

CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES

AGENDA · THURSDAY JULY 2, 2015

5:00 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.

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. MINUTES
4. PUBLIC FORUM
5. CORRESPONDENCE
  - a. 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.
6. FINANCIAL STATEMENT & TREASURER’S REPORT
7. CLAIMS
8. GRANTS
  - a. Rotary Grant
  - b. Vredenburg Foundation Grant – DUE July 17<sup>th</sup>.
9. OLD BUSINESS
  - a. Building Issues
  - b. Long Range Plan
10. NEW BUSINESS
11. REPORTS: Director’s Report attached.
12. ADJOURNMENT

JUNE RECEIPTS	AMOUNT
Petty Cash	\$363. <sup>69</sup>
Memorials	\$361. <sup>87</sup>
<b>Total Deposits</b>	<b>\$725.<sup>56</sup></b>

CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES

AGENDA · THURSDAY SEPTEMBER 3, 2015

5:00 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.

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

- a. Both Vredenburg & DEKKO grant checks have arrived & I've placed orders. The four Vredenburg patron computers are already in place.

9. OLD BUSINESS

- a. Building Issues – RFP for Building Repairs – A lot of calls for information, but some confusion as they seem to think we're redoing the whole building, including furniture.
  - b. Air Conditioning/Heating Units – Country Propane, Heating & Cooling came to fix the south unit. They are setting us up with an annual maintenance contract.
  - c. Long Range Plan

10. NEW BUSINESS

11. REPORTS: Director's Report attached.

12. ADJOURNMENT

AUGUST RECEIPTS	AMOUNT
Interest (Milnes, Dewey)	\$7. <sup>67</sup>
Memorials	\$43. <sup>00</sup>
DEKKO Grant	\$30,000. <sup>00</sup>
<b>Total Deposits</b>	<b>\$30,050.<sup>67</sup></b>

CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES

AGENDA · THURSDAY OCTOBER 8, 2015

5:00 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.

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. MINUTES
4. PUBLIC FORUM
5. CORRESPONDENCE
  - a. Resignation from Board – Sarah Davis
  - b. Resignation from Board – Linda Braida
  - c. Annual Contribution from Library Foundation
6. FINANCIAL STATEMENT & TREASURER’S REPORT
7. CLAIMS
8. GRANTS
9. OLD BUSINESS

- a. Building Issues – 2 Bids

10. NEW BUSINESS

- a. Food for Fines November & December

- b. Winter Holidays – Close Saturdays following Holidays – 11/28/15, 12/26/15 & 1/2/16

11. REPORTS: Director’s Report attached.

12. ADJOURNMENT

SEPTEMBER RECEIPTS	AMOUNT
Memorials/Donations	\$1,156. <sup>35</sup>
Vredenburg Grant	\$10,000. <sup>00</sup>
State DSA Funds	\$1,925. <sup>88</sup>
<b>Total Deposits</b>	<b>\$13,082.<sup>23</sup></b>

CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES  
AGENDA · THURSDAY NOVEMBER 5, 2015  
5:00 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.

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
  - a. FY16 Budget Request
11. REPORTS: Director's Report attached.
12. ADJOURNMENT

**CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES**  
**AGENDA · THURSDAY DECEMBER 3, 2015**  
**5:00 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.

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

a. Operations Policy: Proposed  
WINTER Library Hours Change

42 OPEN HOURS PER WEEK (3 HOURS MORE PER WEEK @ NO COST INCREASE)

MONDAY - THURSDAY SAME 11:00 - 7:00 HOURS

FRIDAY SAME 11:00 OPEN TIME – CLOSE AT 5:00  
(STORYTIME still @ 10:30? Discussing with attendees)

SATURDAY SAME 11:00 OPEN TIME - 4 HOUR  
SHIFT: SINGLE, STAFF OR SPLIT SHIFT?

SUMMER HOURS WILL STILL CHANGE,  
BUT UNSURE HOW.

Kris 40  
Brandon 20+  
Lauri 18+  
Deb 12+  
Sharon 12+

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									

11. REPORTS: Director's Report attached.

12. ADJOURNMENT

NOVEMBER RECEIPTS	AMOUNT
Memorials/Donations	\$1,006. <sup>96</sup>
Library Foundation	\$415. <sup>30</sup>
State OA/ILL Funds	\$395. <sup>40</sup>
Interest	\$196. <sup>82</sup>
<b>Total Deposits</b>	<b>\$2,014.<sup>48</sup></b>

CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES

AGENDA · THURSDAY JANUARY 7, 2016

5:00 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.

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

- a. Board Officers & Potential Board Members
- b. 2016 Annual Calendar
- c. City Council Meeting 3:00 Monday, January 11<sup>th</sup>
- d. Accreditation Renewal coming up – due February 28, 2016

Updated within parameters:

Long Range Plan (9/3/15)

Bylaws (6/11/15)

Operations Policy (4/4/13, but...)

Needs Updated: please review provided copy

Collection Development Policy

Internet Use Policy

Personnel Policy

11. REPORTS: Director's Report attached.

12. ADJOURNMENT

Coming up next month: Director Evaluation  
Staff Evaluations  
Accreditation / Policies

DECEMBER RECEIPTS	AMOUNT
Petty Cash	\$1,646. <sup>47</sup>
Lucas County Rural Fees ½	\$6,500. <sup>00</sup>
Memorials/Donations	\$102. <sup>80</sup>
Charlene Meyer Memorials	\$11,511. <sup>00</sup>
Wilma Strait Memorial	\$2,000. <sup>00</sup>
Interest	\$193. <sup>90</sup>
<b>Total Deposits</b>	<b>\$21,954.<sup>17</sup></b>

CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES  
AGENDA · THURSDAY FEBRUARY 4, 2016  
5:00 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.

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
  - a. Director Evaluation
  - b. Board Bylaws – Suggestion to switch the regular meeting time to 6:00 pm
  - c. Accreditation Renewal coming up – due February 28, 2016
    - Update Internet Use Policy
    - Update Operations Policy
11. REPORTS: Director's Report attached.
12. ADJOURNMENT

JANUARY RECEIPTS	AMOUNT
Petty Cash	\$511. <sup>58</sup>
Memorials/Donations	\$50. <sup>00</sup>
Genealogy Rent ½ Year	\$600. <sup>00</sup>
<b>Total Deposits</b>	<b>\$1,161.<sup>58</sup></b>

CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES  
AGENDA · THURSDAY MARCH 3, 2016  
5:00 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.

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. MINUTES
4. PUBLIC FORUM
  - a. Deb McClure (& Phil Hammermeister?) – Library/Hy-Vee Programming Partnership
5. CORRESPONDENCE
6. FINANCIAL STATEMENT & TREASURER’S REPORT
7. CLAIMS
8. GRANTS - none
9. OLD BUSINESS
  - a. Director Evaluation
  - b. Board Bylaws – Amendment: switch regular meeting time to 5:30 pm.

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.

10. NEW BUSINESS
  - a. Quote: Lights in the Display Case
  - b. Surveillance Cameras

11. REPORTS: Director’s Report attached.

12. ADJOURNMENT

<b>FEBRUARY RECEIPTS</b>	<b>AMOUNT</b>
Petty Cash	\$142. <sup>61</sup>
Memorials/Donations	\$87. <sup>70</sup>
Book Sale	\$162. <sup>00</sup>
Workers Comp Refund	\$315. <sup>00</sup>
<b>Total Deposits</b>	<b>\$707.<sup>31</sup></b>



CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES

AGENDA · THURSDAY APRIL 7, 2016

5:00 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.

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. MINUTES

4. PUBLIC FORUM

5. CORRESPONDENCE

- a. Thank You – Janet Granahan – Book Sale Religion Books to Cornerstone Church

6. FINANCIAL STATEMENT & TREASURER’S REPORT

7. CLAIMS

8. GRANTS - Rotary Grant

9. OLD BUSINESS

- a. Director Evaluation

10. NEW BUSINESS

- a. Quotes for Surveillance Cameras

11. REPORTS: Director’s Report attached.

12. ADJOURNMENT

MARCH RECEIPTS	AMOUNT
Petty Cash	\$527.71
Memorials/Donations	\$220.00
Interest	\$7.70
Fundraiser – Jelly Bean Jar	\$12.50
Friends Reimbursement Program Fee	\$350.00
<b>Total Deposits</b>	<b>\$1,117.91</b>

CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES

AGENDA · THURSDAY May 5, 2016

5:00 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.

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. MINUTES

4. PUBLIC FORUM

5. 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

6. FINANCIAL STATEMENT & TREASURER'S REPORT

7. CLAIMS

8. GRANTS

9. OLD BUSINESS

- a. Surveillance Cameras

10. NEW BUSINESS

11. REPORTS: Director's Report attached.

12. ADJOURNMENT

APRIL RECEIPTS	AMOUNT
City Appropriation (2 <sup>nd</sup> half)	\$34,750.00
County Rural Fees (2 <sup>nd</sup> half)	\$6,500.00
Book Sale	\$86.50
<b>Total Deposits</b>	<b>\$41,336.50</b>

CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES

AGENDA · THURSDAY JUNE 2, 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. MINUTES

4. PUBLIC FORUM

5. CORRESPONDENCE

- a. Memorial Notices sent for Jake Debok and Liela Stout Mitchell. Thank You sent to Town & Country Book Club.

6. FINANCIAL STATEMENT & TREASURER'S REPORT

7. CLAIMS

8. GRANTS

9. OLD BUSINESS

- a. Surveillance Cameras & Policy

10. NEW BUSINESS

- a. July Meeting Date

11. REPORTS: Director's Report attached.

12. ADJOURNMENT

MAY RECEIPTS	AMOUNT
Petty Cash	\$642. <sup>89</sup>
Interest	\$194. <sup>34</sup>
Memorials/Gifts	\$265. <sup>91</sup>
<b>Total Deposits</b>	<b>\$1,103.<sup>14</sup></b>