



**Board Minutes  
December 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, Doll, Kleeman, Lenger, O'Neill, Smith, Burk  
Absent: Muir  
Guest: Ed Raber

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

**Correspondence: none**

**Public Comment: none**

**Minutes:** Approval of November 17, 2020 minutes. Motion to approve by Bechen, seconded by O'Neill. Roll Call: Ayes: Bechen, Lenger, O'Neill, Smith, Burk, Joyce. All Aye. Motion carried.

Trustee Doll joined the meeting at 5:32 pm.

**Financial Reports:**

**Accounts Payable:** Few expenditures this month. Purchased branded shirts for a few members of staff. Bills from US Cellular and Amazon did not arrive in time for inclusion in the claims. US Cellular will be paid with the credit card, Amazon has a long enough billing cycle that it can wait for payment until next month. Amaryllis bulb program cost \$15 per participant. We paid \$5, and registrants paid \$10. Discussed hotspot charges are for an unlimited data plan. Motion to approve by Bechen, seconded by Lenger. Roll Call: Ayes: Bechen, Doll, Lenger, O'Neill, Smith, Burk, Joyce. All Aye. Motion carried.

**Account Balance:** Received funds from the Dubuque County and second half of Enrich Iowa/Direct State Aid. November was a single payroll month. Motion to approve by O'Neill, seconded by Burk. Roll Call: Ayes: Bechen, Doll, Lenger, O'Neill, Smith, Burk, Joyce. All Aye. Motion carried.

**Director's Report:** Wright shared that there are no additions to the written report. Joyce noted being impressed with high digital material circulation. Doll inquired about purchasing audiobooks from Overdrive based on patron requests.

Trustee Kleeman joined the meeting at 5:43 pm.

### **Unfinished Business:**

**Farley:** Wright spoke to Mayor Simon. They continue to look for an existing building or to build on spec. Ed Raber, Supervisors' staff member, shared about Downtown Resource Center, a part of the Iowa Economic Development Authority, which offers funds to cities to improve their downtown. DRC will do a walkthrough to help look at how to revitalize the downtown. The discussion will include considerations for a short- or long-term plan for a library in Farley.

**Strategic Planning:** Vazquez shared that the committee is seeking participants for one-on-one interviews. The community survey is being drafted and will be opened after approval by the committee.

**Other:** Doll brought up the elimination of fines as a discussion item. The results of Chicago's move to fine free were overwhelmingly positive. Our overall return rate has improved, though on time return rate is a little worse, less than a week difference.

### **New Business:**

**Public Hearing:** FY 2022 Budget Motion to enter public hearing approve by O'Neill, seconded by Kleeman. Roll Call: Ayes: Bechen, Doll, Kleeman, Lenger, O'Neill, Smith, Burk, Joyce. All Aye. Motion carried.

Discussion on proposed budget: Wright noted the per capita rate increase from \$32.50 in FY21 to \$33.00 in FY22. Budget, specifically operations budget, is less than past year due to cash reserve funding for the system replacement and strategic planning costs. Insurance is estimated at a 10% increase over FY21 actual. The amount is not set at this time.

Motion to close public hearing approve by Bechen, seconded by O'Neill. Roll Call: Ayes: Bechen, Doll, Kleeman, Lenger, O'Neill, Smith, Burk, Joyce. All Aye. Motion carried.

Motion to approve FY2022 budget as recommended by O'Neill, seconded by Bechen. Roll Call: Ayes: Bechen, Doll, Kleeman, Lenger, O'Neill, Smith, Burk, Joyce. All Aye. Motion carried.

**Procedures for possible COVID Closure:** Wright has a plan for services during a time of buildings being closed to the public. Staff will report to branches to

provide curbside services during regular hours and offer limited appointments for some technology use. Special projects can be completed to keep staff occupied. Covid rates have been significantly lower than before the Thanksgiving holiday.

**Peosta 28e, Lease, Reimbursement agreement:** Minor changes to all three documents proposed by NICC. There were no questions or concerns from board on the 28e. Discussion of lease agreement, but no changes recommended to proposal. Proposed change to reimbursement agreement in security costs for Saturdays the library is open but NICC is not, with an estimated cost of \$5,000 per year. We do not pay for security at any other branches. Suggest agreeing to pay for Saturday security until renovations are completed at which point library users will not have access to the rest of the NICC campus through the library, through the one-year term of the agreement.

**Adjournment:** Motion to adjourn at 6:22 pm by Kleeman, seconded by Lenger. Roll Call: Ayes: Bechen, Doll, Kleeman, Lenger, O'Neill, Smith, Burk, Joyce. All Aye. Motion carried.

Next Meeting – Tuesday, January 19, 2020, 5:30 PM