

Library Board Minutes
January 2022

Attendance: Bob, Christina, Joe, Jim and Tara
Absent: Debra

Consent Agenda

- Christina makes a motion to approve
- Seconded by Jim
- Unanimous vote to carry motion

Correspondence

- Eighth grade students that came and used the library write thank you notes to the library
- Emily gave her resignation. Her last day will be next Friday. She is moving to Omaha. Tara mentioned that no board vote is needed since the salary to be posted has not changed.
 - Bob asked what department Emily works in and Tara replied she is in genealogy cataloging / full-time and has been with the library for about 9 months.

Director's Report

- Plumbers were onsite twice. Mens' toilets were continuously running but was fixed.
- Track lighting quit working but Mr. Bowden repaired it.
- Included official notice of tier standing in the Director's report.
- Bob mentioned that the building maintenance budget for next year should be increased by 30k next year for increased maintenance needs. Tara replied that our budget was submitted and we included \$8k for LED lights, \$15k for ramp/flood prevention and \$1k increase for lawn/snow services. Bob agreed this was sufficient.

Committee Reports

- Friends did not meet
- Foundation met and Joe reported the Foundation approved up to \$32k in expenditures for repairs or purchases for the children's library/basement.
 - Bob suggested we start discussions again about the Annex / additional space for the library.
 - Joe said his understanding is the City wants to issue bonds separately for different needs such as Fire department, library, school, etc and that Fire department would be on the next ballot in the fall.
 - Joe mentioned that expansion has been discussed at the last two Foundation meetings and the Foundation is ready to start pushing on the expansion.
 - Bob asked Tara what needs to be done to determine the need. Tara replied that the space needs assessment is in the strategic plan and that next steps would include an architect creating drawings. Library board would chose the architect and Foundation pays the initial fee to get the floor plans.
 - Tara recommended a special committee or the building committee meet with the Foundation to start talking about next steps.
 - Bob said at the next meeting we will determine who will meet with the Foundation and start moving it forward with the Foundation.

Old Business

- Email from Pinnacle on the ramp. The assessment shows some minor leaks coming in from walls and roof but the basement is dry. Wont affect moving forward with remodel. Tara said the wall will likely need to be treated.
- Tara mentioned renovations needed to the driveway because water is pooling next to the building.

- Bob asked about replacing the gutters and where the water would run to and Tara replied the new gutters would redirect water to location other than the sidewalk. The current gutter drains to the sidewalk and is a major flooding problem.

New Business

- The holiday calendar must be updated to reflect Veterans Day. The Bboard voted in the last meeting to approve holidays but Veterans Day was not on the list. A new vote is needed to revise this holiday list.
 - Joe made a motion to add Veterans Day to the calendar and Christina seconded. There was a roll call vote and the Board approved this change unanimously.
- Strategic Plan.
 - Tara shared two documents with the Board. One is the Strategic Plan, and the other is the implementation document. The board only votes on the Strategic Plan. The implementation document remains fluid in case the library needs to change how it is enforcing the Strategic Plan. This year's Strategic Plan highlights marketing as a number one priority because of the need for the library expansion. Joe asked if the board needed to vote tonight on the Strategic Plan because he would like more time to review it. Tara said it needed to be voted on but if Joe had amendments that we could amend the Strategic Plan in the future. Joe said he read enough of the summary that he feels comfortable voting and will make amendment recommendations in the future if needed.
 - Tara explained the Strategic Plan includes a lot of community feedback. This Strategic Plan received more community feedback than any other year and she is very happy that the way the community responded to request for information. One piece of feedback received in every meeting was regarding the need for more library space. Tara would like the summary document for the Strategic Plan to be posted on the library website so the public can see how often community members brought up the idea of expansion.
 - Joe made a motion to accept the Strategic Plan and Jim seconded the motion. The board voted unanimously to approve.
- Board of Trustees calendar. This calendar points out the major milestones for the library. Tara said the only change she made was to add a review of board minutes to July because this is a new accreditation requirement. No vote was needed.
- Children's department enhancements. Tara presented several options and price packages for different enhancement options for the children's department. The plan is to apply for a Mills County Community grant for the money to purchase the enhancements. If the Foundation does not want to improve the full amount of the request, Joe advised they have the options to reduce the request. Christina recommended submitting our request in a way that prioritizes things we need and listing the items in order of priority. Joe reported that educational literacy is a priority for the Foundation so framing our request for money to make a clear these items support education literacy is important. The total need is about \$14,000.
 - Joe asked for the picture of the television shown in the flyer to be removed to keep the emphasis on reading, not gaming.
 - Joe made a motion to move forward with the Foundation request that includes deferring judgment to Tara for any change to items needed. Christina seconded the motion and it was approved unanimously.
- Iowa Board of Trustees Handbook.
 - Tara gave a high-level review of the following sections: Confidentiality policy, Board of Trustee open meetings, Board of Trustees liabilities, compatibility of office, Fair labor standards, copyright laws, and Iowa gift laws.

- Joe mentioned that he was looking on the Law Library website and saw a question about being able to continue remote meetings with the public. The guidance on the Law Library website indicated Board members must attend in person unless there is a valid reason someone cannot attend (there were examples given of how the term valid reason is defined). Convenience is not a valid reason. Tara agreed that this was also her understanding but said no one has mentioned anything to her to date. Tara did say all board meetings are open access and she posts the physical address of the meeting and also the zoom link. Joe will send Tara the information he found on this topic and the board can discuss it at a later date.
- Meeting adjourned.