



**MINUTES
CLINTON PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING**

Date: Monday, April 20, 2020

Time: 6:00 P.M.-7:30 P.M.

Place: Conference Call +1 563-265-8337

Conference ID: 190 208 721#

The meeting was conducted by teleconference using Microsoft Team. This is in compliance with social distancing directives from state and municipal authorities due to the COVID-19 pandemic, and done in compliance with Open Meeting law requirements.

Present at the meeting were Colleen Nixon, Quinn Williams, Tom Streveler, Judy Carstensen, Gabriel Gluba, Francie Hill, Bart Leavens, Dick McLane, and Lori Kennedy.

Also present: Susan Mesecher (Director), Stacy Campie (Administrative Assistant), Kendra Evers (Youth Services), and Linda Cornelius (Friends of the Library).

Meeting called to order by President.

- I. Agenda was approved with correction that it is conducted by teleconference.
- II. Approval of minutes. Minutes for 2/14/2020 regular meeting were accepted by general consent with correction of date in II. From 20220 to 2020. Minutes for 3/16/20 regular meeting were accepted by general consent with addition of Streveler as attendee during portion of meeting.
- III. Public Comments: None.
- IV. Approval of Claims. Several questions about specific charges were asked and satisfactorily answered. Motion made by Leavens, seconded by Kennedy to disperse \$72,935.38 from General Fund. Motion passed unanimously on roll call vote. Motion made by Carstensen, seconded by Kennedy to disperse \$2,145.28 from General Donations. Motion passed unanimously on roll call vote; Administrative Assistant announced that the amount for Open Access disbursement should be \$159.79 instead of \$169.37. Motion made by Williams, seconded by Streveler to disperse \$159.79 from Open Access funds. Motion passed unanimously on a roll call vote. There were no objections to disbursement of \$104,580.95 from Capital Improvement Loan funds and are therefore approved by general consent.
- V. Ad Hoc Committee report: The Friends bookstore has been closed, first by the work on the elevator, then by the pandemic. The elevator work is now complete.
- VI. Committee Reports.

- a. Building Committee: None.
- b. Library Committee: None.
- c. Personnel Committee: The committee did not meet, but the upcoming evaluation of the Director was discussed. The evaluation form was recently developed using 28 points for the Director's job description. It will be sent out to each board member for input, and then returned to the committee for summarization. This should happen in June. Input from the Director about accomplishments will be forthcoming.
- d. Finance Committee. None
- e. Community Relations Committee. None.

VII. Director's Report.

- a. Public Library Association Conference update, session #1 4.15.2020. A long range planning session based upon a presentation during the PLA conference will be provided to the Board with date not yet determined.
- b. Budget. We have spent 68% of budgeted amount, but should be at 75%. Open Access funds are available for subscribing to the "Niche Academy" online training program and the "BookPoints Project" for summer reading programs. There were no objections.
- c. Staffing during COVID-19. The city has extended the staffing guidance thru the end of April which entitles employees to receive 2/3 pay for hours not worked due to reduced schedule, with liberal use of leave offered. Social distancing is maintained while working. Inventory will continue.

VIII. Old Business

- a. Policies and Accreditation. The Confidentiality Policy was drafted by the staff and was sent out prior to the meeting for review. Hill moved and Kennedy seconded adoption of the draft policy. Roll call vote was conducted. All voted for approval except for abstentions by Streveler and Kennedy. Policy was adopted.
- b. Board Calendar of Policy Reviews discussion, direct staff to draft a calendar? Director proposed the library staff develop a calendar for review of policies. The board was receptive. Guidance provided by the board included: board committees and library leadership team work closely to develop a draft policy to be presented to the board for approval, recommended no more than two policies be reviewed during a month, policies be brought up for review at least a month or two before review due date, and that a look be taken to see if a board committee other than Library or Personnel should be reviewing a policy.
- c. FEH Space Assessment \$5,600 est. 8th Ave. South, table item? Until date. Discussion was about whether the contractor FEH should be used to provide input to the library on space utilization. Consensus was that we should not contract to do so. Space utilization determinations were referred to the Building Committee for evaluation. Committee will report next month.
- d. Mission and Vision discussion, community input needed, part of Strategic Plan process. It was determined that the Community Relations Committee work on contacting the public for input in this matter.

IX. New Business

a. Bridges Iowa's eLibrary (eBooks & eMaterials) \$400 start-up, \$5,139.30 for 2021. Director proposed obtaining these services. Funds are already available. The board was receptive because the programs would make available more materials to patrons.

b. "Board Education" on all agendas, monthly check-in for Accreditation. All board members except one were able to participate in Microsoft Team training offered on April 15th. Board member training is a requirement needing documentation. It was decided it should be included in the agenda monthly after committee reports.

c. Next Strategic Plan timeline, late summer or early fall. There was no further discussion on this topic. See above.

X. Good of the Order. The staff was commended for its good work.

XI. The meeting adjourned at 7:35 P.M. The next meeting will be May 18th at 6:00 P.M.

Quinn Williams, Secretary