

# Bertha Bartlett Public Library

## Board Meeting

Monday, January 22, 2023 6:30 p.m.

### Opening of Meeting:

### Approve Agenda:

### Approval of Minutes

### Citizens' Appearance -

### Foundation update – Shelley Hart

### Treasurer's Report: Duane Fournier –

- P& L Expenses
- December bills

### Circulation Report: Tara Turner

### Correspondence/Communications:

- Library Board training: Purpose of Library Board
- Tuesday, April 30 6-7:30 county wide Trustees training (Location to be determined)

### Gilbert Update: Tera Sitzman

### Old Business:

- Vote Meeting Room Policy
- Library to host a Business After hours event March 7, 5-7pm and we would like to have Board and Foundation attend – great opportunity to talk about the building and what needs for funding we still have. We will be advertising and inviting the general public.  
I could use some help with a menu, and serving

### New Business:

Book budget issue - \$5000 from trust

Clothing Bin

Directors report policy

- Preliminary Strategic Plan (per request of City Manager)
- Gilbert – need for AED device

**Adjournment:** Monthly board meeting: Monday, February 27, 2023

## Staff Report December 2023

We have been weeding a number of old reference materials, audiobooks, and children's materials from our collection. The Foundation has purchased all 2024 weeded materials and we will continue see items and items that do not fit in this room are being donated to Affordables.

All staff have now received First aid and AED training thanks to SC Park and Rec Department. We have also received Narcan from the state and are seeking an Epi-pen. New emergency kits are being assembled

Bethany has left for maternity leave. She delivered two healthy boys

Due to increased costs through Skedda, we have switched our web and scheduling calendars to Who- Fi which is a platform provided by the state of Iowa

### **Upcoming Events:**

**Staff First Aid Training** - December 21, 8 – 12 – Library will open at noon that day (Narcan, AED, etc.)

**NO story time/after school programs during the weeks of December 25 and January 1**

**The library will be closed December 25-26**

**Gilbert library will be closed December 23 -26**

Bertha Bartlett Public Library  
Board of Trustees  
Minutes  
December 18, 2023

Chris Feil, board President, opened the meeting at 6:35 p.m. Attending were Trustees Chris Feil, Grant Reimers, Laura Donaldson, Ashlee Mullenbach, Duane Fournier, Theresa Sens, Lynn Cummins; Tara Turner, library director; Shelley Hart, with the Foundation.

The agenda was reviewed. A motion was made by Theresa, second by Lynn to approve the agenda as written. All approved.

Minutes were reviewed from the November meeting. A motion to approve the minutes as written was made by Theresa second by Duane. All approved.

Citizens Appearance – none today.

Foundation Report -

Shelley Hart gave the report to the board. The Foundation Board will meet next in January. New foundation members Veronica Vaughn and Doug Dodgen will be joining at that time. The Foundation met the match challenge from the city to pay for new paint and lights.

Tara discussed with the Board that a project update must be given to the CAT grant board due to the change in scope of the building project.

Treasurer's Report - Financial and Budget reports were reviewed by Duane.

The board reviewed the December 2023 bills. Not all bills are in or paid yet because it is early in the month. A motion to approve the bills for November 2023 was made by Duane, second by Lynn. All approved.

Circulation Report – Tara reviewed the Circulation report for the board.

Correspondence/Communication - None this month.

Board Training - 15 minutes.

Tara discussed with us the purpose of a Library Board, and discussed a Roles and Responsibilities Guidelines document.

A reminder of the County-wide Trustees training April 30. Location TBD still.

Gilbert Update - -- Tara gave a Gilbert update.

There will be a food bank challenge between Gilbert and Story City for a prize of the gumball machine. Jayden has recently been hired (high school senior) to work afternoons and Saturdays to fill in at Gilbert and Story City.

New Business:

- Library to host business after hours March 7, 5-7pm.
- Preliminary Strategic Plan (per request of City Manager, also needed every 5 years. Due in a year, but we need preliminary ideas now) Brainstorm ideas of what should be part of the plan. Next month Tara can have an outline for the board.
- Annual Holiday Calendar. Proposed holiday closures discussed.

City approved Kingland's bid with alternates 1, 2 and 5. A pre-construction meeting will be held in February or March with the contractor, city and board. This will be discussed at a later date.

Old Business:

- Vote meeting room policy. Tabled to next meeting.

Next meeting:

Board meeting Monday January 22, 6:30pm.

A motion was made by Theresa, second by Duane to adjourn the meeting at 7:30pm. All approved.

Respectfully

Theresa Sens, Secretary/Trustee