.

The meeting was adjourned at 6:37 p.m. on a motion from Armstrong, seconded by Dixon.

Kris Murphy, Secretary pro tem

A handwritten signature in cursive script, appearing to read "Kris Murphy", written in dark ink.

CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · SPECIAL MEETING FRIDAY NOVEMBER 11, 2016
5:30 PM

All meetings of the Board are open to anyone who may wish to observe the proceedings. Members of the public who wish to address the Board will be given the opportunity in the Public Forum, for which time will always be designated in the agenda. Please alert the library director.

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. OLD BUSINESS
 - a. Employee Wage Increases
4. ADJOURNMENT

Chariton Free Public Library
Special Meeting
November 11, 2016

The Chariton Free Public Library Board held a special meeting in the boardroom Thursday, November 11, 2016 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Armstrong, Cox, Dixon, Mefferd, Steinbach and White were present. Librarian Kris Murphy was present.

The Agenda was unanimously adopted on a motion from Mefferd seconded by Cox.

Old Business:

Mefferd moved that employee wage increases decided at the regular November meeting would take effect with the pay period beginning Monday November 7, 2016. Dixon seconded and the motion passed unanimously, with the exception of Armstrong, who abstained.

The meeting was adjourned at 5:32 p.m. on a motion from Cox seconded by Armstrong.

Kris Murphy, Secretary pro tem

Chariton Free Public Library
December 1, 2016

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, December 1, 2016 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Armstrong, Cox, Dixon, McGee, and White were present. Librarian Kris Murphy was present.

The Agenda was unanimously adopted on a motion from Cox, seconded by Armstrong.

The Minutes of the last regular meeting and the minutes of the special meeting of November 11, 2016 were unanimously approved on a motion from Dixon, seconded by White.

Correspondence: none

The Financial Statement & Treasurer's Report were unanimously approved on a motion from Armstrong, seconded by Cox.

Claims were approved on a motion from Armstrong, seconded by Dixon.

Grants: none

Old Business:

Murphy provided a draft of the new Meeting Room Policy for review. We'll revisit it at the January meeting.

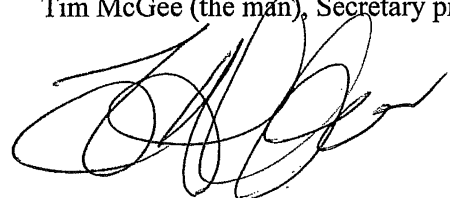
New Business:

- a. White moved and Dixon seconded to approve "outside of hours" use of the Library's meeting room for the two Rotary Courses December 13th & 15th
- b. Murphy provided a draft of a Programming Policy for review. We'll revisit it at the January meeting.
- c. Murphy provided a draft of a Makerspace Policy & Associated Forms for review. We'll revisit it at the January meeting.

Director's Report: attached.

The meeting was adjourned at 5:58 p.m. on a motion from Cox, seconded by Dixon.

Tim McGee (the man), Secretary pro tem



Chariton Free Public Library
January 5, 2017

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, January 5, 2017 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Armstrong, Comer, Cox, Dixon, McGee, Mefferd, Pillsbury, Steinbach and White were present. Librarian Kris Murphy was present.

The Agenda was unanimously adopted on a motion from Cox, seconded by Pillsbury.

The Minutes of the last regular meeting were unanimously approved on a motion from Dixon, seconded by White.

Correspondence:

- a. City Budget Meeting announcement – Steinbach & Kris will attend at 5:10 1/9/17
- b. Thank You from Inter-Church Ministries for “Food for Fines” Donation

The Financial Statement & Treasurer’s Report were unanimously approved in separate motions from McGee, with the Financial Statement seconded by Mefferd, and the Treasurer’s Report seconded by Pillsbury.

Claims were approved on a motion from Mefferd, seconded by Dixon.

Grants: none

Old Business:

- a. The Meeting Room Policy was unanimously approved on a motion from Cox, seconded by Dixon.
- b. The Programming Policy was unanimously approved with changes on a motion from Mefferd, seconded by Armstrong.
- c. The Makerspace Policy & Associated Forms were tabled until Murphy has an opportunity to discuss concerns with the City Attorney and Insurance.

New Business:

The Carpet Cleaning Estimate of up to \$2,036.³⁰ from Gene Wright of On The Spot Floor Care, as well as the scheduled dates for the cleaning, were accepted on a motion from Comer, seconded by Dixon.

Director’s Report: attached.

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



Ruth Comer, Secretary

Chariton Free Public Library
February 2, 2017

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday February 2, 2017 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:33 p.m.

Trustees Comer, Cox, Dixon, McGee, Mefferd, Steinbach and White were present. Librarian Kris Murphy was present. Councilmember Vern Vogel was also present.

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

The Minutes of the last regular meeting were unanimously approved on a motion from Mefferd, seconded by Dixon.

Correspondence: none

The Financial Statement was unanimously approved on a motion from McGee, seconded by Dixon.

Claims were approved on a motion from McGee, seconded by Cox.

Grants: SCICF Grant Submitted (\$4,000 for collection purchases)

Old Business:

New Business:

Director's Report: attached.

The meeting was adjourned at 6:01 p.m. on a motion from Dixon, seconded by Comer.



Ruth Comer, Secretary

Chariton Free Public Library

March 2, 2017

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, March 2, 2017 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:41 p.m.

Trustees Armstrong, Comer, Cox, Dixon, McGee, Mefferd, and Steinbach were present. Librarian Kris Murphy was present.

The Agenda was unanimously adopted on a motion from Cox, seconded by Armstrong.

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

Correspondence: Thank You from Melcher Dallas Public Library
Letters concerning incident in Library parking lot

The Financial Statement was unanimously approved on a motion from Cox, seconded by Mefferd.

Claims were approved on a motion from Mefferd, seconded by Armstrong.

Grants: Janell Armstrong, acting as Programming Librarian, has secured us funding for two projects.

The first entails purchasing paperback books and totes that can be checked out by the local childcare providers, utilized by Library staff in visits to such providers, and used at the Charitone Grill on family nights, where families are invited to ignore their phones during the meal and spend some time together reading. The grant secured through the Hy-Vee store is for \$400.

The second project is our upcoming Open House. Janell secured funding that will provide a lunch for the public on the day, hopefully to be cooked and consumed in the back parking lot. Hy-Vee and Midwest Heritage Bank will provide the funding for this. Dollar amount will take into account the price of the lunch items.

Old Business:

Kris will meet with Midwest Heritage Insurance the coming week, concerning the increased coverage needed for the additional machines and tools purchased in the past year, as well as the liability issues associated with the MakerSpace.

New Business:

Charlene Meyer Memorial Furniture

McGee showed pictures of the furniture selected for the Charlene Meyer Memorial, as well as presenting a bill for the purchase the chairs and tables from Artis Furniture Galleries. The total price will be \$3,865. Mefferd moved to add the down-payment of \$1,932.⁵⁰ to the March Claims. Armstrong seconded and the bill was added to the Claims.

Library Investments & Budget Amendments

The Board discussed expenditures on building repairs and cleaning, as well as additional hardware and installation associated with the new surveillance system. Additional repairs are planned before the end of the current fiscal year.

Murphy also drew attention to the expenditures that have fallen, and will continue to fall, in FY17 for collection and MakerSpace items, expending funds that were deposited in the previous fiscal year. This causes an overage in the budget, but not in the operating funds balance.

Murphy will speak with City Manager Gaa to see whether the overage in the budget will necessitate an amendment to the City's budget. The Board will determine at a later date how much money to shift from the Library's bequest investments to the operating fund in order to cover the work being done.

Director's Report: attached.

The meeting was adjourned at 6:24 p.m. on a motion from Comer, seconded by Armstrong.



Tim McGee, Secretary pro tem

Chariton Free Public Library

April 6, 2017

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, April 6, 2017 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:34 p.m.

Trustees Armstrong, Dixon, McGee, Mefferd, Pillsbury, Steinbach and White were present. Librarian Kris Murphy was present.

The Agenda was unanimously adopted on a motion from Armstrong, seconded by Pillsbury.

The Minutes of the last regular meeting were unanimously approved on a motion from Mefferd, seconded by White.

Correspondence:

- a. Thank you & Receipt to Hy-Vee Inc., Hy-Vee Store, Midwest Heritage Bank & Hy-Vee Distribution for \$400 to purchase books and a tote for a jointly offered reading program for Kids Nights at the Charitone Market Grille
- b. Thank you to donors Gregory-Burley Brown, Larry & Sharon Squibb, Richard & Joyce Chalfant, and Susan Hartley (Wilma Strait Memorial)
- c. Memorial Notices and Thank you to Chariton Book Club, Mary Chapman, Amanda DeMichelis, Greg Dale, Ruth Ruddell, Josh & Tara Ewart (honor books), Charles & Paul Rosa, Andrea Hanse, Lucille Stone, Stacy & Tom Swanson McWilliams, Denise Storm, Nancy McWhorter, Melody Wilson, Rusty & Becky Pennington, Carla Brown, Bill & Jindra Green, and Allen Upchurch. (Murphy will alter notice text to a thank you)
- d. BRIDGES 2017-2018 Letter of Agreement
- e. Sex Offender Request

The Financial Statement was unanimously approved on a motion from McGee, seconded by Pillsbury.

Claims were approved on a motion from McGee, seconded by Pillsbury.

Grants: South Central Iowa Community Foundation Agreement, \$4,000 for collection items

Old Business: McGee reported on the delivery dates for the new Charlene Meyer Memorial furniture. The chairs scheduled to be delivered in April and tables in June. A memorial plaque will be placed in the location of the furniture and artwork.

New Business:

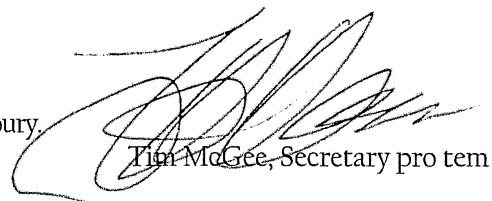
Meeting Room Event Volunteer Monitors

CHILD SAFETY POLICY STATES: Unattended Children: Children under the age of 10 years must be accompanied by a parent, guardian or responsible childcare provider of at least 16 years of age, while on Library premises. The only exception to this rule is attendance of Library programming, provided that arrangements have been made for the timely drop-off and pick-up by the responsible adult.

There was discussion about having volunteers or staff monitor activities in the meeting room that involve children who may be unaccompanied by an adult, the LEGO program is the only program like that so far. One staff member may be sent to monitor the activity, unless volunteers can be found. Suggestions of utilizing volunteers from both LCHC Volunteer Services and the Silver Cord Program were made and background checks discussed. Murphy will discuss volunteers with both program coordinators. Murphy was directed to add background checks to our hiring process for all staff, not just those doing children's programming.

Director's Report: attached.

The meeting was adjourned at 6:21 p.m. on a motion from Mefferd, seconded by Pillsbury.



Tim McGee, Secretary pro tem

James Mefferd, P.C.

A Professional Corporation

Attorney at Law

224 North Main

Chariton, Iowa 50049-1719

Phone (641) 774-2173

Fax (641) 774-4649

jmefferd@mefferdlaw.com

April 6, 2017

Board Members & Kris:

Re: Supervision at "Lego Time"


A question has arisen re the need for library supervision in the Meeting Room during the "Lego time", i.e., should the library provide either a staff member or a volunteer during this time specifically to supervise the room while children are present. Our current policy provides that children, under 10 years of age shall not be unattended on library premises, i.e., accompanied by a parent, guardian, or responsible child care provider.

While having a staffer or volunteer present is a good idea, I believe it may not be practical and may have unattended consequences. Having a paid employee present is not reasonably possible largely because of funding. We could have a volunteer either from the Friends or Lucas County Volunteer Program.

I believe who ever we have should undergo a background check. I understand we may not always have the same volunteer. There is some expense to having a background check. Also I can foresee a volunteer being reluctant to undergo such a check.

If the scheduled volunteer does not show up, I believe we would have to close the program for that time. If we have a policy to have supervision then we have to adhere to the policy. If we have this policy and the room is open with a volunteer not present and we have an incident, then I believe we would be worse off than with our current policy.

With our current policy and our surveillance monitors, the Director or a staff member has the ability to visually monitor the room



Jim Mefferd

Chariton Free Public Library

May 4, 2017

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, May 4, 2017 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:35p.m.

Trustees Armstrong, Comer, Cox, McGee, Mefferd, Pillsbury, White, and Librarian Kris Murphy were present.

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

The **Minutes** of the April meeting were unanimously approved on a motion from Armstrong, seconded by Pillsbury.

Correspondence:

- a. Memorial Notices and Thanks
- b. ENRICH IOWA 2017-2018 Letter of Agreement
- c. Sex Offender Requests – Two men were granted access to the Library & signed letters of agreement.

The **Financial Statement** was unanimously approved on a motion from Pillsbury, seconded by White.

Claims were approved on a motion from Armstrong, seconded by Cox.

Grants: We're spending them.

Old Business:

The Charlene Meyer memorial chairs should arrive soon. Approximately half the price for the chairs has been paid. The rest of the payment, for both chairs and tables, will be paid upon delivery. The tables are expected in June.

Transfer of Investment Funds to cover Building Work:

The Board reviewed the March Library Investment information, provided by Joe Gaa, and a list of expenses already incurred during the 2017 fiscal year, provided by Murphy, and discussed the investment fund balances and returns. Murphy suggested a transfer of at least \$18,000 to cover these fy17 expenses and ongoing costs that will fall in fy18, as repairs continue on the building. The Board will look at the next month's numbers during the June meeting to vote on transferring funds.

New Business:

The Board discussed reupholstering the existing chairs, and whether there was still anyone locally to do the work. Murphy will check the library email to refer to previous conversations concerning the topic, and locate someone to do the work.

McGee mentioned the Library Open House and how well it was received. There followed a discussion of how we can find opportunities to offer more events like it. Murphy talked about the expanded efforts of Programming Librarian, Janell Armstrong, both at the Library and off-site at other community services locations, and more ideas were discussed.

Director's Report: attached.

The meeting was adjourned 6:27 p.m. on a motion from Pillsbury, seconded by White.



Ruth Comer, Secretary

Chariton Free Public Library

June 1, 2017

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, June 1, 2017 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:31 p.m.

Trustees Comer, Cox, Dixon, McGee, Steinbach and White were present. Librarian Kris Murphy was present.

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

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

Correspondence: none

The Financial Statement & Treasurer's Report were unanimously approved on a motion from White, seconded by Dixon.

Claims were approved on a motion from Cox, seconded by McGee.

Grants:

Murphy is looking at a grant to either pay a provider to digitize or purchase equipment for digitizing our recent local newspapers (from 2011 on) which have never been microfilmed or scanned & so are unavailable in any form besides the printed copies. Murphy will contact the newspaper office to determine whether an electronic version of the paper is something they create and whether or not it could be accessed or adapted to supplement the existing digital archive.

Old Business:

McGee moved to transfer \$18,000 from the Ambelang Memorial Investment when it becomes available in July, to cover completed and ongoing building and service improvement projects. Dixon seconded and the motion passed unanimously.

The MakerSpace & Meeting Room Policies were reviewed and suggestions made. Murphy will present new drafts for possible approval at the July meeting. Murphy will ask the City Attorney to review the waivers and agreements to accompany the policies.

New Business: None

Director's Report: attached.

The meeting was adjourned at 6:23 p.m. on a motion from McGee, seconded by White.

Ruth Comer, Secretary

Altenhofen, Ron (Custombuilt Pieces)	006 - 410 - 6310	\$440.93
Noble Industrial Supply Co. (Ice Melt)	006 - 410 - 6310	\$288.81
Country Propane, Heating & Cooling (repair)	006 - 410 - 6310	\$402.00
Johansen Plumbing & Heating (toilet repair)	006 - 410 - 6310	\$60.22
On The Spot Floor Care (cleaning)	006 - 410 - 6310	\$2,036.30
ULINE (Replacement Rugs)	006 - 410 - 6310	\$715.38
Van Meter Inc. (Lamp Post & Globes)	006 - 410 - 6310	\$2,243.00
Amazon (Cleaning Supplies/Buffers for Marble)	006 - 410 - 6310	\$127.81
CPL Petty Cash (Bulbs & Outlet Adapters)	006 - 410 - 6310	\$26.17
CPL Petty Cash (Plants for Flower Pots)	006 - 410 - 6310	\$28.61
CPL Petty Cash (Light Fixtures)	006 - 410 - 6310	\$149.91
BUILDING & GROUNDS		\$6,519.14
True Value DEKKO tools	006 - 410 - 6505	\$1,113.46
Amazon (DEKKO toys & tools)	006 - 410 - 6505	\$3,221.19
Amazon (Office Cords & last of DEKKO)	006 - 410 - 6505	\$355.51
Amazon (DEKKO)	006 - 410 - 6505	\$89.30
Amazon (DEKKO "Equipment" Purchases)	006 - 410 - 6505	\$805.74
Amazon (DEKKO toys)	006 - 410 - 6505	\$48.05
Amazon (Shipping/Handling) DEKKO	006 - 410 - 6505	\$57.38
CPL Petty Cash (DEKKO labels for "Quiet Books")	006 - 410 - 6505	\$29.98
PC Repair Services (Install on DEKKO, new DEKKO router)	006 - 410 - 6505	\$658.75
Office Machines (DEKKO ink cartridges for Multimedia Computer)	006 - 410 - 6505	\$311.30
DEKKO & Related Expenses		\$6,690.66
PC Repair Services (Vredenburg Grant \$ Cameras)	006 - 410 - 6505	\$4,299.00
PC Repair Services (Vredenburg Grant \$ Cameras)	006 - 410 - 6505	\$3,610.00
PC Repair Services Vredenburg Grant \$ Install & Demo Recorder	006 - 410 - 6505	\$95.00
VREDENBURG GRANT & Related Expenses		\$8,004.00
CPL Petty Cash (Security TV, Mount, Optical Mouse, Coffee Maker & Phone)	006 - 410 - 6505	\$197.90
CPL Petty Cash (Flashdrive, Bulb, HDMI cords, TV mount)	006 - 410 - 6505	\$136.22
CPL Petty Cash (TV Monitor)	006 - 410 - 6505	\$318.31
DEMCO (Display Bin)	006 - 410 - 6505	\$61.93
DEMCO (24 Headphones for lab)	006 - 410 - 6505	\$229.67
Longley Trophy Co	006 - 410 - 6507	\$30.00
Office Machines (FILING CABINETS & Op. Supplies)	006 - 410 - 6507	\$406.43
PC Repair Services (Install monitor & cords)	006 - 410 - 6507	\$216.00
PC Repair Services (Library Info Center Comp)	006 - 410 - 6507	\$23.75
The Paper Corporation	006 - 410 - 6507	\$909.11
OTHER EXPENDITURES		\$2,529.32
EXPENDITURES		\$23,743.12
BUDGETED FOR 6310, 6505 & 6507		\$9,600.00
DIFFERENCE		\$14,143.12
SALARIES		\$8,000.00
V-Burg \$ FY17		-\$7,500.00
SCICF \$ FY17		-\$1,000.00
		\$13,643.12

I am suggesting a transfer of at least \$18,000 from the Ambelang in July, to cover this overage and the continuing building repair costs which will fall this & next fiscal year. KM

CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · SPECIAL MEETING THURSDAY, JUNE 15, 2017
5:30 PM

All meetings of the Board are open to anyone who may wish to observe the proceedings. Members of the public who wish to address the Board will be given the opportunity in the Public Forum, for which time will always be designated in the agenda. Please alert the library director.

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. OLD BUSINESS
 - a. Artis Furniture Claim
4. ADJOURNMENT



2655 100th Street
Urbandale, IA, 50322
Tel 515-564-7100
Fax 515-564-7101

SALES ORDER

Order No 67465
Order Date 3/8/2017
Sold By Beth

SOLD TO: Tim McGee Chariton Public Library
803 Braden Avenue
Chariton, IA 50049
Phone (641) 774-4411

SHIPPED TO: Tim McGee Chariton Public Library
803 Braden Avenue
Chariton, IA 50049
Phone (641) 774-4411

Qty	Ord	Description	Price	Extended
2		Butler Specialty 2948257 Chairside Table	\$300.00	\$600.00
2		Bradington-Young 483-25 SPECIAL Kirby Cover; 9072-84 Nailhead; French Natural Nail Finish; Mahogany Cover; 8072-84 Nailhead; French Natural Nail Finish; Mahogany	\$1,839.00	\$3,678.00

SPECIAL ORDERS ARE NOT SUBJECT TO CANCELLATION
 Any liability of merchandise is assumed according to information on hand at the time order is received. Buyer shall not be responsible for delays in delivery of merchandise occasioned by manufacturer's scheduling, stock on hand, availability of materials, transportation delays or any other cause beyond the control of the seller.
ALL SALES ARE FINAL • NO REFUNDS
 ALL EXCHANGES AND CANCELLATIONS ARE SUBJECT TO SELLER APPROVAL. A minimum fee of 15% of the purchase price will be assessed (re-working fee) on seller approved returns, exchanges or cancellations. Buyer assumed all risks as to goods until transportation of merchandise is picked up. Buyer agrees to measure doorways and stairways before ordering, as seller is not responsible for merchandise purchased that is too large to fit. SELLER CAN DESIGNATE A DAY FOR DELIVERY, but not a specific time. Seller cannot move, pack, or rearrange old furniture. Seller makes no warranty beyond any written description furnished on this order. Such disclaimer does not affect manufacturer warranty, if any. Seller will assist the buyer in the exercise of all factory warranties.
BUYER PAYMENT IS NOT SUBJECT TO CANCELLATION - Buyer agrees to complete payment on schedule, or proceeds of price payment(s) towards layaway may be forfeited.

BUYER AUTHORIZES ABOVE ORDER	MERCHANDISE RECEIVED IN GOOD CONDITION
X	X

HOW PAID	DATE PAID	AMT PAID
Check	3/11/2017	\$1,932.50
SUBTOTAL:		\$4,278.00
DELIVERY:		\$200.00
TAX:		\$0.00
INVOICE TOTAL:		\$4,478.00
AMOUNT PAID:		\$1,932.50
TOTAL DUE:		\$2,545.50

Chariton Free Public Library Special Meeting June 15, 2017

The Chariton Free Public Library Board held a special meeting in the boardroom Thursday June 15, 2017 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:32 p.m.

Trustees Armstrong, Cox, Dixon, Mefferd, Steinbach and White were present. Librarian Janell Armstrong was present.

The Agenda was unanimously adopted on a motion from Mefferd seconded by Cox.

Old Business: Cox moved to pay the Artis Furniture Claim for \$2,545.⁵⁰, completing payment on the Charlene Meyer Memorial furniture. Armstrong seconded and the motion passed unanimously.
 Armstrong (yes) Cox (yes) Dixon (yes) Mefferd (yes) Steinbach (yes) White (yes)

The meeting was adjourned at 5:35 p.m. on a motion from Dixon, seconded by Armstrong.

Janell Armstrong
Secretary pro tem

Chariton Free Public Library

July 6, 2017

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, July 6, 2017 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:32 p.m.

Trustees Armstrong, Comer, Cox, Dixon, McGee, Mefferd, Steinbach and White were present. Librarian Kris Murphy was present.

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

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

The **Minutes** of the special meeting of June 13, 2017 were filed in the minutes log, with the accompanying correspondence from Mefferd, on a motion from McGee, seconded by Dixon.

The **Minutes** of the special meeting of June 15, 2017 were unanimously approved on a motion from Armstrong, seconded by White.

Correspondence: Memorial Notices and Thank Yous

The **Financial Statement** was unanimously approved on a motion from Mefferd, seconded by Armstrong.

Claims were approved on a motion from McGee, seconded by Mefferd

Grants: Murphy is submitting a report to the Vredenburg Foundation and will follow up with a grant request for funds to purchase collection items and new furniture for the juvenile nonfiction section.

Old Business:

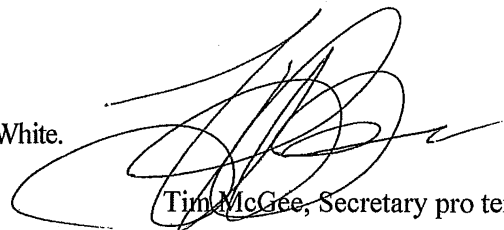
The MakerSpace Policy and Liability Waiver were tabled until next month. Murphy will continue to consult with City Attorney Verle Norris. Murphy is also working on a Policy Manual Outline to demonstrate how the individual policies work together.

New Business:

Several other issues were discussed. Mefferd asked Murphy to check with Advantage about digitizing the local newspapers that have not yet been digitized. McGee asked Murphy to place a review of the Genealogical Agreement on the August agenda.

Director's Report: attached.

The meeting was adjourned at 6:10 p.m. on a motion from Mefferd, seconded by White.



Tim McGee, Secretary pro tem

Chariton Free Public Library

August 3, 2017

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday August 3, 2017 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:32 p.m.

Trustees Armstrong, Comer, Cox, McGee, Mefferd and Steinbach were present. Librarian Kris Murphy was present. City Councilman Vern Vogel was also present.

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

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

Correspondence: Memorial Notices and Thanks

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

Claims were approved on a motion from Cox, seconded by Mefferd.

Grants:

Final Report to SCICF \$4,000 Collection Items

Grant Application to Vredenburg Foundation \$15,000 for new Nonfiction Shelving and Nonfiction Books

Old Business:

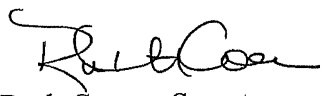
Mefferd moved to approve the MakerSpace Policy including the Use Agreement and Liability Waiver, Comer seconded and the motion passed unanimously.

New Business:

A bid for \$4,325 to replace the Front Door was submitted by Trailhead Enterprises. Murphy will request references and ask for more specifics as to what materials will be used to construct the door, as well as requesting bids from additional contractors.

Director's Report: attached.

The meeting was adjourned at 5:58 p.m. on a motion from Armstrong, seconded by Mefferd.


Ruth Comer, Secretary

Chariton Free Public Library

September 7, 2017

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday September 7, 2017 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:35 p.m.

Trustees Armstrong, Comer, Cox, Dixon, Mefferd, Steinbach and White were present. Librarian Kris Murphy was present. City Councilman Vern Voogel was also present.

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

The Minutes of the last regular meeting were unanimously approved on a motion from Armstrong, seconded by Dixon.

Correspondence: none

The Financial Statement was accepted on a motion from Cox, seconded by Mefferd. The Treasurer's Report was accepted on a motion from Mefferd, seconded by Armstrong.

Claims were approved on a motion from White, seconded by Cox.

Grants: We received \$7,500 from the Vredenburg Foundation to purchase nonfiction collection items and shelving to house them.

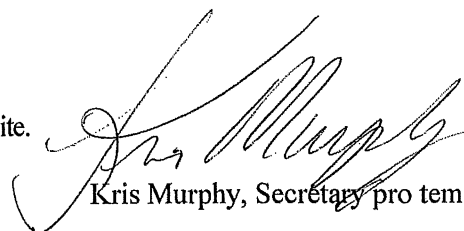
Old Business:

New Business:

- a. Genealogy Agreement: Mefferd moved to table the discussion of Genealogy's rental contract until the October meeting. Dixon seconded and the motion passed unanimously. Murphy will pull the Lucas County Genealogical Society file & request new documentation from them for the October meeting.
- b. Library Investments: Based on the materials provided by City Manager (acting Clerk) Joe Gaa, Comer moved to follow the recommendations of the City Manager and City Council to move all of the Library's CDs to Midwest Heritage and to leave the terms up to the discretion of the City Manager/Clerk. Mefferd seconded. Role was called with Armstrong abstaining. Comer: aye, Cox: aye, Dixon: aye, Mefferd: aye, Steinbach: aye, and White: aye. The motion passed.
- c. Steinbach submitted his resignation from the Board due to other commitments.

Director's Report: attached. Program Coordinator Report: attached.

The meeting was adjourned at 6:17 p.m. on a motion from Armstrong, seconded by White.



Kris Murphy, Secretary pro tem



CITY OF CHARITON

115 South Main Street Chariton, Iowa 50049

641-774-5991 Fax 641-774-4111

City Manager/City Clerk, Joseph A. Gaa

MEMORANDUM

TO: Library Board

FROM: Joe Gaa, City Manager

DATE: September 5, 2017

SUBJECT: Rates for City Investment Funds

Last month the City Council was presented with proposals from local financial institutions for rates on Certificates of Deposits. The City has 29 CDs (including Library investments) and at that time, all but one was at Great Western Bank. After reviewing the proposals, the Council approved the following strategies.

1. Move all 6 and 7-month CDs to Midwest Heritage Bank as they come due. The new CDs will accrue interest at the rate of .80%
2. Evaluate future needs of 6 and 7-month CDs to determine if moving to a 12-month term is viable.
3. Move all 12-month CDs to Midwest Heritage Bank as they come due. The new CDs will accrue interest at the rate of 1.30%.

Currently, the Library has 10 CDs that are overseen by the City. If the Library Board agrees to follow the same strategies as approved by the Council, I would ask that you vote to do so at your September board meeting. If approved, we will begin moving the accounts as they come due so that they can accrue additional interest.

If you have any questions or comments regarding this issue, feel free to contact me at your convenience.

Kris Murphy

From: James Mefferd <jmefferd@mefferdlaw.com>
Sent: Wednesday, September 06, 2017 3:17 PM
To: 'Kris Murphy'; 'Fred Steinbach'; 'Jane Pillsbury'; 'Lois Dixon'; 'Maryjane White'; 'Michael Armstrong'; 'Ruth Comer'; 'Tim McGee'; 'Virginia Cox'
Subject: RE: CD Investment Rates

Board members, Kris,

1. If we act/consider this proposal from the city manager/city clerk, I believe we need to handle the proposal carefully and correctly. The city is apparently moving all of its CDs to Midwest Heritage. Any vote we might take should be by roll call and show each board member's vote (that is the legal way we are supposed to vote anyway). Since Mike Armstrong is on our board and is a Midwest Heritage officer, we need to avoid any appearance of a conflict.
2. If we are going to consider moving our funds, we should review the various banks proposals before acting and not just take the city manager's word - although I am sure it is sound. I would like to see comparisons before voting.
3. Do we have CDs that are maturing?
4. is it advisable, unless there is a large difference in rates to spread our investments between local banks? I think so.
5. Unless the city ordinance has changed the city clerk is the board treasurer.

Jim Mefferd

James Mefferd, James Mefferd P.C. a Professional Corporation, Attorney at Law; 224 North Main St. Chariton, Iowa 50049-1719; 641-774-2173; FAX; 641-774-4649; email: jmefferd@mefferdlaw.com

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From: Kris Murphy [<mailto:charitonlibrary@mediacombb.net>]
Sent: Tuesday, September 05, 2017 4:43 PM
To: 'Fred Steinbach'; James Mefferd; 'Jane Pillsbury'; Lois Dixon; Maryjane White; Michael Armstrong; 'Ruth Comer'; 'Tim McGee'; Virginia Cox
Subject: FW: CD Investment Rates

We'll include this on Thursday's agenda.

From: Joe Gaa [<mailto:citymanager@iowatelecom.net>]
Sent: Tuesday, September 05, 2017 4:36 PM
To: 'Kris Murphy'
Subject: CD Investment Rates

Kris,
Attached is the information on CD rates that we discussed this morning. If the board agrees, let me know.

Kris Murphy

From: Joe Gaa <citymanager@iowatelecom.net>
Sent: Wednesday, September 06, 2017 4:10 PM
To: 'Kris Murphy'
Subject: RE: FW: CD Investment Rates

Kris-

Here are my responses to Jim's question.

Joe Gaa

1. The need for transparency and no appearance of conflict of interest is important. For this reason, Mike Armstrong should abstain from voting on this issue. We are moving most of our funds to Midwest Heritage. To spread our money around, 12 month CDs from the cemetery funds are invested at Community 1st. Our checking account is at US Bank. Over the next few months, until all CDs are moved, we will have funds in all four financial institutions in town.

2. The proposals were as follows:

	6 months	7 months	12 months
Midwest Heritage	.80%	.80%	1.30%
Great Western	.50%	.50%	1.00-1.15%
Community 1st CU	.30-.70%	n/a	.65-1.30%
US Bank	.05%	n/a	.10%

3. There are currently 10 library CDs that mature in the months of February, May, June, September, October, and December.

4. As you can see above, there was a significant difference, thus the reason for the change. Currently, most CDs at Great Western are drawing .10-.15%. Also, tracking CDs in multiple locations can create other issues.

5. That is correct.

----- Forwarded message -----

From: "Kris Murphy" <charitonlibrary@mediacombb.net>
Date: Sep 6, 2017 3:35 PM
Subject: FW: CD Investment Rates
To: "Joe Gaa" <citymanager@iowatelecom.net>
Cc:

From: James Mefferd [mailto:jmefferd@mefferdlaw.com]
Sent: Wednesday, September 06, 2017 3:17 PM
To: 'Kris Murphy'; 'Fred Steinbach'; 'Jane Pillsbury'; 'Lois Dixon'; 'Maryjane White'; 'Michael Armstrong'; 'Ruth Comer'; 'Tim McGee'; 'Virginia Cox'
Subject: RE: CD Investment Rates

Board members, Kris,

Kris Murphy

From: James Mefferd <jmefferd@mefferdlaw.com>
Sent: Wednesday, September 06, 2017 5:32 PM
To: 'Kris Murphy'
Subject: RE: FW: CD Investment Rates

Kris

Thank you. Answers my question. Please circulate this to the board. We still should have a roll call and record everyone's vote.

Disclaimer. I do not have an interest in any bank. Not invested in them or represent them.

Jim

James Mefferd, James Mefferd P.C. a Professional Corporation, Attorney at Law; 224 North Main St. Chariton, Iowa 50049-1719; 641-774-2173; FAX; 641-774-4649; email: jmefferd@mefferdlaw.com

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From: Kris Murphy [mailto:charitonlibrary@mediacombb.net]
Sent: Wednesday, September 06, 2017 5:02 PM
To: James Mefferd
Subject: FW: FW: CD Investment Rates

From: Joe Gaa [mailto:citymanager@iowatelecom.net]
Sent: Wednesday, September 06, 2017 4:10 PM
To: 'Kris Murphy'
Subject: RE: FW: CD Investment Rates

Kris-

Here are my responses to Jim's question.

Joe Gaa

1. The need for transparency and no appearance of conflict of interest is important. For this reason, Mike Armstrong should abstain from voting on this issue. We are moving most of our funds to Midwest Heritage. To spread our money around, 12 month CDs from the cemetery funds are invested at Community 1st. Our checking account is at US Bank. Over the next few months, until all CDs are moved, we will have funds in all four financial institutions in town.

2. The proposals were as follows:

	6 months	7 months	12 months
Midwest Heritage	.80%	.80%	1.30%
Great Western	.50%	.50%	1.00-1.15%
Community 1st CU	.30-.70%	n/a	.65-1.30%
US Bank	.05%	n/a	.10%

Chariton Free Public Library

October 4, 2017

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday October 4, 2017 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:36 p.m.

Trustees Armstrong, Comer, Cox, Dixon, McGee and White were present. Librarian Kris Murphy was present. Councilman Vern Vogel was also present.

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

The Minutes of the last regular meeting were unanimously approved on a motion from Armstrong, seconded by Dixon.

Correspondence: none

The Financial Statement was accepted on a motion from McGee, seconded by White.

Claims were approved on a motion from Armstrong, seconded by Cox.

Grants: none

Old Business:

- a. The Genealogy Agreement renews automatically unless either party initiates a revision 90 days in advance of the renewal date. We will revisit it in January 2018 to comply with the stipulations laid out in the agreement.

New Business:

McGee asked Murphy to determine what the staff might like to do in celebration of the holidays, and whether an activity could be scheduled for both board and staff to attend. Murphy will discuss it with staff at the in-service Monday.

Food for Fines will begin again in November & run through December, with all donations going to the local food pantry. The Library will also create a donation site to collect socks & mittens for the MOSAIC Sock Drive.

Director's Report: attached. Program Coordinator Report: attached.

The meeting was adjourned at 6:05 p.m. on a motion from Cox, seconded by White.

Ruth Comer, Secretary

Chariton Free Public Library
November 2, 2017

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday November 2, 2017 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:45 p.m.

Trustees Armstrong, Comer, Cox, Dixon, Mefferd and White were present. Librarian Kris Murphy was also present. No officer was present yet at 5:45 to preside over the meeting. Mefferd took on the duty.

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

The Minutes of the last regular meeting were unanimously approved on a motion from Armstrong, seconded by White.

Correspondence: Library Foundation Donation – BRIDGES annual subscription

The Financial Statement and Treasurer's Report were accepted on a motion from White, seconded by Dixon.

Claims were approved on a motion from Armstrong, seconded by White.

Grants: Johnson Foundation Application – Funds for Fiction, Audiobooks & DVDs

Old Business:

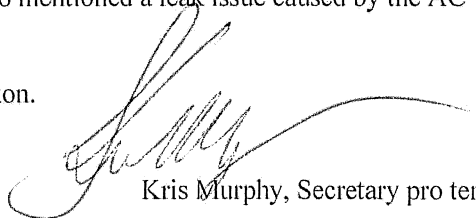
- a. Holiday Celebrations – Mefferd appointed McGee as organizer for a Library Board/Staff “social” to be held at a less busy time of year, possibly in January. Locations and activities were suggested.

New Business:

- a. Election of Officers
Mefferd appointed himself, McGee and Murphy as a nominating committee.
- b. Mediacom Service Speed
Murphy will contact Windstream to determine whether they are now able to offer the bandwidth necessary, and compare pricing between Windstream & Mediacom. She will look into the option of having an additional separate connection just for the wi-fi.
- c. Library Budget Request
After reviewing and discussing the budget request Murphy prepared, Comer made a motion to submit the request to the City. White seconded. Mefferd called roll: Comer, aye; White, aye; Armstrong, aye; Cox, aye; Dixon, aye; Mefferd, aye. The motion passed unanimously.
- d. Library Hours - tabled

Director's Report: attached. Program Coordinator Report: attached. Murphy also mentioned a leak issue caused by the AC unit which resulted in several tiles falling from the ceiling.

The meeting was adjourned at 6:51 p.m. on a motion from Cox, seconded by Dixon.


Kris Murphy, Secretary pro tem

Chariton Free Public Library

December 7, 2017

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday December 7, 2017 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:37 p.m.

Trustees Cox, Dixon, McGee, Mefferd and White were present. Librarian Kris Murphy was present. Also present were prospective trustee, Nash Cox and councilman Vern Vogel.

The Agenda was unanimously adopted on a motion from Dixon, seconded by V. Cox.

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

Correspondence: none

The Financial Statement and Treasurer's Report were accepted on a motion from V. Cox, seconded by White.

Claims were approved on a motion from Mefferd, seconded by Dixon.

Grants: no response from Johnson Foundation

Old Business:

White made a motion to approve the slate of officers for 2018 with Mefferd as President, McGee for Vice-President and Dixon for Secretary.

Library Budget – Currently the County funding does not meet the amount legally required by the State. The County would have to pay an annual amount of \$15,935 to meet the legal minimum. Mefferd proposed a letter to the County Supervisors and a request to attend one of their budget work sessions.

After comparing the Internet Service Options available, the Library will return to Windstream and its increased speed availability.

Mediacom: 50 Mb, 1 Static IP \$235/month

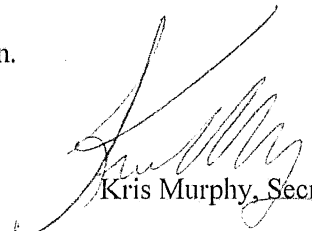
Windstream: 100 Mb, 1 Static IP, additional WI-FI Line (10Mb), 1 Local Phone Line, 1 LD FAX/Phone Line \$212/month

New Business:

Mefferd and McGee speculated about availability of the “greenspace” between the Library and Newspaper Office now that the Newspaper is relocating and selling their building. Murphy will ask the City Manager and City Attorney about the idea.

Director's Report: attached. Program Coordinator Report: attached.

The meeting was adjourned at 6:25 p.m. on a motion from V. Cox, seconded by Dixon.


Kris Murphy, Secretary pro tem

Chariton Free Public Library

January 4, 2018

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, January 4, 2018 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Armstrong, Comer(5:38), Cox, Dixon, Mefferd, Pillsbury and White were present.

Librarian Kris Murphy was present.

The **Agenda** was unanimously adopted on a motion from Cox, seconded by Pillsbury.

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

Correspondence: Invitation to FY2019 Budget Presentation to City Council on January 8, 2018

The **Financial Statement** was accepted.

Claims were unanimously approved on a motion from Armstrong, seconded by Pillsbury.

Grants: none

Old Business:

Library Funding: Mefferd will send a letter to the County Supervisors regarding their annual payment for services, which fails to meet the legal minimum required by law.

New Business:

- a. Cox made a motion to approve the 2018 Calendar with staff inservice dates and holidays. Armstrong seconded and the motion passed unanimously.
- b. After brief discussion, Murphy was directed to create an online survey for the Director Evaluation. The survey will be submitted directly to Mefferd's email.
- c. **City Budget Presentation**
Murphy, Mefferd, McGee, Mike, Virginia and Dixon will all attend. Murphy will prepare content for the presentation and meet with Mefferd prior to the presentation.

Director's Report: attached. **Program Coordinator Report:** attached.

Mefferd suggested to the other trustees that they might wish to join the Iowa Library Association. There was a discussion concerning the sale of the newspaper building, what might occur with the greenspace between it and the Library, and what that might mean for future Library projects and/or growth. Mefferd will seek a meeting with the City Manager to discuss the issue. Comer suggested also meeting with the Preservation Alliance concerning the building and lot. There was a brief discussion about the issue of guns in libraries.

The meeting was adjourned at 6:18 p.m. on a motion from Pillsbury, seconded by White.

Lois Dixon, Secretary

Chariton Free Public Library
February 1, 2018

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, February 1, 2018 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Armstrong, Comer (5:56), Cox, Dixon, McGee and Mefferd were present. Librarian Kris Murphy was present.

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

The Minutes of the last regular meeting were unanimously approved on a motion from Cox, seconded by Armstrong.

Correspondence: Letter from Board President Mefferd to City Manager Joe Gaa, concerning Newspaper Lot.

The Financial Statement and Treasurer's Report were accepted.

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

Grants:

- a. SCICF Grant Application, \$4,000 for Collection, \$960 for Seating
- b. Request Letter to Coons Foundation, \$4,000 for Collection

Old Business:

- a. Director Evaluation – Murphy and Mefferd will schedule a time to create an online evaluation tool to send out.

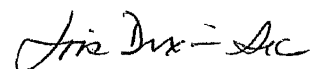
New Business:

- a. Suspended Fixture and EXIT Light Replacements: Murphy will order fixture and EXIT sign replacements.

Director's Report: attached. Program Coordinator Report: attached.

The meeting was adjourned at 6:07 p.m. on a motion from McGee, seconded by Armstrong.

Lois Dixon, Secretary



Chariton Free Public Library

March 1, 2018

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, March 1, 2018 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:36 p.m.

Trustees Armstrong, Comer(5:57), Cox, Dixon, McGee, Mefferd, Pillsbury and White were present. Librarian Kris Murphy was present.

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

The Minutes of the last regular meeting were unanimously approved on a motion from Cox, seconded by White.

Correspondence: none

The Financial Statement & Treasurer's Report were accepted.

Claims were unanimously approved on a motion from Armstrong, seconded by Pillsbury.

Grants: none

Old Business:

- a. Director Evaluation: some emails didn't go through, will be resent.

New Business:

- a. Chariton Newspaper Building/Greenspace
Mefferd wrote to the City Manager regarding the issue a couple months ago, expressing our interest in acquiring the greenspace. City Manager is opposed. After discussion, decided to wait to see what happens once the building is put up for sale & talk to seller or potential buyer.
- b. Building Security System Upgrade/Replacement & New Security Company
Estimates sought from two providers. Murphy will make sure we are up to code.
- c. Budget Amendment
Discussion about need to amend budget next month to accommodate building work. Murphy contacted Top Notch Chimney (now out of Indianola) to see if they could fabricate a copper "roof" for book drop. No response so far. McGee suggested contacting Wood Roofing to see if they could do the job. Discussion about front door replace/repair. We will send out a request for bids again, including other jobs in building. Mefferd suggested contacting Lockridge for names of local contractors.

Director's Report: attached.

The meeting was adjourned at 6:17 p.m. on a motion Cox, seconded by Pillsbury.

Lois Dixon, Secretary



Chariton Free Public Library

April 5, 2018

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, April 5, 2018 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:40 p.m.

Trustees Armstrong, Cox, Dixon, McGee and Mefferd were present. Librarian Kris Murphy was present.

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

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

Correspondence: Enrich Iowa Agreement Letter (Interlibrary Loan & Open Access Agreement)
 Thank You from Inter-Church Council Food Pantry

The **Financial Statement** & **Treasurer's Report** were accepted on a motion from McGee, seconded by Cox.

Claims were unanimously approved on a motion from Armstrong, seconded by Cox.

Grants: SCICF awarded \$4,000 for collection purchases. The Award Ceremony will be held at Pin Oak Marsh April 16th at 5:30. Murphy and Mefferd will attend. Armstrong and Cox will possibly attend as well.

Old Business:

- a. Six Trustees completed the Director Evaluation. Having previously met with Murphy, Mefferd led a discussion of the evaluation and Murphy suggested annual goals that will increase trustee training via one-on-one sessions between herself and newer trustees, as well as a State-Library-led group workshop for trustees covering long range planning. We might ask trustees from neighboring libraries to join us for the training.
- b. McGee made a motion to amend the FY18 Library Budget by \$35,000 to cover Lighting Repairs & Upgrades currently ongoing, as well as the imminent Security System Repair & Upgrade, and possible replacement of the Library Front Door. Armstrong seconded and the motion carried unanimously.

A resolution to transfer Bequest Funds to cover the expenses was deferred until the May meeting.

New Business:

- a. Cox made a motion to approve the purchase of four additional New Light Fixtures to replace the pendant lights and wall sconces in the south entry and north stairwell at the \$1,051.35 price quoted plus shipping and handling not covered in the quote. Armstrong seconded and the motion carried unanimously.

Armstrong requested Murphy suggest some jobs for students on the annual clean-up day May 2nd. Murphy will line up some tasks and the Library will place items on the curb for pick-up to be invoiced later.

Director's Report: attached.

The meeting was adjourned at 6:44 p.m. on a motion from McGee, seconded by Armstrong.

Lois Dixon, Secretary

Chariton Free Public Library

May 3, 2018

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, May 3, 2018 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:57 p.m.

Trustees Comer, Dixon, McGee, Mefferd and White were present. Librarian Kris Murphy was present.

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

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

Correspondence:

- a. Coons Foundation Donation – Kris sent Thank You
- b. BRIDGES Agreement Letter – We'll get bill next month

The **Financial Statement** & **Treasurer's Report** were accepted. It was noted that the utilities this year have been high. Amendment was made to the Treasurer's Report to reflect actual previous balance taken from previous month's report.

Claims were unanimously approved on a motion from Comer, seconded by McGee.

Grants: none

Old Business: none

New Business:

Quotes for Security System upgrade/repair/replace tabled.

Director's Report: attached.

The meeting was adjourned at 6:13 p.m. on a motion from McGee, seconded by Comer.

Lois Dixon, Secretary



Chariton Free Public Library

June 7, 2018

The Chariton Free Public Library Board held its regular monthly meeting Thursday, June 7, 2018 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:32 p.m.

Trustees Armstrong, Comer, Cox, Dixon, McGee, Mefferd, Pillsbury and White were present. Librarian Kris Murphy was present.

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

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

Correspondence: none

The **Financial Statement** was accepted.

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

Grants: none

Old Business:

We've received two quotes for the Security System.

The first, from Technology By Design, Inc., totals \$12,920, with an annual monitoring fee of \$804 and additional fees for cellular backup services. This quote is to replace the entire system.

The second, from American Alarms, replaces only the damaged portions of the system at a price of \$689, with an annual monitoring fee of \$780, as well as additional fees for annual inspection and service. The American Alarms quote is somewhat unclear. Mefferd tabled the issue until the July meeting, giving Murphy time to clarify what is offered in the American Alarms quote. She will also contact Midwest Heritage Insurance for input as to what inspections are required.

Murphy will also request a quote from Technology By Design, Inc. to cover repair of the damaged components rather than total replacement.

New Business:

The Board accepted the resignation of Mary Jane White on a motion from McGee, seconded by Armstrong. We wish her the best & thank her for her service to the Library.

There was again discussion of potential Trustees. We currently need at least one male City resident. The second could be either male or female, but must also be a City resident. Mefferd suggested writing a letter to the Mayor.

Director's Report: attached.

The meeting was adjourned at 6:21 p.m. on a motion from Pillsbury, seconded by McGee.

Lois Dixon, Secretary

Chariton Free Public Library

July 12, 2018

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, July 12, 2018 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Armstrong, Cox, Dixon, Fenton, and Mefferd were present. Librarian Kris Murphy was present.

New Trustee, Marcia Fenton took her Chariton Public Library Trustee oath and was welcomed to the Board.

The Financial Statement & Treasurer's Report were accepted.

Claims were approved on a motion from Dixon, seconded by Armstrong.

Old Business:

Armstrong moved to have American Alarms proceed with repair/replacement and inspection of the security and fire alarm system for a total of \$884. Cox seconded and the motion passed unanimously.

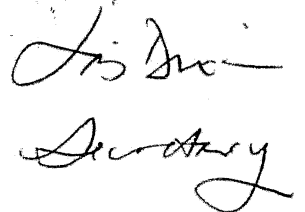
Cox moved to enter into a five-year contract for alarm system monitoring services with American Alarms for a maximum of \$624 annually, as well as an annual inspection at \$520, for a total of \$1,144 in ongoing annual expenses. Fenton seconded and the motion passed unanimously.

Murphy will contact Adam Jacobs at American Alarms to schedule the work.

Director's Report: attached. (also attached: Incident Report)

The meeting was adjourned at 6:43 p.m.

Lois Dixon, Secretary



Secretary

Chariton Free Public Library
August 9, 2018

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday August 9, 2018 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:35 p.m.

Trustees Comer, Dixon, Fenton, McGee and Mefferd were present. Librarian Kris Murphy was present.

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

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

Correspondence: none

The Financial Statement & Treasurer's Report were accepted on a motion from McGee , seconded by Comer.

Claims were approved on a motion from Dixon, seconded by McGee.

Grants: Vredenburg Foundation Grant Request 2018 – Patron Computer Hardware & Software

Old Business:

New Business:

Director's Report: attached.

The meeting was adjourned at 6:00 p.m. on a motion from McGee, seconded by Dixon .

Lois Dixon, Secretary

Chariton Free Public Library
September 6, 2018

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, September 6, 2018 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Armstrong, Comer (by phone), Cox, Mefferd and Pillsbury were present. Librarian Kris Murphy was present.

The Agenda was unanimously adopted on a motion from Cox, seconded by Armstrong.

The Minutes of the last regular meeting were unanimously approved on a motion from Pillsbury, seconded by Cox.

Correspondence: none

The Financial Statement & Treasurer's Report were unavailable at meeting time. Murphy will email the financial report.

Claims were approved on a motion from Armstrong, seconded by Pillsbury.

Grants: none

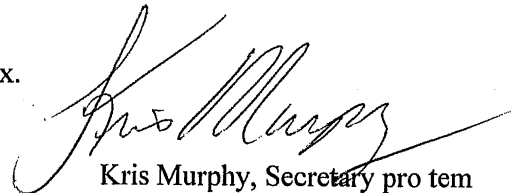
Old Business: none

New Business:

Rescheduled October meeting to 10/11/18 to avoid Homecoming on a motion from Cox, seconded by Pillsbury.

Director's Report: attached.

The meeting was adjourned at 5:49 p.m. on a motion from Pillsbury, seconded by Cox.


Kris Murphy, Secretary pro tem

Chariton Free Public Library

October 11, 2018

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, October 11, 2018 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Armstrong, Cox, Dixon, Fenton, and Mefferd were present. Librarian Kris Murphy was present.

The **Agenda** was unanimously adopted on a motion from Armstrong, seconded by Cox.

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

Correspondence: Affidavit of Mailing Notice: Estate of Thomas Clifford Anderson (Shelton Law Firm mailed 9/13/18)
After some discussion about the vagueness of this correspondence, we will obtain a copy of the Will.

The **August & September Financial Statements & August Treasurer's Report** were accepted on a motion from Cox, seconded by Armstrong. Murphy included in this month's packet a list of bequests with their investment information, provided by City Hall, to assist in decisions on transferring funds to cover building projects. She will provide a list at the November meeting with a full description of each bequest, including directions and restrictions for the expenditure of funds as stipulated in each Will.

Claims: were approved on a motion from Armstrong, seconded by Dixon.

Grants: We're spending the Vredenburg Foundation grant on Chromeboxes, monitors & software.

Old Business: None

New Business:

- a. 2020 Budget Request – tabled to November meeting. We will schedule a separate budget meeting. Murphy will email a copy of the budget request to trustees unable to attend today's meeting.
- b. Bequest Transfer for 2018 Over-Expenditures (Swanson bequest) – tabled to November meeting. Discussion of further building issues to be addressed: Windows need to be repaired/replaced (Murphy is contacting Pella Windows and Lockridge), Carpet replacement (Murphy has contacted the architects responsible for the 92 addition in an effort to assess the floor covering existing below the current carpet and will look into replacement alternatives), HVAC system needs attention & partial replacement is likely. 26 years after the addition, several building issues are turning up.
- c. Library Hours to same year-round – tabled to November meeting.
- d. Access Systems IT Assessment (\$500) – tabled to November meeting. Murphy will contact other providers for both IT services and copier maintenance/cartridge services requesting assessments and quotes.

Director's Report: attached.

The meeting was adjourned at 6:45 p.m. on a motion from Armstrong, seconded by Cox.

Lois Dixon, Secretary

Chariton Free Public Library

November 1, 2018

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, November 1, 2018 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:38 p.m.

Trustees Armstrong, Comer, Cox, Dixon, Fenton, McGee, Mefferd and Pillsbury were present. Librarian Kris Murphy was also present.

The **Agenda** was unanimously adopted on a motion from Comer, seconded by Cox.

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

Correspondence: Thank You to ARC of Lucas County

The **Financial Statement** & **August Treasurer's Report** were accepted on a motion from Armstrong, seconded by Comer.

Claims were approved on a motion from Comer, seconded by Pillsbury.

Grants: none

Old Business:

- a. After discussion and changes, McGee moved to approve the 2020 Budget Request as amended. Comer seconded and the motion passed unanimously. (Budget Request attached)
- b. Bequest Transfer for 2018 Over-Expenditures – no action, tabled.
- c. After discussion, Pillsbury moved to change regular Library Hours to, →
which will remain the same year-round, effective immediately.
Armstrong seconded and the motion was approved unanimously.

Monday	11:00 – 7:00
Tuesday	11:00 – 7:00
Wednesday	11:00 – 7:00
Thursday	11:00 – 7:00
Friday	11:00 – 4:00
Saturday	11:00 – 4:00
42 Hours per week	

After discussion, action on the Annual Calendar was tabled to the December meeting.

New Business:

Board Officer Nominations

After discussion and much cajoling, McGee moved to nominate Mefferd to continue as president, Armstrong to become vice president, and Dixon to continue as secretary. We'll vote to approve that slate of officers at the December meeting.

Director's Report: attached.

The meeting was adjourned at 7:03 p.m. on a motion from Pillsbury.

Lois Dixon, Secretary

Chariton Free Public Library
December 6, 2018

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, December 6, 2018 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:46 p.m.

Trustees Armstrong (by phone), Cox, Dixon, McGee and Mefferd were present. Librarian Kris Murphy was present.

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

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

Correspondence: (will be reviewed at January meeting due to time and attendance)

- a. Thanks to Past Donors
- b. Final Grant Report Vredenburg FY18 Grant (finished grant funds on nonfiction books)
- c. Final Grant Report SCICF Grant (collection items for every section of the Library)
- d. Final Report and Thank You to Coons Foundation (collection items for all sections)

The Financial Statement & Treasurer's Report were accepted.

Claims were approved on a motion from McGee, seconded by Cox.

Grants: none

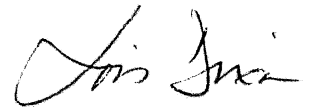
Old Business:

- a. Annual Library Calendar – tabled to January meeting.
- b. McGee moved to accept and approve the slate of Board Officers -- Mefferd to continue as president, Armstrong to become vice president, and Dixon to continue as secretary. Dixon seconded and the motion passed unanimously.

New Business: none

Director's Report: attached.

The meeting was adjourned at 5:59 p.m. on a motion from McGee, seconded by Cox.



Lois Dixon, Secretary

Chariton Free Public Library
January 3, 2019

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, January 3, 2019 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Comer, Cox, Dixon, Fenton, McGee and Mefferd were present. Librarian Kris Murphy was present.

The **Agenda** was unanimously adopted on a motion Cox, seconded by Comer.

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

Correspondence:

- a. Thanks to Donors
- b. Final Grant Report Vredenburg FY18 Grant (finished grant funds on nonfiction books)
- c. Final Grant Report SCICF Grant (collection items for every section of the Library)
- d. Final Report and Thank You to Coons Foundation (collection items for all sections)

The **Financial Statement** was accepted on a motion Dixon, seconded by Cox.

The Library Board will attend the January 14th City Council budget meeting.

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

Grants:

Old Business:

Cox made a motion to approve the Annual Library Calendar as modified. Comer seconded and the motion passed unanimously.

New Business:

McGee will deliver our "Food for Fines" donations to the food pantry.

Murphy will email information about the webinars she watched in December so that Board Members have the option of using them towards their required training hours.

Director's Report: attached.

The meeting was adjourned 6:17 p.m. on a motion McGee, seconded Comer

Lois Dixon, Secretary

Chariton Free Public Library

February 7, 2019

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, February 7, 2019 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:38 p.m.

Trustees Armstrong, Comer (by phone), Dixon, McGee, and Mefferd were present. Librarian Kris Murphy was present

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

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

Correspondence: Thank you to Lucas County Supervisors (and copy of Annual Report)

The **Financial Statement** & **Treasurer's Report** were accepted on a motion from McGee, seconded Armstrong.

Claims were approved on a motion from Armstrong, seconded Dixon.

Grants:

- a. SCICF Grant Request - \$5,000 for Collection Purchases
- b. Autism Welcome Here: Library Programs, Services & More Grant (Janell applied in November)

Old Business: none

New Business:

We discussed the issue of how to pay for The Des Moines Register digital. Murphy has cancelled the paper subscription due to extravagant price increases over the past three years. The digital version can only be paid for by automatic direct withdrawal. Murphy will discuss this with City Hall.

Director's Report: attached.

The meeting was adjourned at 6:02 p.m. on a motion from Armstrong, seconded Dixon.

Lois Dixon, Secretary

Chariton Free Public Library
March 7, 2019

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, March 7, 2019 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:43 p.m.

Trustees Armstrong, Dixon, Fenton, McGee, and Mefferd were present. Librarian Kris Murphy was present

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

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

Correspondence: none

The Financial Statement & Treasurer's Report were accepted on a motion from Fenton, seconded Armstrong.

Claims were approved on a motion from McGee, seconded Dixon.

Grants: We didn't get the Autism Welcome Here: Library Programs, Services & More Grant

Old Business: We talked again about a solution to the Des Moines Register issue. They say we can only pay by automatic withdrawal from our checking account. The City does not do this. Murphy brought up payment by credit card with reimbursement through the regular claims, a problematic solution. McGee would like to speak with the mayor to see how the City covers other expenses which require credit card payment.

New Business:

Although unable to attend the meeting, both Jane Pillsbury and Virginia Cox have alerted Murphy that they will be leaving the Library Board. Jane is moving out of state and Virginia is retiring from the board.

Several names were suggested to be shared with the Mayor.

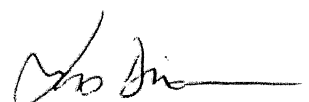
Murphy spoke to Fay Utesch, a rural resident who uses the Library regularly, and she would be interested in the County Trustee spot.

Suggested names for the other open spots were: Ron Ruddell, Karen Cross, Angie Mark, and Adam Bahr.

Fenton revisited the idea that we might do Trustee webinar trainings immediately after our meeting times. We might also invite other area library boards to attend with us if we do a long webinar or if State Library staff present the material. Murphy will make arrangements for the first of these trainings after the May meeting.

Director's Report: attached.

The meeting was adjourned at 6:23 p.m. on a motion from McGee.


Lois Dixon, Secretary

Chariton Free Public Library

April 4, 2019

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, April 4, 2019 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:41 p.m.

Trustees Comer (5:50), Dixon, Fenton, McGee, Mefferd and Pillsbury were present. Librarian Kris Murphy was present.

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

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

Correspondence:

County Assessor Real Estate Assessment – Library Property Value \$684,000
Windstream Notice of Chapter 11 – says it won't affect our service

The **Financial Statement** was accepted on a motion from Pillsbury, seconded McGee.

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

Grants: SCICF Grant (\$5,000 for purchasing collection items) Award Ceremony – Monday, April 15th
@ Pin Oak Marsh Lodge, Murphy & Mefferd plan to attend. Dixon might also be available.

Old Business:

We again discussed potential individuals to replace outgoing trustees. Jane Pillsbury says her daughter Bevin Allen is interested in one of the City Resident spots. Ruth Comer also plans to step down from the board & suggests that Ray Meyer would be interested in taking another City Resident spot.

New Business:

Murphy will again send out a request for bids to repair various building issues. We'll be sending it to more out-of-town contractors this time. Bids will be requested for HVAC replacement as well.

Director's Report: attached.

The meeting was adjourned at 6:27 p.m. on a motion from Pillsbury, seconded Comer.

Lois Dixon, Secretary

Chariton Free Public Library

May 7, 2019

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Tuesday, May 7, 2019 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:45 p.m.

Trustees Comer, Dixon, McGee, Mefferd, and new trustee, Fay Utesch were present. Librarian Kris Murphy was present.

The **Agenda** was unanimously adopted on a motion McGee, seconded Comer.

Mefferd administered the oath of office to Fay Utesch, and the Board welcomed her as the new Rural County member.

The **Minutes** of the last regular meeting were unanimously approved on a motion from Dixon, seconded Comer.

Correspondence: Request for Proposals sent to Contractors (so far a few have come back undeliverable)
Enrich Iowa Letter of Agreement (Interlibrary Loan Participation & Direct State Aid)

The 4/19 **Financial Statement** & 3/19 **Treasurer's Report** were accepted on a motion from McGee, seconded by Utesch.

Claims were approved on a motion Comer, seconded by Dixon.

Grants: none

Old Business:

Trustees

Resignations

Mike Armstrong
Jane Pillsbury
Virginia Cox

Appointments

George Esper (fills vacancy)
Fay Utesch (fills rural county vacancy)

McGee made a motion to accept the resignations from Armstrong, Cox and Pillsbury. Comer seconded and the motion passed unanimously. The Board will miss them and thanks them for their service.

Murphy will again try to contact George Esper. We will postpone the beginning of Trustee training until more vacancies are filled.

Murphy and Ghormley have discussed an event commemorating the service of staff and trustees who are leaving us, and welcoming our new members. The event will happen sometime in late May.

Comer's term will end in June, without renewal. Josh Morgan was suggested as another prospective trustee. Mefferd encouraged all trustees to consider joining the Iowa Library Association.

Director's Report: attached. Murphy will send flowers on behalf of staff and board to the funeral of former trustee Doyle Gripp.

The meeting was adjourned at 6:19 p.m. on a motion from McGee, seconded by Utesch.

Lois Dixon, Secretary

Chariton Free Public Library

June 6, 2019

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom Thursday, June 6, 2019 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:37 p.m.

Trustees Dixon, Esper, Fenton, McGee, Mefferd, 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 McGee, seconded by Dixon.

Mefferd welcomed Laura Liegois, new City Manager, and new trustees George Esper and Rachel Watkins-Schoenig. Esper and Watkins-Schoenig took their oaths of office. Mefferd spoke about membership in the Iowa Library Association and American Library Association.

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

Correspondence: Murphy read letters of resignation from Janell Armstrong & Brandon Draper. Both are moving out of Chariton. Watkins-Schoenig moved to accept their resignations, McGee seconded and the motion passed unanimously. Existing staff are covering Draper's shifts for now.

The **Financial Statement & Treasurer's Report** were accepted on a motion from McGee, seconded Dixon. Murphy noted that we had not transferred any bequest funds during this fiscal year to cover building repairs done in the last two fiscal years.

Claims were unanimously approved on a motion from McGee, seconded Esper.

Grants: None. Murphy lamented the lack of a DEKKO grant, and hopes to apply for one in the coming year.

Old Business:

Ruth Comer will not be returning to the board for a third term. We want to thank her for her twelve years of dedicated service.

Liegois described an online board member application added to the City's website. Murphy will link to the application and add the trustee job description and other materials to the Library's site.

McGee spoke with Liegois about the city crew putting more dirt against the foundation on the west and south sides of the building where water has once again gotten into the basement. Liegois and Murphy will discuss the subject at the upcoming department head meeting on Tuesday June 11th.

McGee has spoken with Ron Cromer about our necessary building repairs. He's expressed interest in the work, but personal issues prevent him from doing it at this time.

New Business:

Since the July regular meeting time/date falls on July 4th, Fenton made a motion to move the July meeting to Thursday, July 11th at 5:30. Dixon seconded and the motion passed unanimously.

Director's Report: attached. We also discussed trustee training options and our upcoming accreditation.

The meeting was adjourned at 6:40 p.m. on a motion from McGee, seconded by Dixon.

Lois Dixon, Secretary