

CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY JULY 9, 2020
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.

The July 9, 2020, Chariton Public Library Board Meeting will be held online through Go to Meeting.

Information/instructions for public access → →

Meeting called to order: 5:____ p.m.

Trustees present:

Dixon, Esper, Fenton, McGee, Mefferd,

Pillsbury-Allen, Sharp, Utesch, Watkins-Schoenig.

Chariton Public Library – July 9, 2020 Board Meeting
Thu, July 9, 2020 5:30 PM - 7:30 PM (CDT)

Please join my meeting from your computer, tablet or smartphone.
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Also present: Librarian Kris Murphy

Architects: Edd Soenke, Tim Hielkema, Lynn_____

1. CALL TO ORDER

2. ADOPTION OF AGENDA moved: _____ seconded: _____ Approved: _____

3. MINUTES (June 2020) moved: _____ seconded: _____ Approved: _____

4. PUBLIC FORUM

5. CORRESPONDENCE:

6. Financial Statement June 2020, **Treasurer's Report** May 2020

7. CLAIMS moved: _____ seconded: _____ Approved: _____

8. GRANTS: We received \$5,000 from SCICF to purchase items for the collection in FY21.
Grant Report & Request: Vredenburg Foundation – DVD-storage-drawers for circulation desk.

9. OLD BUSINESS:

a. Library Building Repairs Phase 1

10. NEW BUSINESS

a. Elevator Panel Replacement – ADA Compliance – Asking KONE for quote.

11. REPORTS: Director's Report attached. Programming Report attached.

12. ADJOURNMENT

The meeting was adjourned at _____ p.m. on a motion from _____, seconded by _____.

Lois Dixon, Secretary

Chariton Free Public Library
Thursday, June 4, 2020

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

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

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

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

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

There was no **Correspondence**.

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

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

There were no **Grants** to approve.

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

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

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

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

Secretary,



Lois Dixon

FINANCIAL STATEMENT JUNE 2020

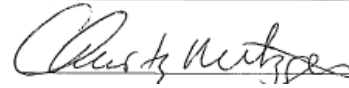
ITEM LINE NUMBER	REVENUES	BUDGETED	M-T-D	Y-T-D	%	REMAINDER
006-410-4300	INTEREST	\$3,000.00	\$654.76	\$6,299.54	210%	\$3,299.54
006-410-4440	STATE GRANTS	\$0.00	\$0.00	\$0.00		
006-410-4470	RURAL FEES	\$16,400.00	\$416.00	\$17,085.00	104%	\$685.00
006-410-4471	LOCAL GRANTS (amended DEKKO Grant)	\$16,200.00	\$0.00	\$16,200.00	100%	\$0.00
006-410-4550	MISCELLANEOUS	\$0.00	\$0.00	\$0.00		
006-410-4705	DONATIONS	\$8,000.00	\$0.00	\$4,575.53	57%	(\$3,424.47)
006-410-4715	REFUND	\$0.00	\$0.00	\$299.61	0%	\$299.61
006-410-4765	LIBRARY PETTY CASH	\$6,000.00	\$453.69	\$4,433.28	74%	(\$1,566.72)
006-410-4799	OTHER (State Funds & Genealogy Rent)	\$4,100.00	\$0.00	\$4,637.41	113%	\$537.41
006-910-4830	TRANSFERS	\$0.00	\$0.00	\$0.00		
006-910-4832	INTERFUND LOAN PAYMENT	\$0.00	\$0.00	\$0.00		
006-950-4000	CITY PROPERTY TAXES	\$75,000.00	\$0.00	\$75,000.00	100%	
TOTAL REVENUES		\$128,700.00	\$1,524.45	\$128,530.37	100%	(\$169.63)
ITEM LINE NUMBER	EXPENDITURES	BUDGETED	M-T-D	Y-T-D	%	REMAINDER
006-410-6010	GROSS SALARIES	\$88,000.00	\$6,501.57	\$79,779.18	91%	\$8,220.82
006-410-6210	SUBSCRIPTIONS/LICENSES	\$1,600.00	\$135.00	\$1,172.60	73%	\$427.40
006-410-6230	TRAVEL/TRAINING/DUES	\$300.00	\$0.00	\$460.70	154%	(\$160.70)
006-410-6310	BUILDING & GROUNDS	\$18,800.00	\$1,756.80	\$6,255.06	33%	\$12,544.94
006-410-6371	UTILITIES	\$14,000.00	\$1,162.89	\$17,474.75	125%	(\$3,474.75)
006-410-6402	ADVERTISING/PUBLICATIONS	\$0.00	\$0.00	\$23.00	0%	(\$23.00)
006-410-6405	AUDITOR	\$500.00	\$0.00	\$500.00	100%	\$0.00
006-410-6411	LEGAL EXPENSES	\$0.00	\$0.00	\$0.00	0%	\$0.00
006-410-6497	MISC. & PROGRAMMING	\$600.00	\$34.70	\$1,749.47	292%	(\$1,149.47)
006-410-6502	BOOKS - LIBRARY FUNDS	\$1,000.00	\$33.03	\$45.61	5%	\$954.39
006-410-6505	NEW FURNITURE/EQUIPMENT (see above)	\$9,100.00	\$0.00	\$17,152.73	188%	(\$8,052.73)
006-410-6507	OPERATING SUPPLIES	\$1,000.00	\$8.44	\$1,064.56	106%	(\$64.56)
006-410-6508	POSTAGE	\$600.00	\$0.00	\$289.67	48%	\$310.33
006-410-6522	MEMORIAL BOOKS	\$4,000.00	\$714.26	\$5,908.25	148%	(\$1,908.25)
006-410-6523	MEMORIAL AUDIO-VISUAL	\$2,000.00	\$44.00	\$2,067.41	103%	(\$67.41)
006-410-6524	AUDIO-VISUAL - LIBRARY FUNDS	\$1,000.00	\$0.00	\$493.34	49%	\$506.66
006-410-6525	SOFTWARE & TECH SUPPT	\$3,000.00	\$67.96	\$2,572.85	86%	\$427.15
006-410-6526	CUSTODIAL SUPPLIES	\$500.00	\$70.79	\$491.57	98%	\$8.43
006-410-6751	CONSTRUCTION PROJECTS	\$0.00	\$0.00	\$0.00	0%	\$0.00
	TOTAL LIBRARY BUDGET EXPENDITURES	\$146,000.00	\$10,529.44	\$137,500.75	94%	\$8,499.25
010-410-6408	LIBRARY PROPERTY INSURANCE	\$4,000.00	\$0.00	\$4,801.00	120%	(\$801.00)
112-410-61##	EMPLOYEE BENEFITS	\$21,517.00	\$1,620.34	\$19,559.57	91%	\$1,957.43
	TOTAL EXPENDITURES	\$171,517.00	\$12,149.78	\$161,861.32	94%	\$9,655.68

MAY 2020 Treasurer's Report	Fund Bal. Last Report	Receipts	Expenditures	Fund Balance	Warrants Outstanding	Treasurer's Balance
Library Operating Fund	(\$17,604.57)	\$3,143.79	\$18,095.30	(\$32,556.08)	\$12,257.98	(\$44,814.06)
Ambelang & Swanson Investments						\$347,943.46
Library Other Investments						\$104,117.59

CITY TREASURER'S REPORT FOR THE MONTH OF MAY 2020

FUND	FUND BALANCE LAST REPORT	RECEIPTS	EXPENDITURES	FUND BALANCE THIS REPORT	WARRANTS OUTSTANDING	TREASURER'S BALANCE
WATER WORKS Regular						
WATER WORKS Advanced Payment Fund						
CEMETERY						
CEMETERY PERPET. CARE						
CEMETERY BEAUTIFICATION						
LIBRARY	-\$17,604.57	\$3,143.79	\$18,095.30	-\$32,556.08	-\$12,257.98	-\$44,814.06
LIBRARY AMBELANG & SWANSON INVESTMENTS	\$347,943.46	\$-0-	\$-0-	\$347,943.46	\$-0-	\$347,943.46
LIBRARY OTHER INVESTMENTS	\$104,117.59	\$-0-	\$-0-	\$104,117.59	\$-0-	\$104,117.59
TOTAL						
CASH ON HAND						\$60.00
INVESTMENTS					REGULAR FUND ADVANCED PAYMENT FUND	
US BANK CHECKING ACCOUNT					REGULAR FUND ADVANCED PAYMENT FUND	
TOTAL ACCOUNTED FOR						

I hereby certify that the above statement is true as I verily believe.



CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES

AGENDA · THURSDAY AUGUST 6, 2020

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. JULY 2020 MINUTES

4. PUBLIC FORUM

5. CORRESPONDENCE:

Murphy sent a letter of support with Dawn Morgan's request to participate in NASEF.

6. JULY 2020 Financial Statement unavailable at time of meeting.

City Hall is waiting on the auditor's visit to finalize the budget.

7. CLAIMS

8. GRANTS

9. OLD BUSINESS

- a. Library Building Repairs Phase 1

10. NEW BUSINESS

11. REPORTS: Director's Report & Library Programming Report attached.

12. ADJOURNMENT

Chariton Free Public Library
Thursday, July 9, 2020

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

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

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

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

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

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

There was no **Correspondence** this month.

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

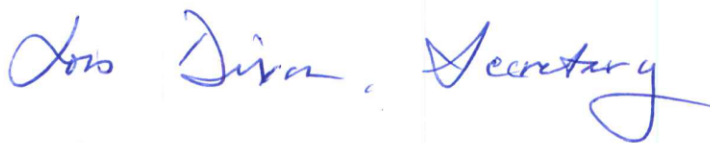
The **Claims** were approved by a roll call vote on a motion from McGee with a second from Esper. Those voting Aye were Watkins-Schoenig, Utesch, Sharp, Mefferd, McGee, Fenton, Esper and Dixon. There were no Nay votes.

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

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

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

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



Lois Dixon, Secretary

CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY SEPTEMBER 3, 2020
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. August 2020 Minutes**
- 4. Public Forum**
- 5. Correspondence**
- 6. August 2020 Financial Statement**
- 7. September 2020 Claims**
- 8. Grants** – Received Vredenburg Grant to purchase furniture for circulation desk.
- 9. Old Business**
- 10. New Business**
 - a. Trustee Webinars (Fenton & Dixon)
- 11. Reports:** Director's Report attached. No programming in August.
- 12. Adjournment**

Chariton Free Public Library

August 6, 2020

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

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

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

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

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

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

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

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

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

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

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

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

Grants: There were no new grants at this time.

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

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

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

Secretary,



Lois Dixon

FINANCIAL STATEMENT AUGUST 2020

ITEM LINE NUMBER	REVENUES	BUDGETED	M-T-D	Y-T-D	%	REMAINDER
006-410-4300	INTEREST	\$6,500.00	\$17.58	\$1,314.52	20%	(\$5,185.48)
006-410-4440	STATE GRANTS	\$0.00	\$0.00	\$0.00		\$0.00
006-410-4470	RURAL FEES	\$17,588.00	\$0.00	\$0.00	0%	(\$17,588.00)
006-410-4471	LOCAL GRANTS	\$12,000.00	\$6,000.00	\$11,000.00	92%	(\$1,000.00)
006-410-4550	MISCELLANEOUS	\$0.00	\$0.00	\$0.00		\$0.00
006-410-4705	DONATIONS	\$6,000.00	\$628.11	\$709.11	12%	(\$5,290.89)
006-410-4715	REFUND	\$500.00	\$0.00	\$0.00	0%	(\$500.00)
006-410-4765	LIBRARY PETTY CASH	\$6,500.00	\$268.60	\$497.92	8%	(\$6,002.08)
006-410-4799	OTHER (State Funds & Genealogy Rent)	\$4,000.00	\$0.00	\$600.00	15%	(\$3,400.00)
006-910-4830	TRANSFERS	\$11,500.00	\$0.00	\$0.00		(\$11,500.00)
006-910-4832	INTERFUND LOAN PAYMENT	\$0.00	\$0.00	\$0.00		\$0.00
006-950-4000	CITY PROPERTY TAXES	\$140,000.00	\$0.00	\$0.00	0%	(\$140,000.00)
	TOTAL REVENUES	\$204,588.00	\$6,914.29	\$14,121.55	7%	(\$190,466.45)

ITEM LINE NUMBER	EXPENDITURES	BUDGETED	M-T-D	Y-T-D	%	REMAINDER
006-410-6010	GROSS SALARIES	\$104,007.00	\$6,480.54	\$16,411.73	16%	\$87,595.27
006-410-6210	SUBSCRIPTIONS/LICENSES	\$1,600.00	\$0.00	\$0.00	0%	\$1,600.00
006-410-6230	TRAVEL/TRAINING/DUES	\$300.00	\$0.00	\$0.00	0%	\$300.00
006-410-6310	BUILDING & GROUNDS	\$20,000.00	\$51.35	\$588.84	3%	\$19,411.16
006-410-6371	UTILITIES	\$17,000.00	\$1,728.36	\$3,030.06	18%	\$13,969.94
006-410-6402	ADVERTISING/PUBLICATIONS	\$0.00	\$0.00	\$24.00	0%	(\$24.00)
006-410-6405	AUDITOR	\$500.00	\$0.00	\$0.00	100%	\$500.00
006-410-6411	LEGAL EXPENSES	\$0.00	\$0.00	\$0.00	0%	\$0.00
006-410-6497	MISC. & PROGRAMMING	\$1,000.00	\$10.17	\$51.10	5%	\$948.90
006-410-6502	BOOKS - LIBRARY FUNDS	\$500.00	\$0.00	\$0.00	5%	\$500.00
006-410-6505	NEW FURNITURE/EQUIPMENT	\$2,500.00	\$0.00	\$291.00	12%	\$2,209.00
006-410-6507	OPERATING SUPPLIES	\$1,500.00	\$106.04	\$1,012.74	68%	\$487.26
006-410-6508	POSTAGE	\$600.00	\$0.00	\$30.25	5%	\$569.75
006-410-6522	MEMORIAL BOOKS	\$7,500.00	\$954.33	\$1,721.72	23%	\$5,778.28
006-410-6523	MEMORIAL AUDIO-VISUAL	\$3,500.00	\$1,141.88	\$1,165.26	33%	\$2,334.74
006-410-6524	AUDIO-VISUAL - LIBRARY FUNDS	\$500.00	\$13.99	\$13.99	3%	\$486.01
006-410-6525	SOFTWARE & TECH SUPPT	\$5,000.00	\$146.24	\$268.93	5%	\$4,731.07
006-410-6526	CUSTODIAL SUPPLIES	\$500.00	\$0.00	\$77.30	15%	\$422.70
006-410-6751	CONSTRUCTION PROJECTS	\$0.00	\$6,377.20	\$6,377.20	0%	(\$6,377.20)
	TOTAL LIBRARY BUDGET EXPENDITURES	\$166,507.00	\$17,010.10	\$31,064.12	19%	\$135,442.88
010-410-6408	LIBRARY PROPERTY INSURANCE	\$4,500.00	\$0.00	\$0.00	%	\$4,500.00
112-410-61##	EMPLOYEE BENEFITS	\$25,092.00	\$1,680.64	\$3,837.41	15%	\$21,254.59
	TOTAL EXPENDITURES	\$196,099.00	\$18,690.74	\$34,901.53	18%	\$161,197.47

LIBRARY STATISTICS AUGUST 2020	
Days Open	26
Visitor Count	N/A
Cards Issued / Weeded	12 / 857
Computer Uses	314
Total Circulation	2,453
BRIDGES (406 registered since 5/1/2012)	
Individuals Active	100
Items Checked Out	441

CIRCULATION BY AREA	
City Of Chariton	1,540
Rural Lucas County	710
Russell	105
Lucas	26
Williamson	1
Derby	4
Out Of County	67
Daily Average	94

CIRCULATION BY FORMAT	
Adult Books & Magazines	671
Adult Video	415
Adult Audio	56
Juvenile Books	683
Juvenile Video & Audio	387
YA Books	142
YA Video & Audio	99

Items Added:		Items Weeded:	
Adult Books	54	Adult Books	10
Juv Books	12	Juv Books	11
YA Books	29	YA Books	0
Adult Audio	2	Adult Audio	0
Juv Audio	0	Juv Audio	0
YA Audio	0	YA Audio	0
Adult Video	22	Adult Video	3
Juv Video	24	Juv Video	3
YA Video	47	YA Video	0
Mag Subscriptions	0	Mag Subscriptions	0
Total Added	190	Total Weeded	27

Meeting Room Uses	0
MAKERSPACE Uses	0
Pre-K Programs/Attendance	0
K-6th Programs/Attendance (LEGOs suspended)	0
YA Programs / Attendance	0
Adult/FAMILY Programs / Attendance	0
Note: we don't track actual number use of the Coloring & Card Station	

AUGUST RECEIPTS	AMOUNT
Petty Cash	\$268. ⁶⁰
Interest	\$17. ⁵⁸
Vredenburg Grant (Furniture)	\$6,000. ⁰⁰
Memorials/Donations	\$228. ¹¹
Library Foundation Donation	\$400. ⁰⁰
Total Deposits	\$6,914.²⁹

We offered no programming in August. It has long been an annual tradition to go program-free in August as that was when I usually took my vacation while programming was still my responsibility. Dawn spent the time planning and creating promotional materials for the many programs that will begin next week.

While I was working on the Open Access Report, the state report for out-of-county circulations, which we submit each year, I noticed many inactive cards in the system. We are required to weed patrons for our accreditation, so I decided to run reports allowing me to identify any patrons whose cards had been inactive and expired at least 5 years ago. I weeded them all, with the exception of a few that had existing large fees for lost or damaged materials. This is to prevent the patron from coming in to get a "new" account without being held accountable for previous loss of materials.

We reopened the book sale rooms. Instead of holding sales we are allowing members of the public to access the rooms whenever we are open. This limits the number of people in there at any given time. It's nice to be making some money from sales again.

Lauri has also been visiting ½ Price Books again, but they are limiting the number of items that they'll buy from each visitor. So, we've sold some items that way and purchased DVDs with the funds, but not as quickly as we'd like. There's still a backlog of sale items good enough for ½ Price in the basement at the bottom of the south stairs. Lauri will take care of them as opportunity allows.

We received our Vredenburg Grant, \$6,000 to spend on the new furniture for storing our DVD collection at the circulation desk. It takes 6-8 weeks for them to be fabricated and shipped. Bouncing with anticipation of more storage space & streamlined circulation of the many series sets we now own.

The auditor came and went. He didn't ask me anything while going through our annual paperwork, so as far as I know we did fine.

Architect Edd visited this week. They are still working on our plan and would like to meet in a couple of weeks. I suggested to him that we could hold a special meeting when they are ready.

Things have been a bit wild this month for me. Mom & I decided to purchase a house together since she's reached a point where she needs more help with everyday stuff. We closed on the house on the 27th. I'd been packing both houses for a while & we are mostly moved in. I used several vacation days these past couple weeks to clean and move stuff.

Kris Murphy –
September 3, 2020

CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES

AGENDA · THURSDAY OCTOBER 1, 2020

5:30 PM CITY COUNCIL CHAMBERS, CITY HALL

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

Architect Presentation & Discussion

2. Adoption Of Agenda

3. September 2020 Minutes

4. Public Forum

5. Correspondence

6. September 2020 Financial Statement

7. October 2020 Claims

8. Grants – Received STEAM Kits

9. Old Business

- a. Building Work

10. New Business

- a. Covid 19
- b. Selling Library Donations – Collections Budget

11. Reports:

12. Adjournment

Chariton Public Library Board Meeting - October 1, 2020
Thu, Oct 1, 2020 5:30 PM - 7:30 PM (CDT)

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/305264301>

You can also dial in using your phone.

United States: [+1 \(224\) 501-3412](tel:+12245013412)

Access Code: 305-264-301

CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY NOVEMBER 12, 2020
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. October 2020 Minutes

4. Public Forum

5. Correspondence

Chariton Public Library Meeting - November 12, 2020
Thu, Nov 12, 2020 5:30 PM - 7:30 PM (CST)

Please join my meeting from your computer, tablet or smartphone. <https://global.gotomeeting.com/join/409225301>

You can also dial in using your phone.
United States: [+1 \(646\) 749-3122](tel:+16467493122)

Access Code: 409-225-301

6. September 2020 Treasurer's Report, October 2020 Financial Statement

7. September 2020 Claims review, October 2020 Claims amended, November 2020 Claims

8. Grants – Vredenburg Foundation Grant spent – new furniture.

9. Old Business

- a. COVID-19 Pandemic Policies

10. New Business

- a. Library Annual Report (Survey) to State Library of Iowa
- b. Chariton Public Library FY22 Budget Request

11. Reports: Director's Report attached

12. Adjournment

The next meeting of the Library Board will be Thursday, December 3, 2020.

Chariton Free Public Library
October 1, 2020

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

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

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

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

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

There was no **Correspondence**.

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

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

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

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

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

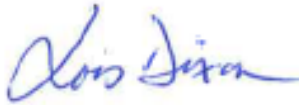
The board looked over the **Donations/Collections Budget** spreadsheet provided by assistant librarian Lauri Ghormley. These funds come mostly from the sales of donated books and movies that are received by the library. There were a few questions about the daily book sale, and a reminder that only library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

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

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

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

Secretary,

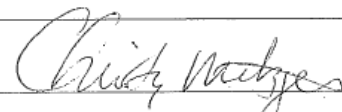


Lois Dixon

CITY TREASURER'S REPORT FOR THE MONTH OF SEPTEMBER 2020

FUND	FUND BALANCE LAST REPORT	RECEIPTS	EXPENDITURES	FUND BALANCE THIS REPORT	WARRANTS OUTSTANDING	TREASURER'S BALANCE
WATER WORKS Regular						
WATER WORKS Advanced Payment Fund						
CEMETERY						
CEMETERY PERPET. CARE						
CEMETERY BEAUTIFICATION						
LIBRARY	-\$58,503.89	\$2,428.15	\$13,303.16	-\$69,378.90	\$6,901.42	-\$76,280.32
LIBRARY AMBELANG & SWANSON INVESTMENTS	\$347,943.46	\$-0-	\$-0-	\$347,943.46	\$-0-	\$347,943.46
LIBRARY OTHER INVESTMENTS	\$104,117.59	\$-0-	\$-0-	\$104,117.59	\$-0-	\$104,117.59
TOTAL						
CASH ON HAND						\$60.00
INVESTMENTS					REGULAR FUND	
					ADVANCED PAYMENT FUND	
US BANK CHECKING ACCOUNT					REGULAR FUND	
					ADVANCED PAYMENT FUND	
TOTAL ACCOUNTED FOR						

I hereby certify that the above statement is true as I verily believe.



FINANCIAL STATEMENT OCTOBER 2020

ITEM LINE NUMBER	REVENUES	BUDGETED	M-T-D	Y-T-D	%	REMAINDER
006-410-4300	INTEREST	\$6,500.00	\$1,979.81	\$3,294.33	51%	(\$3,205.67)
006-410-4440	STATE GRANTS	\$0.00	\$0.00	\$0.00		\$0.00
006-410-4470	RURAL FEES	\$17,588.00	\$0.00	\$0.00	0%	(\$17,588.00)
006-410-4471	LOCAL GRANTS	\$12,000.00	\$0.00	\$11,000.00	92%	(\$1,000.00)
006-410-4550	MISCELLANEOUS	\$0.00	\$0.00	\$0.00		\$0.00
006-410-4705	DONATIONS	\$6,000.00	\$75.00	\$814.11	14%	(\$5,185.89)
006-410-4715	REFUND	\$500.00	\$0.00	\$0.00	0%	(\$500.00)
006-410-4765	LIBRARY PETTY CASH	\$6,500.00	\$199.46	\$919.83	14%	(\$5,580.17)
006-410-4799	OTHER (State Funds & Genealogy Rent)	\$4,000.00	\$0.00	\$2,775.45	70%	(\$1,224.55)
006-910-4830	TRANSFERS	\$11,500.00	\$0.00	\$0.00		(\$11,500.00)
006-910-4832	INTERFUND LOAN PAYMENT	\$0.00	\$0.00	\$0.00		\$0.00
006-950-4000	CITY PROPERTY TAXES	\$140,000.00	\$70,000.00	\$70,000.00	50%	(\$70,000.00)
	TOTAL REVENUES	\$204,588.00	\$72,254.27	\$88,803.72	8%	(\$115,784.28)
ITEM LINE NUMBER	EXPENDITURES	BUDGETED	M-T-D	Y-T-D	%	REMAINDER
006-410-6010	GROSS SALARIES	\$104,007.00	\$7,115.28	\$30,254.94	29%	\$73,752.06
006-410-6210	SUBSCRIPTIONS/LICENSES	\$1,600.00	\$0.00	\$918.50	0%	\$681.50
006-410-6230	TRAVEL/TRAINING/DUES	\$300.00	\$0.00	\$0.00	0%	\$300.00
006-410-6310	BUILDING & GROUNDS	\$20,000.00	\$910.71	\$3,149.55	16%	\$16,850.45
006-410-6371	UTILITIES	\$17,000.00	\$984.27	\$5,546.18	33%	\$11,453.82
006-410-6402	ADVERTISING/PUBLICATIONS	\$0.00	\$0.00	\$24.00	0%	(\$24.00)
006-410-6405	AUDITOR	\$500.00	\$0.00	\$500.00	100%	\$0.00
006-410-6411	LEGAL EXPENSES	\$0.00	\$0.00	\$0.00	0%	\$0.00
006-410-6497	MISC. & PROGRAMMING	\$1,000.00	\$0.00	\$51.10	5%	\$948.90
006-410-6502	BOOKS - LIBRARY FUNDS	\$500.00	\$0.00	\$32.78	5%	\$467.22
006-410-6505	NEW FURNITURE/EQUIPMENT	\$2,500.00	\$0.00	\$291.00	12%	\$2,209.00
006-410-6507	OPERATING SUPPLIES	\$1,500.00	\$7.76	\$1,408.83	94%	\$91.17
006-410-6508	POSTAGE	\$600.00	\$2.66	\$32.91	5%	\$567.09
006-410-6522	MEMORIAL BOOKS	\$7,500.00	\$0.00	\$2,507.54	23%	\$4,992.46
006-410-6523	MEMORIAL AUDIO-VISUAL	\$3,500.00	\$0.00	\$1,523.08	33%	\$1,976.92
006-410-6524	AUDIO-VISUAL - LIBRARY FUNDS	\$500.00	\$0.00	\$13.99	3%	\$486.01
006-410-6525	SOFTWARE & TECH SUPPT	\$5,000.00	\$231.03	\$747.76	15%	\$4,252.24
006-410-6526	CUSTODIAL SUPPLIES	\$500.00	\$0.00	\$239.63	15%	\$260.37
006-410-6751	CONSTRUCTION PROJECTS	\$0.00	\$0.00	\$6,377.20	0%	(\$6,377.20)
	TOTAL LIBRARY BUDGET EXPENDITURES	\$166,507.00	\$9,251.71	\$53,618.99	32%	\$112,888.01
010-410-6408	LIBRARY PROPERTY INSURANCE	\$4,500.00	\$0.00	\$0.00	%	\$4,500.00
112-410-61##	EMPLOYEE BENEFITS	\$25,092.00	\$1,711.82	\$7,181.61	29%	\$17,910.39
	TOTAL EXPENDITURES	\$196,099.00	\$18,690.74	\$34,901.53	18%	\$161,197.47

CHARITON FREE PUBLIC LIBRARY
CHARITON, IOWA
SEPTEMBER 2020 CLAIMS

CLAIMS		BUDGET LINE	V#	PAYMENT
Alliant Energy		006 - 410 - 6371	131	\$1,261.54
Amazon Books, Operating Supplies, Mem/Don Books, Mem/Don DVDs		006-410-6502 \$32.78 006-410-6507 \$381.91 006-410-6522 \$430.24 006-410-6523 \$336.10	3085	\$1,181.03
American Alarms		006 - 410 - 6310		\$360.00
Automatic Door Group		006 - 410 - 6310		\$1,100.00
Baker & Taylor all SCICF		006 - 410 - 6522	33	\$355.58
Baker & Taylor Entertainment SCICF & Donation		006 - 410 - 6523	34	\$21.72
CPL Petty Cash wipes		006 - 410 - 6507	74	\$6.42
Faller, Kincheloe & Co. Auditors		006 - 410 - 6405		\$500.00
Infomax Office Systems Inc. Copier Contract		006 - 410 - 6525	134	\$168.80
Morgan, Dawn (Program Video Software)		006 - 410 - 6525		\$79.00
Motion Picture Licensing		006 - 410 - 6210	681	\$75.22
Office Machines (Custodial Supplies)		006 - 410 - 6526	410	\$162.33
OverDrive Inc. (Annual Bridges Subscription)		006 - 410 - 6210	1987	\$497.02
State Library Database Subscription Fee		006 - 410 - 6210	323	\$284.26
State Library Bridges Platform Fees		006 - 410 - 6210	323	\$62.00
Tri-County Fire Equipment (annual check)		006 - 410 - 6310	2003	\$190.00
Windstream		006 - 410 - 6371	858	\$270.31
TOTAL CLAIMS PAID SEPTEMBER 2020				\$6,575.23

I hereby empower the treasurer of the City of Chariton, Iowa to pay the above amounts.

James Mefferd, President of the Chariton Free Public Library Board of Trustees

This check was returned to the City. The State Library's billing error.

This message has been replied to or forwarded.

From: Berch, Samantha <samantha.berch@iowa.gov>
To: Kris Murphy
Cc:
Subject: Bridges Content Fee Invoice

Sent: Tue 10/13/2020 2:12 PM

Message: Chariton Bridges Content Fee FY2021.pdf (346 KB)

Good afternoon Kris,

Attached is the invoice we discussed over the phone. There must have been an error in the mail merging that was completed, as the correct amount to OverDrive is \$1,015.78 and not the amount received on the previous invoice. It appears that is the dollar amount for another library. Again, I apologize for the confusion.

Please let me know if you have any additional questions or if I can help with anything else. I am also mailing the original check back to the City of Chariton. Thanks again!

--

SAMANTHA BERCH ACCOUNTING TECHNICIAN II
STATE LIBRARY OF IOWA | DES MOINES OFFICE
515.281.8947 | Samantha.Berch@iowa.gov
1112 E. Grand Avenue | Des Moines, IA 50319
WWW.STATELIBRARYOFIOWA.ORG

Control Installations of Iowa
6200 Thornton Ave
Suite 190
Des Moines, IA 50321
515 558-9300



Automatic Door Group

Invoice 87483

Bill to: City of Chariton *Email 115 S Main St Chariton, IA 50049	Job: Chariton Public Library 803 Braden Ave Chariton IA 50049
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ADG inspection program verifies compliance of ANSI/BHMA Standards. ANSI/BHMA inspections are part of the routine service call. This compliance is only verifying on this date (WO Finish Date) that all safeties, performance tests and dimensional requirements were met. The inspections are intended to reduce the chance of injury to users. This testing verifies that at the date and time it was performed, that all ANSI/BHMA Standards were met, this being a powered door, any piece of hardware may fail at any time!

Invoice #: 87483	Date: 07/07/20	Customer P.O. #: Kris
Payment Terms: Net 30		Salesperson: Marshall Miller
Customer Code: CITY OF CH		

Remarks: Chariton Public Library WO# 20002248

Quantity	Description	U/M	Unit Price	Extension
1.000	ADG-Technician	HRS	128.850	128.85
1.000	ADG-Technician	HRS	85.900	85.90
1.000	BEA 900 MHZ RECEIVER	EA	52.550	52.55
2.000	BEA 900 MHZ TRANSMITTER	EA	53.500	107.00
52.000	Mileage	MI	0.720	37.44
Subtotal:				411.74
PAST DUE, PLEASE REMIT PAYMENT.				
Total:				411.74

Door was not working with outside push button due to bad wireless transmitter. Talked to Kris about updating wireless and she was ok with it. Old wireless activated the interior door with the outside push button witch would have required new wireless on both interior and exterior doors. Kris did not want that right so both doors are separate wireless systems. Door is fully operational.

ADG17312 Besam dark bronze

CHARITON FREE PUBLIC LIBRARY
CHARITON, IOWA
OCTOBER 2020 CLAIMS

CLAIMS		BUDGET LINE	V#	PAYMENT
Alliant Energy		006 - 410 - 6371	131	\$984.27
CPL Petty Cash		006 - 410 - 6507 \$7.76 006 - 410 - 6508 \$2.66	74	\$10.42
Infomax Office Systems Inc. Copier Contract		006 - 410 - 6525	134	\$231.03
Iowa Workforce Development Elevator Insp.		006 - 410 - 6310	468	\$175.00
Kone (Elevator Maint. Contract)		006 - 410 - 6310	160	\$323.97

TOTAL CLAIMS PAID OCTOBER 2020				\$1,724.69
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CLAIMS		BUDGET LINE	V#	PAYMENT
Alliant Energy		006 - 410 - 6371	131	\$984.27
Automatic Door Group		006 - 410 - 6310		\$411.74
CPL Petty Cash		006 - 410 - 6507 \$7.76 006 - 410 - 6508 \$2.66	74	\$10.42
Infomax Office Systems Inc. Copier Contract		006 - 410 - 6525	134	\$231.03
Iowa Workforce Development Elevator Insp.		006 - 410 - 6310	468	\$175.00
Kone (Elevator Maint. Contract)		006 - 410 - 6310	160	\$323.97

TOTAL CLAIMS PAID OCTOBER 2020				\$2,136.43
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I hereby empower the treasurer of the City of Chariton, Iowa to pay the above amounts.

James Mefferd, President of the Chariton Free Public Library Board of Trustees

CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES

AGENDA · THURSDAY DECEMBER 3, 2020

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. November 2020 Minutes

4. Public Forum

5. Correspondence

6. November 2020 Financial Statement

7. December 2020 Claims

8. Grants – none

9. Old Business

- a. Chariton Public Library FY22 Budget Request

Library Budget Presentation to City Council -- Monday, January 11th at 5:45 pm

- b. Election of Officers

10. New Business

11. Reports: Director's Report attached

12. Adjournment

Chariton Public Library Board Meeting

Thu, Dec 3, 2020 5:30 PM - 7:30 PM (CST)

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/194419133>

You can also dial in using your phone.

United States: [+1 \(312\) 757-3121](tel:+13127573121)

Access Code: 194-419-133

The next meeting of the Library Board will be Thursday, January 7, 2021.

CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY JANUARY 14, 2021
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. Roof Bids

**Chariton Public Library Special Meeting
Roof Bid Discussion
Thu, Jan 14, 2021 5:30 PM - 7:30 PM (CST)**

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

You can also dial in using your phone.
United States: [+1 \(872\) 240-3212](tel:+18722403212)

Access Code: 160-398-493

This image shows a full page of blank white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page, providing a guide for writing. There are no margins, text, or other markings on the paper.

Adjournment _____ p.m.

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

Secretary pro tem

CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES

AGENDA · THURSDAY JANUARY 7, 2021

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.

Chariton Public Library

Thu, Jan 7, 2021 5:30 PM - 8:00 PM (CST)

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/771137821>

You can also dial in using your phone.

United States: [+1 \(571\) 317-3122](tel:+15713173122)

Access Code: 771-137-821

1. Call To Order

2. Adoption Of Agenda

3. Public Forum

- a. **Architects**
- b. **Genealogy**

4. December 2020 Minutes

5. Correspondence - none

6. December 2020 Financial Statement

7. January 2021 Claims

8. Grants – none

9. Old Business

a. Bequest Transfer for Building Work: \$27,072.⁸⁷

- 1. Laura Curtis \$7,122.⁵⁴
- 2. Byrle K Milnes \$9,178.¹⁶
- 3. Julia Pogue \$500.⁰⁰
- 4. Martha Lucille Judd \$10,272.¹⁷

Ambelang \$127,459.³³

Swanson \$220,484.¹³

b. Library Long Range Plan & FY2020 Report

10. New Business

a. Fundraising Committee (suggested members)

b. Director's Evaluation

**c. January 28 = Boardroom Series 2021: (6:00-7:30PM)
Debuting the new Iowa Library Trustees' Handbook, 2021 edition**

The Boardroom 2021 webinar series begins the new year by debuting the newly-revised Iowa Library Trustee's Handbook. With the new handbook front-and-center, we'll share chapter highlights and attendees will have the opportunity for breakout room discussions.. The third edition of the Iowa Library Trustee's Handbook c2021 is expected to be published on the State Library's website by mid-January. This reprises a similar webinar in October, but this time with the advantage of having the new publication in hand.

d. Reminder: Library Budget Presentation to City Council -- Monday, January 11th at 5:45 pm

11. Reports: Director's Report attached

12. Adjournment

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

Chariton Free Public Library
December 3, 2020

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



Lois Dixon, Secretary

FINANCIAL STATEMENT DECEMBER 2020

ITEM LINE NUMBER	REVENUES	BUDGETED	M-T-D	Y-T-D	%	REMAINDER
006-410-4300	INTEREST	\$6,500.00	\$0.00	\$3,299.30	51%	(\$3,200.70)
006-410-4440	STATE GRANTS	\$0.00	\$0.00	\$0.00		\$0.00
006-410-4470	RURAL FEES	\$17,588.00	\$0.00	\$0.00	0%	(\$17,588.00)
006-410-4471	LOCAL GRANTS	\$12,000.00	\$0.00	\$11,000.00	92%	(\$1,000.00)
006-410-4550	MISCELLANEOUS	\$0.00	\$0.00	\$0.00		\$0.00
006-410-4705	DONATIONS	\$6,000.00	\$0.00	\$1,019.23	17%	(\$4,980.77)
006-410-4715	REFUND	\$500.00	\$0.00	\$0.00	0%	(\$500.00)
006-410-4765	LIBRARY PETTY CASH	\$6,500.00	\$0.00	\$1,214.45	19%	(\$5,285.55)
006-410-4799	OTHER (State Funds & Genealogy Rent)	\$4,000.00	\$0.00	\$3,365.55	84%	(\$634.45)
006-910-4830	TRANSFERS	\$11,500.00	\$0.00	\$0.00		(\$11,500.00)
006-910-4832	INTERFUND LOAN PAYMENT	\$0.00	\$0.00	\$0.00		\$0.00
006-950-4000	CITY PROPERTY TAXES	\$140,000.00	\$0.00	\$70,000.00	50%	(\$70,000.00)
	TOTAL REVENUES	\$204,588.00	\$0.00	\$89,898.53	37%	(\$114,689.47)

ITEM LINE NUMBER	EXPENDITURES	BUDGETED	M-T-D	Y-T-D	%	REMAINDER
006-410-6010	GROSS SALARIES	\$104,007.00	\$6,431.77	\$43,341.87	42%	\$60,665.13
006-410-6210	SUBSCRIPTIONS/LICENSES	\$1,600.00	\$0.00	\$1,663.26	104%	(\$63.26)
006-410-6230	TRAVEL/TRAINING/DUES	\$300.00	\$0.00	\$0.00	0%	\$300.00
006-410-6310	BUILDING & GROUNDS	\$20,000.00	\$323.97	\$3,804.51	19%	\$16,195.49
006-410-6371	UTILITIES	\$17,000.00	\$1,040.13	\$7,779.52	46%	\$9,220.48
006-410-6402	ADVERTISING/PUBLICATIONS	\$0.00	\$0.00	\$24.00	0%	(\$24.00)
006-410-6405	AUDITOR	\$500.00	\$0.00	\$500.00	100%	\$0.00
006-410-6411	LEGAL EXPENSES	\$0.00	\$0.00	\$0.00	0%	\$0.00
006-410-6497	MISC. & PROGRAMMING	\$1,000.00	\$300.00	\$811.86	81%	\$188.14
006-410-6502	BOOKS - LIBRARY FUNDS	\$500.00	\$124.94	\$157.72	32%	\$342.28
006-410-6505	NEW FURNITURE/EQUIPMENT	\$2,500.00	\$0.00	\$6,462.68	259%	(\$3,962.68)
006-410-6507	OPERATING SUPPLIES	\$1,500.00	\$254.60	\$1,878.89	125%	(\$378.89)
006-410-6508	POSTAGE	\$600.00	\$49.56	\$82.47	14%	\$517.53
006-410-6522	MEMORIAL BOOKS	\$7,500.00	\$559.49	\$4,073.78	54%	\$3,426.22
006-410-6523	MEMORIAL AUDIO-VISUAL	\$3,500.00	\$191.27	\$2,040.84	58%	\$1,459.16
006-410-6524	AUDIO-VISUAL - LIBRARY FUNDS	\$500.00	\$22.44	\$36.43	7%	\$463.57
006-410-6525	SOFTWARE & TECH SUPPT	\$5,000.00	\$158.40	\$1,226.32	25%	\$3,773.68
006-410-6526	CUSTODIAL SUPPLIES	\$500.00	\$51.23	\$290.86	58%	\$209.14
006-410-6751	CONSTRUCTION PROJECTS	\$0.00	\$526.84	\$13,391.18	0%	(\$13,391.18)
	TOTAL LIBRARY BUDGET EXPENDITURES	\$166,507.00	\$10,034.64	\$87,566.19	53%	\$78,940.81

010-410-6408	LIBRARY PROPERTY INSURANCE	\$4,500.00	\$0.00	\$0.00	%	\$4,500.00
112-410-61##	EMPLOYEE BENEFITS	\$25,092.00	\$1,677.32	\$8,858.93	35%	\$16,233.07
	TOTAL EXPENDITURES	\$196,099.00	\$11,711.96	\$96,425.12	44%	\$99,673.88

**CHARITON FREE PUBLIC LIBRARY
CHARITON, IOWA
JANUARY 2021 CLAIMS**

CLAIMS		BUDGET LINE	V#	PAYMENT
Alliant Energy		006 - 410 - 6371	131	\$1,109.61
Amazon \$409.46	Books (Library Funds)	006 - 410 - 6502	3085	\$287.99
	Mem/Don Books	006 - 410 - 6522		\$35.85
	Mem/Don AV	006 - 410 - 6523		\$85.62
Baker & Taylor \$688.68	Books (Library Funds)	006 - 410 - 6502	33	\$196.42
	Mem/Don Books	006 - 410 - 6522		\$228.90
	Mem/Don AUDIOBOOKS	006 - 410 - 6523		\$200.12
	AUDIOBOOKS (Library Funds)	006 - 410 - 6524		\$63.24
Baker & Taylor Entertainment DVDs		006 - 410 - 6523	34	\$18.11
bomgaars		006 - 410 - 6526	?	\$9.98
Chariton Water Department		006 - 410 - 6371	80	\$22.29
Follett Software (Automation)		006 - 410 - 6525	1228	\$744.58
Infomax Office Systems Inc. Copier Contract		006 - 410 - 6525	134	\$180.87
Iowa Library Association Dues		006 - 410 - 6230	1329	\$70.00
Office Machines (soap)	Custodial Supplies	006 - 410 - 6526	410	\$71.80
Windstream		006 - 410 - 6371	858	

TOTAL CLAIMS PAID JANUARY 2021			\$3,325.38
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I hereby empower the treasurer of the City of Chariton, Iowa to pay the above amounts.

Tim McGee, President of the Chariton Free Public Library Board of Trustees

CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES

AGENDA · THURSDAY FEBRUARY 4, 2021

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.

Chariton Public Library Thu, Feb 4, 2021 5:30 PM - 8:00 PM (CST)

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/647782029>

You can also dial in using your phone.

United States: [+1 \(571\) 317-3122](tel:+15713173122)

Access Code: 647-782-029

1. Call To Order

2. Adoption Of Agenda

3. Public Forum

4. January 2021 Minutes

5. Correspondence -

Chariton Public Library Foundation \$500

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

When something sad happens, Taylor doesn't know where to turn. All the animals are sure they have the answer. The chicken wants to talk it out, but Taylor doesn't feel like chatting. The bear thinks Taylor should get angry, but that's not quite right either. One by one, the animals try to tell Taylor how to act, and one by one they fail to offer comfort. Then the rabbit arrives. All the rabbit does is listen . . . which is just what Taylor needs.

In the quiet, Taylor didn't even notice the rabbit.

But it moved closer, and closer.

Until Taylor could feel its warm body.



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

\$25 donation from Phillip & Carol Purdy

6. January 2021 Financial Statement

7. February 2021 Claims

8. Grants –

- a. Vredenburg Report sent.
- b. SCICF Report sent.
- c. SCICF Grant Request (delayed – no application available yet)
- d. Iowa's Rural Heritage Revitalization Grant Request (see attached)

9. Old Business

- a. Director's Evaluation
- b. Fundraising Committee
- c. DRAFT Library Long Range Plan & FY2020 Report
- d. Boardroom Series 2021: Iowa Library Trustees' Handbook, 2021 edition

10. New Business

- a. Trustee Job Description
- b. Program Librarian Job Description

11. Reports: Director's Report

12. Adjournment

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

Chariton Free Public Library
January 7, 2021

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

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

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

Public Forum: none present

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

Correspondence: none

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

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

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

Old Business:

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

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

New Business:

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

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

Reminders:

City Council Presentation 5:45 **January 11th** in council chambers

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

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

Director's Report attached.

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

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

Fay Utesch, Secretary

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

Present:

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

**Chariton Public Library Special Meeting
Roof Bid Discussion
Thu, Jan 14, 2021 5:30 PM - 7:30 PM (CST)**

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

You can also dial in using your phone.
United States: [+1 \(872\) 240-3212](tel:+18722403212)

Access Code: 160-398-493

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

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

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

Roof Repair Bids

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

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

Dixon seconded the motion.

There was no further discussion. McGee called the roll:

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

The motion was approved unanimously.

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

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

Secretary pro tem
Kris Murphy

CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES

AGENDA · WEDNESDAY MARCH 3, 2021

SPECIAL ROOF PRE-WORK MEETING 2:00 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.

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

[+1 440-797-1180,,38330796#](#) United States, Cleveland

Phone Conference ID: 383 307 96#

Trustees Dixon, Esper, Fenton, McGee, Mefferd, Pillsbury-Allen, Sharp, Utesch, and Watkins-Schoenig were present.

City Manager Liegois was present. ALSO PRESENT:

Dave Bauer

DBauer@wtiservices.com

EdD Soenke

tdpusa12@aol.com

Tim Hielkema

timhielkema@MSN.com

Jason W. Bina

JBina@tremcoinc.com

Eugene Schoeman

ESchoeman@wtiservices.com

Jeff D

jeffd@mtscontracting.com

Jeremy L. Yoder

JYoder@tremcoinc.com

Weatherproofing Technologies, Inc.

The Design Partnership

(The Design Partnership)

Tremco Inc.

Weatherproofing Technologies, Inc.

Tremco Inc.

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

The meeting was adjourned at _____ p.m. on a motion from _____, seconded by _____.

, Secretary (pro tem)

CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES

AGENDA · THURSDAY MARCH 4, 2021

LIBRARY MEETING ROOM 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.

Chariton Public Library Board Meeting
Thu, Mar 4, 2021 5:30 PM - 8:00 PM (CST)

Please join my meeting from your computer, tablet or smartphone.
<https://global.gotomeeting.com/join/760196221>

You can also dial in using your phone.

United States: [+1 \(669\) 224-3412](tel:+16692243412)

Access Code: 760-196-221

1. Call To Order
2. Adoption Of Agenda
3. Public Forum
4. February 2021 Minutes
5. Correspondence -

\$600 Lucas County Genealogical Society payment

\$50 Memorial for Keith K. Goldsmith from Dan & Debbie Kent

\$35 Donation from David Brandt to purchase Charles Martin books

6. February 2021 Financial Statement & January 2021 Treasurer's Reports
7. March 2021 Claims
8. Grants –

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

Dawn has applied for three more Iowa STEM Scale Up grants

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

Dawn is applying for \$3,000 from ALA Libraries Transforming Communities

[Libraries Transforming Communities: Focus on Small and Rural Libraries from ALA](#)

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

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

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

9. Old Business

- a. Director's Evaluation
- b. Fundraising Committee
- c. DRAFT Library Long Range Plan & FY2020 Report
- d. Trustee Job Description
- e. Program Director Job Description DRAFT

10. New Business

- a. April Meeting: Move from 4/1/21 to 4/8/21?
- b. Budget Amendment Request & Bequest Wills
- c. Policy Reviews: Records Retention Policy, Programming Policy

11. Reports: Director's Report

12. Adjournment

The next meeting of the Library Board will be Thursday, April ____, 2021.

CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY APRIL 8, 2021
LIBRARY MEETING ROOM 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.

Chariton Public Library Board Meeting - April 8, 2021
Thu, Apr 8, 2021 5:30 PM - 8:00 PM (CDT)

Please join my meeting from your computer, tablet or smartphone.
<https://global.gotomeeting.com/join/295484389>

You can also dial in using your phone.
United States: [+1 \(571\) 317-3122](tel:+15713173122)
Access Code: 295-484-389

- 1. Call To Order**
- 2. Adoption Of Agenda**
- 3. Public Forum**
- 4. March 2021 Minutes**

5. Correspondence -

\$416 City of Russell annual service fees

\$50 Memorials for Tom Masters and Carol J. Morrison from Marcia Fenton

\$250 Donation from former librarian Gregory Burley Brown to purchase items for the collection or supplement programming

\$210⁻¹⁴ income from ½ Price Books sales, thanks to Lauri Ghormley

6. March 2021 Financial Statement & February 2021 Treasurer's Reports

7. April 2021 Claims

8. Grants – SCICF – Grant Request for Building Work

9. Old Business

- a. Director's Evaluation
- b. Fundraising Committee
- c. DRAFT Library Long Range Plan
- d. Trustee Job Description DRAFT
- e. Program Director Job Description DRAFT

10. New Business

- a. Utesch Board Resignation (Rural County Trustee)
- b. Summer Program Plans – In-Person?
- c. Conflict of Interest? – Library Staff who are LCGS members
- d. Transfers – Approval of early removal fees:
Milnes CD 78839636, the balance today with the fee will be \$9128.69 this would include a fee of \$63.37 that is already out of the balance. Judd CD 75923839, balance of \$10233.10 this includes the fee of \$40.53 that is already taken out of the balance. These amounts will vary a little per day but not much.
- e. Julia Pogue Bequest
- f. Policy Reviews: Programming Policy

11. Reports: Director's Report

12. Adjournment

The next meeting of the Library Board will be Thursday, May 6, 2021.

CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY MAY 6, 2021
LIBRARY MEETING ROOM 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. Architect Presentation

4. Public Forum

5. April 2021 Minutes

6. Correspondence -

§23.⁵¹ Memorials for Lois Davis from Mary Stierwalt

§30 Memorials for Merrijo Ellis and Steve Morris from CHS Class of 1970

§57.⁵⁶ ½ Price Books income from sale of donations from Carol Marner, money to be used for Bill Marner Memorials

Thank You from the Family of Gary Kline for the floral arrangement we sent to Gary's Funeral

Chariton Public Library Board Meeting - May 6, 2021

Thu, May 6, 2021 5:30 PM - 7:30 PM (CDT)

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/633204461>

You can also dial in using your phone.

United States: [+1 \(571\) 317-3112](tel:+15713173112)

Access Code: 633-204-461

7. April 2021 Financial Statement & March 2021 Treasurer's Reports

8. May 2021 Claims

9. Grants –

- a. SCICF – Grant Request for Building Work **submitted** \$10,000
- b. Vredenburg Foundation – Grant Request for Building Work (\$20,000)
- c. Coons Foundation – Donation Request for Building Work (\$15,000)
- d. Johnson Foundation – Donation Request for Building Work
- e. Chariton Public Library Foundation – Donation Request for Building Work

10. Old Business

- a. Fundraising Committee
- b. Investment Transfers – Resolution to Transfer Funds
- c. Julia Pogue Bequest – Resolution to Transfer Funds for Collection Purchases

11. New Business

- a. **Building Work**
- b. Book Sale
- c. Mask Mandate

12. Reports: Director's Report

13. Adjournment

The next meeting of the Library Board will be Thursday, June 3, 2021.

CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY JUNE 3, 2021
LIBRARY MEETING ROOM 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. Architect Presentation**
- 4. Public Forum**
- 5. May 2021 Minutes**
- 6. Correspondence – Patron requests to end Pandemic Policy**
- 7. May 2021 Financial Statement & April 2021 Treasurer's Reports**
- 8. June 2021 Claims**
- 9. Grants – Still working on funding request letters**
- 10. Old Business**
 - a. Fundraising Committee
- 11. New Business**
 - a. Board Secretary
 - b. **Staff Wage Increases to begin July 1, 2021**

Staff Wages	Current Rate	FY22 Rate (to begin July 1, 2021)		
Lauri Ghormley	\$11.33	\$14.00	1560 Hours	\$21,840
Dawn Morgan	\$11.25	\$12.00	1560 Hours	\$18,720
Ange Altenhofen	\$8.76	\$10.00	1560 Hours	\$15,600
Chris Brown	\$8.50	\$10.00	1560 Hours	\$15,600

Total Staff Salary Estimate FY22: \$111,760

- c. Pandemic Policy

12. Reports: Director's Report

13. Adjournment

The next meeting of the Library Board will be Thursday, **JULY 1ST OR JULY 8TH**, 2021.