



**Dubuque County Library District
Board Minutes
July 21, 2020
Zoom Meeting**

This meeting was held via Zoom, only open to the public electronically due to the State Public Health Emergency Declaration regarding Covid-19 and will be conducted pursuant to Iowa Code 21.8 and the Proclamation of Governor Kim Reynolds dated March 19, 2020.

Present by Phone/Zoom: Bechen, Joyce, Kleeman, Lenger, O'Neill, Smith, Doll (left 6:21 pm).

Absent: Braig, Muir

Guest: Annie Mehl

Meeting called to order at 5:30 PM by Chair, Joyce.

Approval of Agenda: motion to approve by O'Neill, second by Lenger. Roll call vote: Ayes: Bechen, Kleeman, Lenger, O'Neill, Smith, Doll, Joyce. All aye. Motion carried.

Correspondence: None

Public Comment: None

Minutes of June 16, 2020 meeting. Motion to approve by Bechen, second by O'Neill. Roll call vote: Ayes: Bechen, Kleeman, Lenger, O'Neill, Smith, Doll, Joyce. All aye. Motion carried.

Minutes of June 11, 2020 special meeting. Motion to approve by Lenger, second by Bechen. Roll call vote: Ayes: Bechen, Kleeman, Lenger, O'Neill, Smith, Doll, Joyce. All aye. Motion carried.

Financial Report:

Accounts Payable: Wright noted that July is a light month for bills. Book expenditures are low due to lull in new publications. Wright and Vazquez registered for ALA Virtual Conference which was presented online and sessions are recorded. Asbury

rent increased by the 3% allowed by the lease. Motion to approve by Bechen, seconded by Kleeman. Roll call vote: Ayes: Bechen, Kleeman, Lenger, O'Neill, Smith, Doll, Joyce. All aye. Motion carried.

Account Balance: Lenger requested clarification on the per capita rate. The library is covering the increase portion of the per capita rate out of reserves. Amounts from reserves are noted in column J of the balance sheet. Non-recurring cash balance income is for the proposed move to a new library computer system. Motion to approve by Bechen, second by O'Neill. Roll call vote: Ayes: Bechen, Kleeman, Lenger, O'Neill, Smith, Doll, Joyce. All aye. Motion carried.

Director's Report: Lenger noted the donation to the Friends of the Library of \$1,500 after the programs earlier in FY20. Friends received a grant of \$5,000 for the StoryWalk/Tale Trail project with the County Conservation Board. The portion not covered by the grant will be taken from reserves, through the programming line.

Unfinished Business:

Farley Branch Survey: Survey has been completed and responses were shared. Board was encouraged by the responses to questions of current frequency of use, anticipated use based on a separate location or no location in Farley, importance of the library to the city of Farley, interest in additional funding from the City of Farley to provide a separate location. A meeting with the City of Farley will be set up to discuss responses and next steps.

Contract Negotiations: Wright shared that the contract has been finalized and approved by the HR committee. Some changes to Military Leave and Special Sick Leave Accumulation were brought in line with the County. The contract will likely be brought to the full board at the next meeting.

Drop Box: Wright has nothing to report. The consensus is that this will be worked on through the remainder of this year, but if sufficient progress is not made, the project will be dropped.

New Business:

HR Committee- Vazquez evaluation: Bechen reported that after Amanda's anniversary evaluation, Wright recommended a 3% increase. HR Committee recommends a 3% increase for Vazquez. Motion to approve by Kleeman, second by O'Neill. Roll call vote: Ayes: Bechen, Kleeman, Lenger, O'Neill, Smith, Doll, Joyce. All aye. Motion carried.

HR Committee- Wright vacation request: Bechen reported that Wright has requested an additional week of vacation leave in the anniversary year which began July 1, 2020. HR Committee recommends granting Wright an additional week of vacation time to be used between July 1, 2020 and an anticipated October 2021 retirement. Motion to approve by O'Neill, seconded by Lenger. Bechen, Kleeman, Lenger, O'Neill, Smith, Doll, Joyce. All aye. Motion carried.

HR Committee- Director annual evaluation: Bechen shared that the annual evaluation of the director will be occurring in the coming months. All members of the board should be able to participate as they have been board members for at least 6 months. More information will be shared at the August meeting.

Strategic Plan: Vazquez shared that four strategic planning consultants have been contacted. Information about the three firms that staff are interested in working with was shared as related to experience working with libraries, timeline, steps in the planning process, and estimated costs. Lenger, Smith, and Joyce expressed interest in participating in an ad-hoc committee for the strategic planning process.

Committee Assignments: Committee assignments were reviewed. No changes to standing committees were made. Smith, who was not assigned upon joining the board, is participating in two ad-hoc committees.

Motion to adjourn by Kleeman, second by O'Neill. Motion carried by consent.

Next meeting set for Tuesday, August 18, 2020, 5:30 p.m., TBA, likely via Zoom meeting.

Minutes recorded by Amanda Vazquez.