

Library Board Meeting
Brooks-Fennell Multi-Purpose Room
August 31, 2020
2:00 p.m.

Attendees: Patti Midkiff, Bonnie Freeman, Viki Hawkins, Donna Callender, Delbert Settles and Tyke Darveaux. Library Director Theresa Hawkins. Absent: Jo Chullino.

Patti called the meeting to order.

Minutes: Bonnie made the motion to accept the minutes of the July 27, 2020 meeting. Delbert seconded. Motion passed.

Financial Report: June and July 2020 – Discussion on June and July reports. Viki made the motion to table until September meeting to see if corrections are made. Bonnie seconded. Motion passed.

Action on Bills: Delbert made the motion to approve the bills. Donna seconded. Motion passed.

Librarian' Report: Suggestion on adding BRIDGES statistics to report. Viki made the motion to accept the report. Delbert seconded. Motion passed.

July Circulation

Magazine/Newspaper Circulation	22
Reference Questions	16
WIFI Usage	60
Computer Usage	77
Tech Help	14
Notary	1
New Cards	Adult – 4
Patron Count	446
Circulation	672
Fontenelle Forest Pass	1
Lauritzen Garden Pass	1
Coffee Club	4 meetings/27Adults
Supervised Visit	1/2A – 1J
Revenue	
Photo Copies	\$12.10
Computer Print-outs	\$31.70
Fax	\$11.25
Donation	\$99.15 (\$70.00 for History of Carter Lake books)

Replaced Little Library in front of the building with a sturdier and watertight version.

Money deposited into library CIP account for Dave Lodes memorials- \$205.00.

Open Access and Enrich Iowa reports have been completed and submitted to the State Library

Will be working on the annual report to the State Library due before October 31, 2020.

Still monitoring public library updates before resuming some programs. The Governor's latest proclamation expires

September 20, 2020. In regards to the library, social distancing practices are still required. Will possibly resume Story time in spring 2021 or do a Story time grab & go.

Unfinished Business: None

New Business:

Library Specific Employee Evaluations – Looked over two options and will work on and finalize at September meeting.

Employee Job Descriptions – Made additions to job descriptions to include recommendations from the State Library. Will review and vote on at September meeting.

Procedure for Monthly reports/Paying Invoices – Director will send request for information. If no response, the Library Board President will address issue with City Council. Bonnie made the motion to approve procedure and Donna seconded. Motion approved.

Viki made the motion to adjourn. Tyke seconded. Meeting adjourned 3:30 p.m.

Submitted

Viki Hawkins, Secretary
September 1, 2020