



**Board Minutes  
September 15, 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: Joyce, Bechen, Kleeman, Lenger, O'Neill, Smith, Doll  
Absent: Muir  
Guest: Mary Pfeiler

**Approval of Agenda:** Motion to approve by Bechen, seconded by O'Neill. Roll Call: Ayes: Bechen, Kleeman, Lenger, O'Neill, Smith, Doll, Joyce. All Aye. Motion carried.

**Correspondence: none**

**Public Comment: none**

**Minutes:** Approval of August 18, 2020 minutes. Motion to approve by Kleeman, seconded by O'Neill. Roll Call: Ayes: Bechen, Kleeman, Lenger, O'Neill, Smith, Doll, Joyce. All Aye. Motion carried.

**Financial Reports:**

**Accounts Payable** Wright clarified that the LFI expenditure for furnishings was to expand the holds shelving at Asbury. Also, grant funds will run through a dedicated budget line rather than existing lines so as to avoid the appearance of overspending with grant funded projects. This is currently applicable to programming and strategic planning expenses. Motion to approve by Lenger, seconded by Bechen. Roll Call: Ayes: Bechen, Kleeman, Lenger, O'Neill, Smith, Doll, Joyce. All Aye. Motion carried.

**Account Balance** Funds have been received from the county and most first half payments from cities. Professional Services line has been added for Strategic Planning expenses. Total expenses are at about 18% for this fiscal year, after 17% of the year has passed. Motion to approve by Kleeman, seconded by O'Neill. Roll Call: Ayes: Bechen, Kleeman, Lenger, O'Neill, Smith, Doll, Joyce. All Aye. Motion carried.

**Director's Report:** Traffic and circulations have been steady but at about 50% of last year's numbers. Circulation at Holy Cross has been good. The survey may have renewed interest in the library in that community. The library systems committee has completed four demonstrations for integrated library system vendors and the RFP is nearly ready to send to some of the companies.

**Unfinished Business:**

Farley- A meeting with our Farley Committee and a committee of the Farley City Council has been set. We plan to review survey results, discuss timeline and next steps, as well as set regular meetings. Kleeman has asked other Farley residents to contact the city council with their support for the library.

Strategic Plan consultant- all committee members and staff members were in agreement to recommend that the board accept the proposal from Library Strategies to provide strategic planning services. Motion to approve the Memorandum of Agreement with Library Strategies by Kleeman, seconded by Lenger. Roll Call: Ayes: Bechen, Kleeman, Lenger, O'Neill, Smith, Doll, Joyce. All Aye. Motion carried.

Contract with Teamsters Local 120 (tabled from August, 18 2020 meeting) A copy of the contract with all necessary corrections is not ready for approval. Motion to table until October meeting by Bechen, seconded by Kleeman. Roll Call: Ayes: Bechen, Kleeman, Lenger, O'Neill, Smith, Doll, Joyce. All Aye. Motion carried.

**New Business:**

Interlibrary Loan Policy revision- Due to the new courier service, there is no longer a postage cost associated with sending/receiving interlibrary loaned materials and therefore no cost to pass on to the borrower. We also only very rarely are faced with borrowing charge. Recommend that the charges for interlibrary loans, lending charges, and specific information about bound periodicals be stricken from the policy. Motion to approve by O'Neill, seconded by Lenger. Roll Call: Ayes: Bechen, Kleeman, Lenger, O'Neill, Smith, Doll, Joyce. All Aye. Motion carried.

Wright noted that Karla Braig has resigned from the board and the City of Asbury has been notified.

**Adjournment:** Motion to adjourn by O'Neill, seconded by Kleeman. Roll Call: Ayes: Bechen, Kleeman, Lenger, O'Neill, Smith, Doll, Joyce. All Aye. Motion carried.

Next Meeting – Tuesday, October 20, 2020, 5:30 PM