

WINTERSET PUBLIC LIBRARY - BOARD OF TRUSTEES MINUTES

**January 21, 2020 - 6:00 pm
Library Storytime Room
123 N. 2nd St., Winterset, Iowa**

Members present: Kylon Schmitt, Tom Brown, Liz Berry, Mike Mahan, Jennifer O'Brien, and Director Jean Bosch.

Members absent & excused: Debi Martens and Molly Clark

Call to order by Mahan, standing in as president, at 6:06 p.m.

Approve minutes of meeting December 18, 2019: Motion was made by O'Brien/Schmitt to approve the minutes, motion made unanimously.

Greet visitors & hear citizen comments: No visitors

Business

1. Budget proposal was approved for submittal with inclusion of 3% salary increase for the cost of living for the library staff. The Winterset City Administrator, Kelly Brown, has added 3% salary increase for city employees for FY2020 and the board agreed the library staff should also see the increase. Motion was made by Schmitt/Berry and motion was carried unanimously.
2. Policy Manual, Sex Offenders – tabled until February meeting
3. Personnel Policy Manual, Inclement Weather – 1st review/discussion revisited; tabled until February meeting
4. Policy Manual, Library Patron Registration – 1st review/discussion; tabled until February meeting

Director's Report

1. Activity Report was reviewed by Bosch
2. Friends of the Library update was reviewed by Bosch

Review Revenue & Expense Report

Approve Claims: Motion was made by Schmitt/Brown and voted unanimously.

Upcoming business meetings & events

City Council budget hearing	Jan. 27	6:00 pm	City Hall
City Council meeting	Feb. 3	7:00 pm	City Hall
Trustees meeting	Feb. 18	6:00 pm	Library
Friends meeting	Apr. 9	6:30 pm	Library

Adjournment by Mahan at 7:05 p.m.

Respectfully submitted by Secretary Jennifer O'Brien

WINTERSET PUBLIC LIBRARY - BOARD OF TRUSTEES
SPECIAL SESSION
January 29, 2020 - 5:30 pm
Library Storytime Room
123 N. 2nd St., Winterset, Iowa

Members present: Mike Mahan, Liz Berry, Ky Schmitt, Tom Brown, Debi Martens (via Skype), Molly Clark (via speaker phone at 6:29 p.m.), Jennifer O'Brien, and Director Jean Bosch

Members absent: none

Call to order: by Mahan, standing in as president, at 5:35 p.m. since President Martens is out of the country and joining the meeting via Skype.

Approve agenda: motion made by O'Brien/Berry and carried unanimously.

Visitors: Winterset staff librarians- Tiffany Rohe MLIS, Youth Services and Michelle Carter, Customer Services.

Business

1. Acceptance of resignation by Director Jean Bosch was reviewed and motion made by Martens/Mahan, carried unanimously. See attached letter.
2. Discussion & possible approval of Interim Director options were discussed and a motion was made for Schmitt/O'Brien to meet with the staff and then report back to the Board by Schmitt/O'Brien and voted unanimously. Rohe will contact the rest of the staff to set up a time to meet then email Schmitt/O'Brien the details.

Addendum: Schmitt/O'Brien will be meeting with the library staff on February 8th at 8 a.m.

3. Discussion & possible approval of updated Director job description was reviewed, no changes were made. See attached description. Motion made by Berry/Brown, carried unanimously.
4. Discussion of Director search process-Director Bosch provided a list of options to post the job advertisement to the Board for approval. The majority of the posts will be on the library website, library-related listservs, and social media. After discussion of the hiring process for the last Director position, it was decided that Bosch will set up a Gmail account from the Winterset Library website for applicants to submit their resumes. After Bosch sets up the account, she will then send the link to the Board to reset the password for confidentiality. The advertisement was reviewed, Trustee Clark was phoned in at 6:29 p.m. for her input. It was decided to increase the salary range from \$50,000-58,000 to \$52,000-60,000. Motion made by Mahan/Brown, voted unanimously.
5. Discussion of interim issues & tasks to be completed before departure as presented by Director Bosch:
 - Study rooms - currently waiting for glass that has been ordered, but the construction will wait until the new Director has been hired.

- Summer reading programs - the staff is independent with this task.
- Frederick Douglass national traveling exhibit with programming in February - Winterset Public Services Librarian Chris Baumgarn, will pack up and ship the exhibit March 15th.
- Board meetings - Interim Director will present.
- Friends book sale in April Friends - Book Sale committee will direct the book sale.
- Building/grounds - Bosch is creating notes and contacts to call for building troubleshooting.
- Council - Bosch will be at the next Council meeting on February 3rd. The budget has already been addressed for the fiscal year.

Motion to accept the list of interim issues/tasks was made by Schmitt/O'Brien, voted unanimously.

Adjournment by Mahan at 7:17 p.m.

WINTERSET PUBLIC LIBRARY - BOARD OF TRUSTEES
SPECIAL SESSION
February 17, 2020 - 6:00 pm
Library Meeting Room
123 N. 2nd St., Winterset, Iowa

Members present: Ky Schmitt, Tom Brown, Director Jean Bosch, Debi Marten, Mike Mahan, Jennifer O'Brien and Liz Berry

Members absent & excused: Molly Clark

Call to order by President Debi Martens at 6:01 p.m.

Approve agenda: Martens wanted to amend the business by adding on Interim Director options and discussing the staff meeting coordinated by Schmitt and O'Brien on February 8, 2020. Motion was made by O'Brien/Schmitt to approve the amended agenda; motion was carried unanimously.

Business

1. Interim Director options were reviewed and a motion was made by Schmitt/O'Brien to extend an offer to Librarians Tonja Porter and Tiffany Rohe the Interim Co-Director duties until a new Director is hired. The motion was carried unanimously.
2. Discussion & approval of Interim Co-Director job duties were reviewed as drafted by Bosch. Confidential files which are located in the Director's office in a locked drawer will be separated and moved to a locked fire box or filing cabinet that Bosch will purchase. Two board members will keep the keys to the locked box/cabinet until the new Director has been hired or if the Interim Co-Directors need access. Mahan/Berry made a motion to accept the proposed Interim Library Co-Director duties & responsibilities and was voted unanimously.
3. Interim Co-Directors & compensation – the Interim Co-Directors will receive compensation in addition to their current hourly rates beginning on March 1, 2020, and continuing through a full pay period after the new Director starts duty so they may assist with transition.
4. Schmitt/O'Brien attended a staff meeting on February 8, 2020, to share information for the Director search process.

Next scheduled Board meeting Feb. 18 6:00 pm Library

Adjournment by Martens at 7:33 p.m.

Respectfully submitted by Secretary Jennifer O'Brien

WINTERSET PUBLIC LIBRARY - BOARD OF TRUSTEES MINUTES
February 18, 2020 - 6:00 pm
Library Storytime Room
123 N. 2nd St., Winterset, Iowa

Members present: Liz Berry, Tom Brown, Director Jean Bosch, Debi Martens, Jennifer O'Brien and Mike Mahan

Members absent & excused: Molly Clark & Ky Schmitt

Call to order: by Debi Martens, President at 6:02 p.m.

Approve agenda: motion made by O'Brien/Berry and carried unanimously.

Approve minutes of meetings: January 21, 2019 & January 29, 2020: motion made by Mahan/O'Brien and carried unanimously.

Greet visitors & hear citizen comments (open forum limit - 5 minutes): The Board welcomed Librarians Tonja Porter and Tiffany Rohe.

Business

1. Interim Co-Director approval- Letters were submitted to Porter and Rohe in writing for them to examine and sign if they accept the position.
2. Director Search Committee update - At the moment three applicants have submitted resumes. Bosch suggested that she re-send the job posting to library-related listservs and social media. The Board will meet again on March 3 at 6:00 p.m. at the library for a Director search work session. Interim Directors are invited to attend. Motion was made by O'Brien/Berry and carried unanimously.

Director's Report

1. Activity Report was reviewed by Bosch.
2. Friends of the Library update was reviewed by Bosch.

Review Revenue & Expense Report

Approve Claims: Motion was made by Berry/Brown and carried unanimously.

Upcoming business meetings & events

City Council meeting	Mar. 2	6:00 pm	City Hall
Trustees meeting	Mar. 17	6:00 pm	Library
Friends meeting	Apr. 9	6:30 pm	Library
Friends Spring Book Sale	Apr. 23-25	TBA	Library

Addendum: Director Bosch has purchased a locked filing cabinet for personnel files.

Adjournment by Martens at 7:12 p.m.

Respectfully submitted by Secretary Jennifer O'Brien

WINTERSET PUBLIC LIBRARY - BOARD OF TRUSTEES MINUTES

March 16, 2020 - 6:00 pm

Library Meeting Room

123 N. 2nd St., Winterset, Iowa

(THIS MEETING IS TAKING THE PLACE OF THE MARCH 17, 2020 MEETING DUE TO COVID-19)

Members present: Debi Martens, Liz Berry, Tonya Porter, Tiffany Rohe, Tom Brown, Jennifer O'Brien and Mike Mahan

Members absent & excused: Molly Clark and Ky Schmitt

Call to order by President Martens at 6:02 p.m.

Approve agenda: Mahan/Berry made motion to approve the agenda, motion was carried unanimously.

Approve minutes of meetings: February 18, 2020 were reviewed, Berry/Mahan made motion to approve, motion was carried unanimously.

Greet visitors & hear citizen comments (open forum limit - 5 minutes): No visitors

Business

1. Library Plan for dealing with coronavirus- Martens had attended a meeting with City Administrator Brown, and Co-Directors Rohe/Porter collected information from State Library of Iowa. Both recommended closure of the library. The library will be closed until April 13th (same as Winterset public schools), but the board will re-evaluate in 2 weeks via email if there are still state-wide closures. If not, then the library will reopen, if so, then the closure will continue. Rohe/Porter reported that the staff was cleaning materials as they arrive and plan to not refile materials for a few days. Due dates on loaned materials will be extended to April 27th, 2020, and no late fines will be charged. Interlibrary loans will be suspended. Staff will still be paid their regular scheduled hours. They can come to the library to work on projects or work remotely if able. They will be paid their hours if they are at work or not. Motion was made by O'Brien/Berry and carried unanimously.
2. Sidewalk Grant – The Master Gardeners would like a sidewalk that is ADA compliant poured around the garden boxes to the east of the library. Roxanne Rhoads will write a grant for the sidewalk and the City has approved. Mahan/O'Brien made motion to approve to have the sidewalk put in, and the board carried the motion unanimously.
3. Cleaning Procedures/ Janitorial Staff-Rohe/Porter had concerns with current cleaning procedures. They will make a cleaning schedule and list to present to the janitor on March 17, 2020.
4. Director Search Update- Secretary O'Brien has sent out emailed questions to the applicants with a due date of March 31, 2020. The Board will review after this date.

Interim Director's Report

1. Building Update- reviewed by Rohe/Porter

Review Revenue & Expense Report by Rohe/Porter

Approve Claims: Brown/Mahan made motion to approve the claims, motion was carried unanimously.

Upcoming business meetings & events

City Council meeting	Mar. 23	6:00 pm	City Hall
Trustees meeting	Apr. 21	6:00 pm	Library
Friends meeting	Apr. 9	6:30 pm	Library
Friends Spring Book Sale	Apr. 23-25	TBA	Library

Adjournment by Martens at 7:33 p.m.

WINTERSET PUBLIC LIBRARY - BOARD OF TRUSTEES MINUTES
May 19, 2020 - 6:00 pm
Library Meeting Room (limited capacity)

Members present: Debi Martens, Mike Mahan, Jennifer O'Brien, Ky Schmitt, Tom Brown, Interim Director Tiffany Rohe, Liz Berry and Molly Clark

Members absent & excused: none

Call to order by President Martens at 6:03 p.m.

Approve agenda: Clark/Schmitt made motion to approve the agenda, motion carried unanimously.

Approve minutes of meetings: April 21, 2020 were reviewed, will correct the last name of Barb Tenel to Tunell. Motion to approve the minutes was made by Clark/Schmitt, motion carried unanimously.

Greet visitors & hear citizen comments (open forum limit - 5 minutes): Librarian JoDean Delperdang was present.

Business

1. End of Molly's Board Term – The Board initially thought a female should replace a female member, but since there is an odd number of members a male's name could be submitted. Jennifer Jackson, Sarah Cowman and Jason Salton will be added to the list to be submitted to City Mayor Macumber by Secretary O'Brien
2. Director Search Update – Martens spoke to City Administrator Brown about proceeding with the interview process. There is uncertainty with future city funding due to the COVID 19 pandemic and the library continues to be closed. All of the librarians have been furloughed since April 27th. Martens will clarify with City Administrator Brown on hiring a new Director and starting date. General consensus of the Board is that a new Director needs to be selected soon. One of the top three candidates accepted another position, so the top remaining two will be contacted by Martens as soon as the City Administrator can assure that the position will not be furloughed. Tentative interview date is set for May 29th, Rohe will ask some of the staff to be present to interview the candidates.
3. Plan for curbside pick-up – Interim Director Rohe reported that next week Librarians Baumgarn and Delperdang will resume full and part-time positions respectively to start curbside pick-up. It is anticipated that the library will remain closed to incoming traffic until mid-June, but patrons can place orders for books to be picked up. Opening of the library will be phased in to comply with public health recommendations.
4. Date of next board meeting – Due to conflicts in schedules, next board meeting will commence June 23rd at 6:00 p.m.

Other: Board member Schmitt brought up two items to discuss; Martens met with electrician Dan Bench about replacing some light fixtures with LED in the future for a reasonable estimate. No work will be done until the new Director is in place and budgeting is more secure. Secondly, Board member Schmitt examined the library car (donated old police car) and noted what needs to be done to make it serviceable.

Review Revenue & Expense Report: by Rohe.

Approve Claims: Clark/Schmitt made motion to approve claims, motion carried unanimously.

Upcoming business meetings & events

City Council meeting	June 1	7:00 pm
Board Trustee meeting	June 23	6:00 pm

Adjournment by Martens at 7:32 p.m.

Respectfully Submitted by Secretary O'Brien

WINTERSET PUBLIC LIBRARY - BOARD OF TRUSTEES MINUTES

June 23, 2020 - 6:00 pm

Library Meeting Room

123 N. 2nd St., Winterset, Iowa

Members present: Molly Clark, Mike Mahan, Liz Berry, Tom Brown, Jennifer O'Brien, Debi Martens, Ky Schmitt at 6:21 via Facetime and Director David Hargrove

Members absent: None

Call to order by President Martens at 6:04 p.m.

Approve agenda- O'Brien wanted to add electing new Officers for 2020-21 to the agenda, motion made by O'Brien/Clark, approved unanimously.

Approve minutes of May 19, 2020 meetings: Motion made by Clark/Mahan and approved unanimously.

Greet visitors & hear citizen comments (open forum limit - 5 minutes) – Librarian Tiffany Rohe present.

Business

1. **New Trustees-** Members Clark and Martens have elected to retire from the board and a list of names were given to Mayor Macumber as potential replacements. Mayor Macumber that none of the candidates accepted the vacant positions. The Board discussed options like posting the positions on the Winterset Public Library Facebook or in the Madisonian. Director Hargrove commented that he would discuss this further with the Mayor. The plan is to fill the positions by next board meeting in July.
2. **Janitorial Staff-** An add was posted on WPL facebook with one potential candidate. Hargrove will visit with City Hall about what/when can be offered for the position.
3. **Director's Report-** was given by Hargrove.
4. **Phase I Plan for Reopening the Library-** Hargrove outlined a plan for Phase I opening of the library during COVID 19 outbreak. The library is currently closed to patrons coming in to the building, but continues to provide online orders and curbside service. Interlibrary loans have been reopened. Hargrove has a meeting planned with the staff on Friday June 26th and has researched what similarly sized libraries and local libraries are planning. City Administrator Kelley Brown has approved bringing on a few more staff part time to serve patrons until the library reopens.
5. **Election of Officers-** Brown was elected to serve as President and O'Brien volunteered to continue as Secretary. Members voted unanimously.

Other

Review Revenue & Expense Report by Hargrove.

Approve Claims – Motion to approve claims by Mahan/Berry, carried unanimously.

Upcoming business meetings & events

City Council meeting	July 6	6:00 pm	City Hall
Trustees meeting	July 21	6:00 pm	Library
Friends meeting	July 9	6:30 pm	Library

Adjournment by Martens at 7:22 p.m.

Respectfully submitted by Secretary Jennifer O'Brien

WINTERSET PUBLIC LIBRARY - BOARD OF TRUSTEES MINUTES

July 6, 2020* - 6:00 pm

Library Meeting Room

123 N. 2nd St., Winterset, Iowa

Members present: Mike Mahan, Liz Berry, Tom Brown, Jennifer O'Brien, and Director David Hargrove

Members absent: Ky Schmitt

Call to order by President Brown at 6:00 p.m.

Approve agenda: Motion made by O'Brien/Mahan approved unanimously.

Approve minutes of May 19, 2020 meetings: Motion made by Mahan/Berry and approved unanimously.

Greet visitors & hear citizen comments (open forum limit - 5 minutes): No visitors.

Business:

1. New Trustees- Wendy Sawyer and Terry Cowman have agreed to be Trustees, pending approval from City Council. Hargrove will provide orientation to the new Trustees.
2. Director's Report- was given by Hargrove. Highlights of the report include:
 - a. Website changes
 - b. Meeting with City Attorney
 - c. Clearing out old books so Friends can take book donations from community.
 - d. Donated Police car keys turned over to City Hall.
 - e. Remote link for Ancestry.com
 - f. Met with District State Librarian
 - g. Plans to present spread sheet of data for Board to review in future.
 - h. Orientation for new Board members.
 - i. Review one policy per month.
 - j. Monthly Board education for certification.
 - k. City Hall's proposed Authorization of 2020 Base Staff Salaries. Hargrove will relay to City Hall the Boards questions regarding the proposal for better understanding before approval.
3. Approve Phase II Plan for Reopening the Library- Hargrove outlined a plan for Phase II opening of the library during COVID 19 outbreak. Library building will be open to the public Tuesdays and Thursdays from noon-6p.m. and Fridays from noon-5p.m. Curbside service will continue M-F from 10 a.m. to close. Fifteen patrons will be allowed in the building for 30 minutes/day. Sneeze guards are in place and the bathrooms will be closed for sanitary precautions and employees will be wearing masks. Motion made by Berry/O'Brien and approved unanimously.
4. Set Date for Phase II Reopening of the Library- July 14th, 2020. Motion made by O'Brien/Berry and approved unanimously.

Other: None

Review Revenue & Expense Report by Hargrove. Motion made by Mahan/Berry and approved unanimously.

Approve Claims: Motion to approve claims by Berry/Mahan, carried unanimously.

Upcoming business meetings & events

City Council meeting	July 13	6:00 pm	City Hall
Trustees meeting	August 18	6:00 pm	Library
Friends meeting	July 9	6:30 pm	Library

Adjournment by Brown at 6:50 p.m.

*Board meeting was held earlier in the month to facilitate approving Phase II of the Library.

Respectfully submitted by Secretary Jennifer O'Brien

WINTERSET PUBLIC LIBRARY - BOARD OF TRUSTEES MINUTES

August 18, 2020 - 6:00 pm

Library Meeting Room

123 N. 2nd St., Winterset, Iowa

Members present: Tom Brown, Liz Berry, Terry Cowman, Mike Mahan, Jennifer O'Brien; and Ky Schmitt & Wendy Sawyer via Zoom/Facetime.

Members absent: None

Call to order by Chairman, Tom Brown at 6:09 p.m.

Approve agenda

Approve minutes of July 6, 2020 meetings: Motion made to approve minutes by Mahan/Berry and carried unanimously.

Greet visitors & hear citizen comments (open forum limit - 5 minutes)- Staff librarians Tiffany Rohe and Chris Baumgarn in attendance.

Business

1. Welcome New Trustees
2. Director's Report
 - a. Former employee case closed-found without merit
 - b. Cost saving measures proposed by Director Hargrove
 - c. Friends fund raiser book sale scheduled for Sept 2020
 - d. Volunteer assistance in the library
 - e. Enrich Iowa form submitted
3. Schedule Board Meeting Dates/Times- set for 3rd Wednesday of the month at 6:00 p.m. Motion to approve made by Berry/Cowman, carried unanimously.
4. Library Hours Open to the Public- to remain the same with the addition for patrons to make appointments when unable to come at posted library times.
5. Study Room Project- has been tabled due to COVID environment. Donors are understanding of situation and will be updated on other options for memorial.
6. Garden behind library-officially named "Ava's Garden" in honor of the late Eric Hollen's grand-daughter. Madison County Master Gardeners will be notified for funding requirements. Motion made by O'Brien/Schmitt, carried unanimously.

Other

Review Revenue & Expense Report – by Director Hargrove.

Approve Claims – Motion approve made by Berry/Cowman to, carried unanimously.

Upcoming business meetings & events

City Council meeting	Sept. 7	7:00 pm	via Zoom (ask Dave for link)
Trustees meeting	Sept. 16	6:00 pm	Library

Adjournment motion made by Schmitt/Cowman, carried unanimously at 7:25 p.m.

Respectfully submitted by Secretary Jennifer O'Brien

WINTERSET PUBLIC LIBRARY - BOARD OF TRUSTEES MINUTES

September 2, 2020 - 6:00 pm

Library Meeting Room

123 N. 2nd St., Winterset, Iowa

Members present: Tom Brown, Liz Berry, Terry Cowman, Mike Mahan, Jennifer O'Brien, Wendy Sawyer via Facetime/Zoom, Director David Hargrove.

Members absent: Ky Schmitt-arrived and left.

Call to order: Chairman, Tom Brown at 6:05 p.m.

Approve agenda: Motion made by Cowman/Berry, approved unanimously.

Approve minutes of meetings: August 18, 2020 Motion made by Berry/O'Brien, approved unanimously.

Greet visitors & hear citizen comments (open forum limit - 5 minutes): Staff Librarians Jackie Davenport, Sally Morris, JoDean Delperdang, Tonja Porter, Tiffany Rohe and Friend's Chair, Linda Smith in attendance. Smith plans to place ad in the Shopper and Madisonian with the library hours to promote public awareness of library availability outlined below. Smith also discussed Friend's of the Library bylaws which are vague about the makeup of the Officers of the Friend's Board. Historically three Board members have made up the five Officers, but it was not specifically addressed. The Board felt there was not a need Trustee's of the Board to hold majority of positions for the Friend's Officers.

Business

1. Director's Report:
 - a. Emergency meetings can be called by the Chair or any Trustee as long as there is a quorum. The emergency meeting will be conducted as a standard meeting. Meeting time and date will be posted.
 - b. Monthly statistics may include other items as needed for reporting.
 - c. Fiscal year 2020 survey is due October 31, 2020.
 - d. Polaris software is being transitioned to Bibionics for its intrinsic and monetary value.
 - e. Kelleher Memorial will go towards the LED installation.
 - f. Friend's book sale will be held outdoors by the library September 12th and 19th.
2. COVID-19 Personnel Policy: Director Hargrove with the assistance of the staff, presented a draft of the COVID-19 Personnel Policy. Motion made by Cowman/Berry, approved unanimously.
3. Library Hours: Hargrove proposed Phase II Re-opening Plan after talking to the City Administrator and Public Health nurse. Phase II should meet the reasonable expectations to maintain safety for the public and staff by increasing library hours, staff hours and allow for janitorial staffing to properly clean/sanitize. Motion made by Cowman/O'Brien, unanimously approved.

Other: September 16th, 2020 meeting cancelled since this meeting conducted tonight.

Review Revenue & Expense Report: Presented by Hargrove.

Approve Claims: Motion to pay claims with corrected payroll motion was made by Berry/Cowman and approved unanimously.

Adjournment at 6:57 p.m.: Motion made by Cowman/Berry, approved unanimously.

Upcoming business meetings & events

City Council meeting	Sept. 8	7:00 pm	via Zoom (ask Dave for link)
Trustees meeting	Oct. 21	6:00 pm	Library

Respectfully submitted by Secretary Jennifer O'Brien

WINTERSET PUBLIC LIBRARY - BOARD OF TRUSTEES MINUTES

October 21, 2020 - 6:00 pm

Library Meeting Room

123 N. 2nd St., Winterset, Iowa

Members present: Tom Brown, Liz Berry, Terry Cowman, Mike Mahan, Jennifer O'Brien, Wendy Sawyer via Facetime/Zoom, Dave Sullivan, Director David Hargrove.

Members absent: None

Call to order: Chairman, Tom Brown at 6:01 p.m.

Approve agenda: Motion made by Mahan/Sullivan, approved unanimously.

Approve minutes of previous meeting (September 2, 2020): Motion made by O'Brien/Mahan, approved unanimously.

Greet visitors & hear citizen comments (open forum limit - 5 minutes): Staff Librarian JoDean Delperdang present.

Business

1. Welcome New Trustee, Dave Sullivan to fulfill Kylon Schmitt's term.
2. Director's Report:
 - a. Hirsch Electric is installing the LED lighting for the Kelleher Memorial.
 - b. Fiscal year 2020 survey is due October 31, 2020.
 - c. Polaris software is being transitioned to Bibilonics for its intrinsic and monetary value.
 - d. Director Hargrove is working with Tom Klaus to install an art hanging system to display the libraries art collection in the Meeting room and through out the library. This is a Friends supported project.
 - e. The library will be passing out Halloween bags to patrons on Friday, October 30, 2020.
3. The library will be open Saturday hours starting October 24th 2020 with two library personnel from 10 a.m. to 2 p.m. Motion made to proceed by O'Brien/Berry, motion carried unanimously.
4. Meeting Room Limited reopening will be tabled until a later date due to a rise in COVID 19 cases in the community.
5. Policy Review: Sign-In Requirement from Phase 2 Reopening Policy will be eliminated since staff is able to monitor with out it. Motion made by Cowman/O'Brien, carried unanimously.

Other: None

Review Revenue & Expense Report: Presented by Hargrove.

Approve Claims: Motion to pay claims, motion was made by Berry/Cowman and approved unanimously.

Upcoming business meetings & events

City Council meeting Monday, Nov. 2 7:00 pm via Zoom (ask Dave for link)

Trustees meeting Wednesday, Nov. 18 6:00 pm Library

Adjournment at 6:47 p.m.: Motion made by O'Brien/Mahan, approved unanimously.

Respectfully submitted by Secretary Jennifer O'Brien

WINTERSET PUBLIC LIBRARY - BOARD OF TRUSTEES MINUTES

December 16, 2020 - 6:00 pm

Library Meeting Room

123 N. 2nd St., Winterset, Iowa

Members present: Liz Berry, Terry Cowman, Mike Mahan, Jennifer O'Brien, Wendy Sawyer via Facetime, Dave Sullivan, Director David Hargrove.

Members absent: Tom Brown

Call to order: by proxy Chairman Hargrove at 6:00 p.m.

Approve agenda: Motions made by Cowman/Mahan, approved unanimously.

Approve minutes of previous meeting (October 21, 2020): Motions made by Mahan/Cowman, approved unanimously.

Greet visitors & hear citizen comments (open forum limit - 5 minutes): none present

Business

1. Director's Report:
 - a. The staff is enjoying the many treats provided by the board!
 - b. In the absence of a December board meeting, director and city clerk paid some bills to avoid late fees.
 - c. Staff has prepared several take & make kits that have proved very popular.
 - d. Programming Librarian Chris Baumgarn is back to work full time; he makes a big impact with collection development (acquisitions) and will also be able to plan programming for the coming year.
 - e. Hargrove gave cost-saving details on Apollo, the new integrated library system. Even with a one-time data migration fee of \$5,200, our total costs should drop from \$16,320 to \$8,230 in year one, then down to \$3,030 beginning in 2022.
 - f. We are fully updated to Windows10 at a cost of around \$2,000.
 - g. Hargrove planned to participate as much as possible in the hiring process for the new city administrator.

2. FY 20-21 Budget: Hargrove noted that the city administrator had asked him to prepare a budget as if it were a normal year, and we will continue to run under that during pandemic. Even so, savings on a number of items would enable him to draft a proposal that will reflect recent efforts to lower basic costs and incidental expenses. This year, he noted, with .42 of the FY in the books, we are at 20% materials/30% labor expended and thus are well under our budgeted city funds.

Other: Mahan and Sullivan noted that after a recent snow event, there was no snow removal in the library's drive through to the drop box or the parking lot. Hargrove agreed to inquire with the city administrator about snow removal at the library.

Review Revenue & Expense Report: Presented by Hargrove.

Approve Claims: Motion to pay claims, motion was made by Mahan/Cowman and approved unanimously.

Upcoming business meetings & events

City Council meeting Monday, Jan. 4 7:00 pm via Zoom (ask Dave for link)

Trustees meeting Wednesday, Jan. 20 6:00 pm Library

Adjournment at 6:38 p.m.: Motion made by O'Brien/Sullivan, approved unanimously.

Respectfully submitted by Director David Hargrove. (substitute secretary for O'Brien, who arrived at 6:02 p.m.)