

WINTERSET PUBLIC LIBRARY - BOARD OF TRUSTEES MINUTES
February 17, 2021 - 6:00 pm
Library Meeting Room & Virtual
123 N. 2nd St., Winterset, Iowa

Members present: Director David Hargrove, Mike Mahan, Dave Sullivan, Tom Brown, Jennifer O'Brien, Wendy Sawyers and Liz Berry (at 6:10 p.m.) via Facetime.

Members absent: Terry Cowman

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

Approve agenda: Motions made by O'Brien/Sullivan, approved unanimously.

Approve minutes of meetings (December 16, 2020): Motions made by O'Brien/Mahan, approved unanimously. There was no January 2021 meeting due to COVID.

Greet visitors & hear citizen comments (open forum limit - 5 minutes): Guest, Leslie Page present via Facetime, attended to listen about Boards discussion of reopening the library. No comments were offered.

Business

1. Director's Report
 - a. There was a leak in the children's area about 1 ½ months ago after a large amount of snow fell. Hargrove got on the roof and cleared the drains of debris, since then there have not been anymore leaks. The 2016 resealed flat roof does not have any damaged material. The company that resealed the roof is out of business and there was no contract or warrantee found of record. Hargrove will monitor for further leaks.
 - b. Leaking ball joint for the furnace was discovered but has stopped due to calcification. Advanced Solutions recommends to wait to replace joint until warmer weather due to the necessity of shutting off HVAC to do the repair.
 - c. Scott Wesselman, City Utilities manager, has removed the snow around the library, but the book drop is dangerous. That area accumulates snow and ice and has been a challenge to keep clear. Snow removal has been a responsibility that has been passed around.
 - d. February 23rd the library will be closed for the final installation of Apollo, the ILS change from Polaris. Hargrove reports that he has contracted a consultant for a few hours to transition the staff to the new software. Patrons will see a difference but Hargrove feels this program is appropriate for the size of the library and a great cost savings to the budget.
 - e. During the COVID climate, the library continues curbside service and allows 15-minute library visitation appointments. The appointments are filling up very quickly.
 - f. Librarians, Chris Baumgarn and Tiffany Rohe continue to do Take/Make projects for the patrons during COVID, which are going over very well.

- g. The FY 20-21 budget was submitted to City Hall and is lower than expected. Decreases in education and change of software from Polaris to Apollo are two examples of lower expenditures.
 - h. Library staff are slowly increasing hours. Tiffany Rohe is coming in 3 days/week, Tonya Porter 4 days/week and Sally Morris 3 days/week. Chris Baumgarn and Director David Hargrove are full time.
 - i. Steve Walker has applied for the position of custodian of the library. This is a part-time position that has been historically budgeted for 12 hours/week. Mr. Walker and Director Hargrove are negotiating hours.
 - j. The Brownell Trust has distributed annual funds to which the Friends of the Library are holding. Librarians, Chris and Tiffany are spending the funds as directed by the Trust on library materials.
 - k. The LED light project donated by the Carita Kelleher family has been on hold due to lack of availability of a bonded electrician to do the installation. Guest, Leslie Page made a recommendation.
2. Reopening the Library. Since the positivity rate in Madison County has declined, and vaccines are being distributed, Director Hargrove would like to reopen the library facility to patrons on Monday, March 1st. There would be no limit to number of individuals in the building, but the visit time would be limited to 1 hour. Use of the conference room and on-site programming will reconvene at a later date. Director Hargrove will monitor and update the Board with further changes.

Other: Recertification The Winterset Public Library will be due January 2022 for Tier 3 certification. To achieve this level of certification, certain policies need to be reviewed. Director Hargrove will prioritize which policies to bring to the Board for review. Section F Circulation Policy was tabled for this meeting, Director Hargrove will research when it was last reviewed.

Review Revenue & Expense Report: The Board reviewed the revenue and expense report. Director Hargrove commented that he questions benefit of renewing the Biliotheca security gate/scanners warranty in 2022. The warranty is \$2058/year and out of pocket general repairs may be less than that, saving money on the budget.

Approve Claims: Motion made by Mahan/Berry, approved unanimously.

Upcoming business meetings & events

City Council meeting	March 1	7:00 pm	via Zoom (ask Dave for link)
Trustees meeting	March 17	6:00 pm	Library and/or virtual

Adjournment at 7:20 p.m.: Motion made by O'Brien/Sullivan, approved unanimously.

Respectfully submitted by Secretary, Jennifer O'Brien

WINTERSET PUBLIC LIBRARY - BOARD OF TRUSTEES MINUTES

March 17, 2020 - 6:00 pm
Library Meeting Room & Virtual
123 N. 2nd St., Winterset, Iowa

Members present: Director David Hargrove, Mike Mahan, Dave Sullivan, Tom Brown, Jennifer O'Brien, Liz Berry. Wendy Sawyers and Terry Cowman (at 5:58 p.m.) via Facetime.

Members absent: None

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

Approve agenda: Motions made by O'Brien/Berry, approved unanimously.

Approve minutes of meetings (February 17, 2020): Motions made by Sullivan/Berry, approved unanimously.

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

Business

1. Director's Report

- The library staff met 2 weeks ago to discuss reopening hours and circulation. It was decided to open to the public starting March 1st, Monday-Thursday 9 am - 6 pm, Friday 9 am - 5 pm, Saturday 9 am – 1 pm which best matches productivity yet retain one hour visit/day/patron limitation. All staff have returned with the exception of a few that have other commitments during this pandemic.
- The library was closed a day for the ILS two-day migration to Apollo/Biblionix. Hargrove reports it was stressful, but the new system is simpler and more suited for a library our size. The staff is getting more comfortable with the software and they are working with the public to transition over to the new system. The new system is promising and significantly cost saving to the fiscal budget. City Council has complimented Director Hargrove on trimming the library budget significantly for FY21-22.
- Summer reading program planning is underway with 3-4 events planned. The reading program will finish in July this year.
- Director Hargrove announced that he will begin annual staff evaluation in April.
- A new custodian has been hired in time for the reopening of the library. Hargrove anticipates phasing in programming over the next few months.

2. Meeting Room Access for Library Programs

- Director Hargrove reports that there are three library programs that have consistently attended pre-pandemic; the Friday Community Coffee group, Book Club, and Geri-fit. He and the staff have decided that Community Coffee may return as early as this month, Book Club in April and Geri-fit in May, pending positivity rate in Madison County. Public access to the

meeting room will be granted at a later date at the discretion of the Director and staff.

- a. **Review Revenue & Expense Report:** Director Hargrove has submitted the FY 21-22 budget to City Hall. Directors Bosch/Hargrove have used only one third of the budget, for the past 3/4th of the FY 20-21. To the best of our knowledge this has never happened before.

Approve Claims: Motion made by Berry/Sullivan, approved unanimously.

Policy Review: Circulation Policy was reviewed without corrections. Motion made by O'Brien/Berry, approved unanimously.

Upcoming business meetings & events:

City Council meeting	April 5	7:00 pm	via Zoom (ask Dave for link)
City Council meeting	April 19	7:00 pm	via Zoom (ask Dave for link)
Trustees meeting	April 21	6:00 pm	Library and/or virtual

Adjournment: by Chairman Brown at 7:01 p.m. Motion made by Mahan/Berry, approved unanimously.

Respectfully submitted by Secretary, Jennifer O'Brien

WINTERSET PUBLIC LIBRARY - BOARD OF TRUSTEES MINUTES

April 21, 2021 - 6:00 pm
Library Meeting Room & Virtual
123 N. 2nd St., Winterset, Iowa

Members present: Director David Hargrove, Mike Mahan, Dave Sullivan, Tom Brown, Wendy Sawyer, and Terry Cowman

Members absent: Jennifer O'Brien

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

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

Approve minutes of meetings (March 17, 2021): Motions made by Mahan/Sawyer, approved unanimously.

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

Business-

Director's Report:

1. Numbers way up - (Even with David's error in sum total) March circulations exceeded January and February combined. Liz suggested that a previous month comparison would be useful and Hargrove agreed to rework the format of the stat sheet.
2. Coffee, Book Discussion Group, and soon Geri-fit back in as library programs. Touch-a-Truck, Art in the Park, Pool Party w/Time Capsule, story times, more take-and-makes, and summer reading activities/prizes are coming in May/June
3. Got an electrician: Hirsch will be installing the LED units we have for the office area and replacing about a third of the old units in the hanging fixtures on the main floor.
4. First Aid Training is Apr. 28 for staff.
5. Hargrove met with the board of the Friends of the Winterset Library, who approved our 2021 budget requests for new microfilm reader, computers, and monitors.

Board members discussed a policy for the library's video surveillance system. Hargrove noted that with members of the public occasionally asking to view the footage, we need a policy. Cowman suggested the need to be aware of *Iowa Code Chapter 22* on Examination of Public Records.

Approve Claims: Upon examination of the claims, Mahan moved to approve, and Berry seconded, with all in favor.

Other: Hargrove promised to share information on future city council meetings with the board in a timely manner

Adjourn: Chairman Brown moved to adjourn the meeting at 6:47pm; Cowman and Mahan seconded, with all in favor.

WINTERSET PUBLIC LIBRARY - BOARD OF TRUSTEES MINUTES

**May 19, 2021 - 6:00 pm
Library Meeting Room & Virtual
123 N. 2nd St., Winterset, Iowa**

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

Members absent: Dave Sullivan

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

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

Approve minutes of meetings (April 21, 2021): Motions made by Berry/Mahan, approved unanimously with the correction that Liz Berry was present for the April meeting.

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

Business

Director's Report:

1. Hirsch Electric has replaced twenty-nine old units with LED and there are still funds to cover more lighting area of the library. Progress is being made to get the street lights up and running. It has been determined that the electric eye is nonfunctional, Hargrove will ask Hirsch to replace it as well.
2. The summer reading program is up and going, the librarians are doing a great job with activities.
3. Coffee, Book Discussion Group, and Geri-fit back have started back up as the library programs. Next library conference room reservations will be available to use.
4. There was a surplus of grant funding from the City (the American Rescue Plan Act), Hargrove will consider what projects could qualify for grants.
5. The Friends have approved the budget, and the library now has a View Scan machine to scan county records. The spring Book sale did well, and all books were sold or moved on so future donations can be accepted from the public. The Book Nooks' wooden slats are not weather proofed, so the Friends are looking to remedy this through volunteers.
6. Library hours will be increased, Hargrove would like to have the Library open Monday-Thursday from 9 am to 7 pm, Friday 9 am to 5 pm, Saturday 9 am to 1 pm. Hargrove feels these times meets the public needs, but is more efficient with staffing.
7. Accreditation for the library is due February 2022, Hargrove plans to have all required information submitted by end of year 2021.
8. Video Surveillance System policy was discussed, motion was made to approve with grammatical correction of item # 4 by Berry/Cowman. Motion carried.

Approve Claims: Upon examination of the claims, Mahan moved to approve, and Berry seconded, with all in favor.

Upcoming business meetings & events

City Council meeting Monday, June 7 7:00 pm via Zoom (link at cityofwinterset.org)

Trustees meeting Wednesday, June 16 6:00 pm Library / Virtual

Adjournment: Chairman Brown moved to adjourn the meeting at 7:04 p.m., O'Brien/Sawyers seconded, with all in favor.

WINTERSET PUBLIC LIBRARY - BOARD OF TRUSTEES MINUTES

June 16, 2021 - 6:00 pm

Library Meeting Room

123 N. 2nd St., Winterset, Iowa

Members present: Director David Hargrove, Mike Mahan, Tom Brown, Wendy Sawyer, Terry Cowman, Dave Sullivan, and Jennifer O'Brien

Members absent: Liz Berry

Call to order by Chairman Tom Brown at 6:02 p.m.

Approve agenda: Motions made by Cowman/O'Brien with correction of May 19, 2021 meeting Minutes instead of April 21, 2021 approved unanimously.

Approve minutes of meetings: (May 19, 2021): Motions made by Cowman/Mahan, approved unanimously.

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

Business

1. Director's Report
 - a. Programs for children have been very popular with high attendance, i.e. outdoor story time.
 - b. There has been great participation in the Summer Reading program, thanks to Tiffany Rohe, the children's librarian, for setting up the itinerary.
 - c. Mike Fletcher has been kind enough to donate his time to preserve the wooden slats on the Book Nooks built by the ISU students.
 - d. Portraits of Clarence E. Johnson and Irvin & Lucile Martens have been hung in the main entry way of the library, with a plaque from the Friends of the Winterset Library honoring the major benefactors. Armina Brownell's portrait will be hung in the Children's area. John Gambrall is designing a memorial plaque for Carita Kelleher. Once it has been completed, Director Hargrove will set up a dedication ceremony once the plaque is complete.
 - e. A previous employee has filed petition to sue the city/library. Local law authorities have been notified that the previous employee may be disgruntled.
 - f. A Library calendar will be started to facilitate communications between the Director, Staff and Library Board of Trustees.
 - g. Hirsh Electric has put in a bid for \$16,000 to complete the LED lighting project. Chairman Brown and Trustee Cowman requested that other bids be obtained for the project.
 - h. There are grant monies available, Director is considering using the monies to purchase a self-check-out machine, so patrons can check out materials independently.
 - i. In person programming is expanding; Hargrove is looking into beginner music lessons for string instruments and starting a chess club.
 - j. Library Emergency policies will fall under the umbrella of City Management.

2. Director Hargrove recommends opening Meeting Room for public reservations, the Board consented with said recommendation.

Review Revenue & Expense Report: Hargrove reports that there has been 60% savings in the Budget for 20/21 as requested by City Hall during the Pandemic. City Hall is currently wrapping up the fiscal year finances.

Approve Claims: Upon examination of the claims, Cowman moved to approve, and Sullivan seconded, with all in favor.

Upcoming business meetings & events

City Council meeting	Monday, June 21	7:00 pm	via Zoom (link at cityofwinterset.org)
Trustees meeting	Wednesday, July 21	6:00 pm	Library / Virtual (?)

Adjournment: Chairman Brown moved to adjourn the meeting at 6:51 p.m., O'Brien/Cowman seconded, with all in favor.

Respectfully submitted by Board Secretary,

Jennifer O'Brien