

CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY JULY 11, 2019
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. MINUTES
4. PUBLIC FORUM
5. CORRESPONDENCE
 - a. Thank you from Doyle Gripp family
6. FINANCIAL STATEMENT & TREASURER'S REPORT
7. CLAIMS
8. GRANTS
 - a. Vredenburg Grant application due July 19th.
9. OLD BUSINESS
 - a. Building issues - engineer
10. NEW BUSINESS
 - a. Part Time Employee Raises City = 3%
11. REPORTS: Director's Report attached.
12. ADJOURNMENT

CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES

AGENDA · MONDAY AUGUST 5, 2019

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. MINUTES
4. PUBLIC FORUM
5. CORRESPONDENCE
6. FINANCIAL STATEMENT & TREASURER'S REPORT
7. CLAIMS
8. GRANTS
9. OLD BUSINESS
10. NEW BUSINESS
11. REPORTS: Director's Report attached.
12. ADJOURNMENT

CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY SEPTEMBER 5, 2019
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. MINUTES

4. PUBLIC FORUM

5. CORRESPONDENCE

- a. Spoke with Thomas C. Wollan, AIA, LEED AP, Partner frk architects + engineers. He emailed a couple examples of RFPs we might use as guidelines to create our own RFP to send to him and to other companies. Didn't get any response from the other two companies I contacted.

6. FINANCIAL STATEMENT & TREASURER'S REPORT

7. CLAIMS

8. GRANTS

- a. Received \$6,000 from the Vredenburg Foundation to be spent on storage/organization for the circulation area (\$640), and also on the digitization of local newspapers up to 2018/2019 (\$5,360). I've already contacted Advantage Preservation to OK the quote & ask for the process to be started. We immediately began purchasing items for the circulation desk, but are still waiting on some to be shipped.

9. OLD BUSINESS

- a. Schedule Budget Committee Meeting

10. NEW BUSINESS

- a. Distribution of Policies that need reapproved prior to Accreditation. Please read through them & be prepared to discuss any amendments at the October meeting.

11. REPORTS: Director's Report attached.

12. ADJOURNMENT

CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY OCTOBER 3, 2019
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

- a. Ben Watt & Bevin Pillsbury-Allen -- Oaths of Office

2. ADOPTION OF AGENDA

3. MINUTES

4. PUBLIC FORUM

5. CORRESPONDENCE

- a. Hy-Vee Reusable Bag Program letter

6. FINANCIAL STATEMENT & TREASURER'S REPORT

7. CLAIMS

8. GRANTS

9. OLD BUSINESS

- a. Budget Committee Meeting – waiting on Building Repair RFP to determine transfer estimate

10. NEW BUSINESS

- a. Policies that need reapproved prior to Accreditation.
- b. RFP Building Repair (draft)

11. REPORTS: Director's Report attached.

12. ADJOURNMENT

CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY NOVEMBER 7, 2019
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. MINUTES
4. PUBLIC FORUM
5. CORRESPONDENCE
6. OCTOBER Financial Statement & SEPTEMBER Treasurer's Report
7. CLAIMS
8. GRANTS
 - a. DEKKO Foundation Grant Request – Dawn Morgan – Inspiration Station
9. TRUSTEE TRAINING State Library Consultant Misty Gray will update the Board on State Library Services that the Library participates in, as well as provide input on funding and budgeting.
10. OLD BUSINESS
 - a. FY2021 Budget Request
 - b. RFP Building Repair
11. NEW BUSINESS
 - a. Hy-Vee Reusable Bag Program
 - b. Staff Salaries
12. REPORTS: Director's Report attached.
13. ADJOURNMENT

CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY DECEMBER 5, 2019
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. Bevin Pillsbury – Oath of Office
3. ADOPTION OF AGENDA
4. MINUTES
5. PUBLIC FORUM
6. CORRESPONDENCE
7. NOVEMBER Financial Statement & OCTOBER Treasurer's Report
8. CLAIMS
9. GRANTS
10. OLD BUSINESS
11. NEW BUSINESS
12. REPORTS: Director's Report attached.
13. ADJOURNMENT

CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY JANUARY 2, 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. MINUTES
4. PUBLIC FORUM
5. CORRESPONDENCE
 - a. Letter of resignation Trustee Ben Watt. Work schedule/location conflicts.
 - b. Multiple RFP mailings returned undeliverable as addressed.
 - c. 2 phone calls re: RFP (1 uninterested, 1 retired)
 - d. 1 letter re: RFP uninterested
 - e. 1 email from Schemmer, one of the firms recommended by an engineer working with the City, with questions, and my response email.
6. DECEMBER Financial Statement
7. CLAIMS
8. GRANTS
9. OLD BUSINESS
10. NEW BUSINESS
 - a. Board Officer Nominations
 - b. Annual Report
11. REPORTS: Director's Report attached.
12. ADJOURNMENT

CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY FEBRUARY 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. MINUTES
4. PUBLIC FORUM
5. CORRESPONDENCE
6. JANUARY 2020 Financial Statement
7. CLAIMS
8. GRANTS Report to SCICF. Next application due March 1st. Collection funds again.
9. OLD BUSINESS
 - a. Library Funding – Supervisors Meeting
 - b. RFP Pre-Bid Meeting
10. NEW BUSINESS
 - a. Genealogy Relocation Deadline
 - b. Library Hours
 - c. Library Long Range Plan
 - d. Selling of Donated Items @ ½ Price Books or online, maintaining receipts & paper trail.
11. REPORTS: Director's Report attached.
12. ADJOURNMENT

CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY MARCH 5, 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. MINUTES

4. PUBLIC FORUM

- a. Lucas County Genealogical Society

5. CORRESPONDENCE:

email from Susan Prattis

email to Genealogical Society: Melody Wilson, Linda Jurgens, Darlene Arnold

6. FINANCIAL STATEMENT: February 2020

7. CLAIMS

8. GRANTS: SCICF: We requested \$6,000 funding for purchasing collection items.

9. OLD BUSINESS

- a. Genealogy: Motion to terminate Chariton Public Library agreement, dated June 4, 2015, with Genealogical Society of Lucas County for use of public library space. (see attached)
Roll Call Vote

- b. RFP Bids

- c. Library Long Range Plan

10. NEW BUSINESS

- a. Closing at 4:30 for STEAMFEST on Thursday March 26, 2020 so all staff can participate
- b. Selling of Donated Items @ ½ Price Books or online, maintaining receipts & paper trail.

11. REPORTS: Director's Report attached.

12. ADJOURNMENT

CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY APRIL 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 April 9, 2020, Chariton Public Library Board Meeting will be held on line through Go to Meeting. Pursuant to the Proclamation of Governor Reynolds dated April 6, 2020 and Mayor Dennis Bisgard dated March 16, 2020, the Library is closed to the public. Information/instructions for public access → →

Iowa League Cities Website

Guidance for Holding Electronic Meetings

Monday, March 16, 2020

In light of recent federal and state agency warnings related to COVID-19, cities may feel the need to conduct city council and board/commission meetings electronically. This is permitted under Section 21.8 of the state code, and a recent press release from the Iowa Public Information Board (IPIB) offers guidance on how to comply with the law.

In most cases in the past, the use of Section 21.8 was to allow a single council member to join a meeting electronically from a remote location (typically via conference call). However, the state code does permit an electronic meeting where all members participate remotely when an in-person meeting is "impossible or impractical." In either case, the city must ensure there is public access to the meeting, and the notice requirements still apply (at least 24 hours before the meeting, a notice and agenda must be posted). Minutes of the meeting must also be taken and include a statement detailing why an in-person meeting could not be used. If a conference call or video conference is to be used, providing call-in details or a link to the online meeting to the public can help provide reasonable access.

Meeting called to order: 5:___p.m.

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

Also present: Librarian Kris Murphy, City Manager Laura Liegois

Chariton Public Library April Board Meeting
Thu, Apr 9, 2020 5:30 PM

Please join my meeting from your computer, tablet or smartphone.
<https://global.gotomeeting.com/join/912547829>

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

Access Code: 912-547-829

New to GoToMeeting? Get the app now and be ready when your first meeting starts:
<https://global.gotomeeting.com/install/912547829>

1. CALL TO ORDER

2. ADOPTION OF AGENDA

VOTE: Dixon ___ Esper ___ Fenton ___ McGee ___ Mefferd ___ Pillsbury-Allen ___ Sharp ___ Utesch ___ Watkins-Schoenig ___

3. MINUTES

VOTE: Dixon ___ Esper ___ Fenton ___ McGee ___ Mefferd ___ Pillsbury-Allen ___ Sharp ___ Utesch ___ Watkins-Schoenig ___

4. PUBLIC FORUM

5. CORRESPONDENCE: BRIDGES Agreement Letter

6. FINANCIAL STATEMENT: March 2020

7. CLAIMS

VOTE: Dixon ___ Esper ___ Fenton ___ McGee ___ Mefferd ___ Pillsbury-Allen ___ Sharp ___ Utesch ___ Watkins-Schoenig ___

8. GRANTS: STEM Scale-Up Programming Grant

9. OLD BUSINESS: RFP Bids

VOTE: Dixon ___ Esper ___ Fenton ___ McGee ___ Mefferd ___ Pillsbury-Allen ___ Sharp ___ Utesch ___ Watkins-Schoenig ___

10. NEW BUSINESS

11. REPORTS: Programming Report attached. Director's Report for March 2020 will be submitted in May.

12. ADJOURNMENT

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

Lois Dixon, Secretary

CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY MAY 7, 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 May 7, 2020, Chariton Public Library Board Meeting will be held both in person in City Council chambers and online through Go to Meeting.

Pursuant to the Proclamation of Governor Reynolds dated April 6, 2020 and Mayor Dennis Bisgard dated March 16, 2020, the Library is closed to the public.

Information/instructions for public access → →

Chariton Public Library May Board Meeting
Thu, May 7, 2020 5:30 PM

Please join my meeting from your computer, tablet or smartphone.
<https://global.gotomeeting.com/join/221374277>

You can also dial in using your phone.
United States: [+1 \(669\) 224-3412](tel:+16692243412)

Access Code: 221-374-277

New to GoToMeeting? Get the app now and be ready when your first meeting starts:
<https://global.gotomeeting.com/install/221374277>

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

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

Also present: Librarian Kris Murphy, City Manager Laura Liegois

1. CALL TO ORDER

2. ADOPTION OF AGENDA

VOTE: Dixon ___ Esper ___ Fenton ___ McGee ___ Mefferd ___ Pillsbury-Allen ___ Sharp ___ Utesch ___ Watkins-Schoenig ___

3. MINUTES (March 2020 and April 2020)

VOTE: Dixon ___ Esper ___ Fenton ___ McGee ___ Mefferd ___ Pillsbury-Allen ___ Sharp ___ Utesch ___ Watkins-Schoenig ___

4. PUBLIC FORUM

5. CORRESPONDENCE: email correspondence with architects to award bid.

6. Financial Statement April 2020, Treasurer's Report March 2020

7. CLAIMS

VOTE: Dixon ___ Esper ___ Fenton ___ McGee ___ Mefferd ___ Pillsbury-Allen ___ Sharp ___ Utesch ___ Watkins-Schoenig ___

8. GRANTS: none

9. OLD BUSINESS:

10. NEW BUSINESS

11. REPORTS: Programming Report attached. Director's Report for March/April 2020 attached.

12. ADJOURNMENT

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

CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY JUNE 4, 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 June 4, 2020, Chariton Public Library Board Meeting will be held online through Go to Meeting.

Pursuant to the Proclamation of Governor Reynolds dated April 6, 2020 and Mayor Dennis Bisgard dated March 16, 2020, the Library is closed to the public.

Information/instructions for public access → →

Chariton Public Library - June 4, 2020 Board Meeting
Thu, Jun 4, 2020 5:30 PM - 7:30 PM (CDT)

Please join my meeting from your computer, tablet or smartphone.
<https://global.gotomeeting.com/join/626095645>

You can also dial in using your phone.
United States: +1 (571) 317-3122

Access Code: 626-095-645

New to GoToMeeting? Get the app now and be ready when your first meeting starts:
<https://global.gotomeeting.com/install/626095645>

Meeting called to order: 5:___p.m.

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

Also present: Librarian Kris Murphy, City Manager Laura Liegois

1. CALL TO ORDER

2. ADOPTION OF AGENDA

VOTE: Dixon ___ Esper ___ Fenton ___ McGee ___ Mefferd ___ Pillsbury-Allen ___ Sharp ___ Utesch ___ Watkins-Schoenig ___

3. MINUTES (May 2020)

VOTE: Dixon ___ Esper ___ Fenton ___ McGee ___ Mefferd ___ Pillsbury-Allen ___ Sharp ___ Utesch ___ Watkins-Schoenig ___

4. PUBLIC FORUM

5. CORRESPONDENCE:

6. Financial Statement May 2020, Treasurer's Report ~~March 2020~~

7. CLAIMS

VOTE: Dixon ___ Esper ___ Fenton ___ McGee ___ Mefferd ___ Pillsbury-Allen ___ Sharp ___ Utesch ___ Watkins-Schoenig ___

8. GRANTS: none

9. OLD BUSINESS:

10. NEW BUSINESS

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

12. ADJOURNMENT

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