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Camanche Public Library
January 3rd 2024
4:00pm

Agenda:

1. Roll Call
2. Approve Agenda
3. Approve Minutes from December meeting.
4. Approval of Financials for December 2023
5. Approval of new bills/book orders

Director's Report:

- Financial-
- Personnel – Approval of employment for Children's Librarian
- Approval of employment for assistant to director
- Programming-
- Collection Development-
- Facilities-
- Summer-
- Misc.-

Old Business: Discuss 2024 Budget

Discussion for replacement of Evac Unit (Per Jim Griswold)

New Business: Approve Resignation of Trustee Reuter (Per Jim Griswold)

Liaison's Report:

Public Comments:

Adjournment

The Next Board of Trustee's Meeting will be held February 7th, 2024, at 4:00 pm

Interested Citizens are invited to attend.

Public Library board meetings are subject to the Open Meeting Law, Iowa Code, Chapter 21.

Camanche Public Library
February 7th, 2024
4:00pm

Agenda:

1. Roll Call
2. Approve Agenda
3. Approve Minutes from January meeting.
4. Approval of Financials for January 2024
5. Approval of new bills/book orders

Directors Report:

- Financial-
- Personnel – Discuss making the new library clerk an employee
- Programming-
- Collection Development-
- Facilities-Discuss the library renovation development.
- Summer -
- Misc.- Discuss approval of MakerSpace policy

Old Business: Discuss purchase of new staff computers

New Business: Approve the Renovation Committee Architect choice

Liaisons Report:

Public Comments:

Adjournment

The Next Board of Trustee's Meeting will be held March 6th, 2024, at 4:00 pm

Interested Citizens are invited to attend.

Public library board meetings are subject to the Open Meeting Law, Iowa Code, Chapter 21.

**Camanche Public Library
February 17th,2024
9:30 am**

Special Meeting Agenda:

Roll Call:

- 1: Approve the Renovation Committee Architect choice
- 2: Sign the financials for the library
- 3: Approve new bills and book orders
4. Discuss paying for the new library computers

The Next Board of Trustee's Meeting will be held March 6th 2024, at 4:00 pm

Interested Citizens are invited to attend.

Public library board meetings are subject to the Open Meeting Law, Iowa Code, Chapter 21.

Camanche Public Library
March 6th, 2024
4:00pm

Agenda:

1. Roll Call
2. Approve Agenda
3. Approve Minutes from February meeting.
4. Approval of Financials for February 2024
5. Approval of new bills/book orders

Directors Report:

- Financial- Discuss payment of library insurance.
- Discuss Direct State Aid/ Enrich Iowa
- Personnel – Discuss making the new library clerk an employee.
- Library Directors Assistants retirement
- Programming-
- Collection Development-
- Facilities-Discuss the library renovation development.
- Summer -
- Misc.- Discuss approval of MakerSpace policy.

Old Business: Discuss purchase of new staff computers
Discuss payment for the library parking lot.

New Business: Accept James Griswold's resignation.
Discuss the estimate to add lighting to the flagpole.
Discuss the quotes for new library cards.
Discuss leasing computers for staff

Liaisons Report:

Public Comments:

Adjournment

The Next Board of Trustee's Meeting will be held April 3rd, 2024, at 4:00 pm

Interested Citizens are invited to attend.

Public library board meetings are subject to the Open Meeting Law, Iowa Code, Chapter 21.

Camanche Public Library
April 3, 2024
4:00 PM

Agenda:

1. Roll Call
2. Approve Agenda
3. Approve Minutes from March Meeting:
4. Approval of Financials for March 2024
5. Approval New Bills/Book Orders:

Director's Report:

- Financial - Discuss payment of library insurance.
- Personnel – Discuss making the new library clerk an employee.
- Library Director's Assistant's retirement
- Programming -
- Collection Development -
- Facilities - Discuss the library renovation development.
- Summer Reading Program – Updates
- Miscellaneous - Welcome the new Trustee to the Library Board.
- Discuss approval of MakerSpace policy.

Old Business: Discuss payment for the library parking lot.

New Business: Accept James Griswold's resignation.

Discuss the quotes for new library cards.

Time Clock to be purchased and used by all staff at the library. (Per Shannon)

Time Clock timesheets will be reviewed for discrepancies (Per Shannon)

Working from home for all staff must now be reported to the Board and will be approved on a case-by-case basis (Per Shannon)

Personnel Issues Re: Library Director (Per Shannon) – Moved this item to under Possible

Closed Session line item.

Liaison Report:

Public Comments:

Adjournment:

The Next Board of Trustee's Meeting will be held May 1st, 2024, at 4:00 pm

Interested Citizens are invited to attend.

Public library board meetings are subject to the Open Meeting Law, Iowa Code, Chapter 21.

Camanche Public Library
April 24th, 2024
4:00pm at Camanche City Hall

Special Meeting Agenda

1. Roll Call:
2. Approve Agenda:

Possible Closed Session: Iowa Code 21.5: Employee Performance – Library Director
Library Organization Structure

Liaisons Report:
Public Comments:
Adjournment:

The Next Board of Trustees Meeting will be held May 1st, 2024, at 4:00 pm

Interested Citizens are invited to attend.

Public library board meetings are subject to the Open Meeting Law, Iowa Code, Chapter 21.

**Camanche Public Library
Board of Trustees Meeting
Wednesday, May 1, 2024
4:00PM**

Agenda:

1. Roll Call
2. Guest Speaker - Becky Heil – Library Director Information
3. Approval of Agenda
4. Approval of Minutes from April Meeting
5. Approval of Financials for April 2024
6. Approval of New Bills/Book Orders

Director's Report

Financial -

Personnel/Operational –

Job Description /Advertisement for new Director.

Interim Director Assistant, Melissa completed her Library Certification and is requesting more hours.

Programming –

- Renewing passes for Putnum, Zoo, Botanical Center through Grimes Library.

Collection Development -

Facilities –

Discuss the library renovation development.

The next meeting with the architects will be on May 9, 2024 @ 9:30AM

Summer Reading Program –

Children's Librarian Amber to present SRP Schedule of events.

Misc -

OLD BUSINESS –

- Discuss the quotes for new library cards.
- Time Clock to be purchased and used by all staff at the library.
- Time Clock timesheets will be reviewed for discrepancies
- Working from home for all staff must now be reported to the Board and will be approved on a case-by-case basis (Per Shannon)
- Per City Liaison Bowman – An update to the Library Bylaws is needed to be in Compliance with the City Code.
- Did past Director Evans forward Trustee Blaess the information on the architect.

New Business

Add to Agenda

Reading of Minutes for Correction

Liaison's Report
Public Comments
Adjournment

The Next Board of Trustees Meeting will be held June 12th, 2024, at 4:00 pm

Interested Citizens are invited to attend.

Public library board meetings are subject to the Open Meeting Law, Iowa Code, Chapter 21.

**Camanche Public Library
Board of Trustees Special Meeting
Monday, May 6, 2024
4:00PM - Virtually**

Agenda:

1. Roll Call
2. Approval of New Bills/Book Orders

Adjournment

The Next Board of Trustees Meeting will be held June 12th, 2024, at 4:00 pm

Interested Citizens are invited to attend.

Public library board meetings are subject to the Open Meeting Law, Iowa Code, Chapter 21.

Camanche Public Library
May 31st, 2024
6:30pm

TO ATTEND BY PHONE: 1-717-275-8940 ACCESS CODE: 289 8487
ATTEND VIA INTERNET: <https://hello.freeconference.com/conf/call/2898487> (PLACE YOUR
PHONE ON MUTE UNTIL PUBLIC COMMENTS)

Agenda

1. Roll Call
2. Approve New Time Clock Policy.

Public Comments (3 minute max)

Adjournment

The Next Board of Trustee's Meeting will be held June 12th, 2024, at 4:00 pm

Interested Citizens are invited to attend.

Public library board meetings are subject to the Open Meeting Law, Iowa Code, Chapter 21.

**Camanche Public Library
Board of Trustees Meeting
Wednesday, June 12, 2024
4:00PM**

Agenda:

1. Roll Call
2. Approval of Agenda
3. Approval of Last Meeting Minutes
4. Approval of New Bills/Book Orders
5. Approval of Financials

DIRECTORS REPORT

Financial -

Personnel/Operational –

Programming –

Renewing passes for Putnum, Zoo, Botanical Center through Grimes Library. FOTL offered to pay \$400. Card prices are \$702, and the software is \$225. The Library would need to pay \$527.

Next year we can look at other programs that maybe would include just two options at a lower rate.

Discuss renewing Movie License for \$130. This is so the Library can show movies on movie nights or during the Children's Program.

Collection Development -

Facilities –

Discuss the library renovation development.

Present Boards and Community Outreach

Summer Reading Program –

Possible Closed Session: – Library Director Update

Open Closed Session

Roll Call

End Closed Session

Motion to return to open session.

Board Action Based on Discussion of Closed Session - Library Director

Misc -

Hiring Committee Updates – Approve the recommendation from the Hiring Committee to hire the new Library Director.

Old Business –

- Trustee Hoerschelmann needs a meeting binder made.
- Officially Accept termination of Anna Evans, former Library Director.
- Hiring Committee will be led by Trustee McManus.

- Policy regarding Lunch Breaks and Time Clock needed. The policy will reiterate the need for punching out whenever leaving the library for lunch or break.
- Review policy. Special meeting was held and the time clock policy was approved.

New Business –

- Appointment of Secretary for Board Meetings to take and type up notes within the week.
- Per City Liaison, Dave Bowman – An update to the Library Bylaws was made using recommendations from the City Attorney. Changes were made, approved by City Liaison and City Administrator. Motion to approve updated Bylaws.
- Per City Administrator, Andrew Kida, motion to approve a wage increase for
- Interim Director Nancy McDougall to \$22 / hour and to be retroactive to when the Interim Director position was given.
- Per City Administrator Andrew Kida, purchase a new time clock with cards to review easier.
- Per City Administrator, Andrew Kida, Motion to pay the April invoice from the City Attorney's office.

Add to Agenda

Liaison's Report

Public Comment (3 min limit)

Adjournment

The Next Board of Trustee's Meeting will be held July 3, 2024, at 4:00PM

Interested Citizens are invited to attend.

Public library board meetings are subject to the Open Meeting Law, Iowa Code, Chapter 21.

**Camanche Public Library
Board of Trustees Special Meeting
Tuesday, June 25, 2024
4:00PM
Camanche City Hall**

Agenda:

1. Roll Call
2. Approval of Agenda
3. Possible Closed Session: –Personnel Matters as per Iowa Code 21.5 (i)

Open Closed Session

Roll Call

End Closed Session

Motion to return to open session.

Board Action Based on Discussion of Closed Session – Children’s Librarian

Liaison’s Report

Public Comment (3 min limit)

Adjournment

The Next Board of Trustee’s Meeting will be held July 3, 2024, at 4:00PM

Interested Citizens are invited to attend.

Public library board meetings are subject to the Open Meeting Law, Iowa Code, Chapter 21.

**Camanche Public Library
Board of Trustees Meeting
Wednesday, July 3, 2024
4:00PM**

Agenda:

1. Roll Call
2. Approval of Agenda
3. Approval of Last Meeting Minutes
4. Approval of New Bills/Book Orders
5. Approval of Financials

DIRECTORS REPORT

Financial -

Personnel/Operational –

New Director Started July 2, 2024

CPR/Mandatory Abuse Reporting for Staff

Dress Code Policy

Inventory of Non Book Items/ Large ticket items

Call Becky Heil regarding Emails

Discuss Melissa’s request to move to Children’s Librarian

Discuss Shaina’s request to move to Directors Assistant

Programming –

Collection Development -

Facilities –

Nightly Tracking of Patrons

Summer Reading Program –

Summer Reading Program Update

Use Release Forms when taking pictures of children for the website.

Misc-

Old Business –

Did Movie License get renewed? \$130

Did Putnam passes get paid for? \$527

Any thoughts on the new timeclock?

Did April Attorney bill get paid?

New Business –

Add to Agenda

Liaison’s Report

Public Comment (3 min limit)

Adjournment

The Next Board of Trustee’s Meeting will be held August 7, 2024, at 4:00PM

Interested Citizens are invited to attend.

Public library board meetings are subject to the Open Meeting Law, Iowa Code, Chapter 21.

**Camanche Public Library
Board of Trustees Meeting
Wednesday, August 7, 2024
4:00PM**

Agenda:

1. Roll Call
2. Approval of Agenda
3. CONSENT AGENDA:
 - a. Approve Minutes from Board meeting held on July 3, 2024.
 - b. Approve New Bills and Book Orders.
 - c. Approve Financials as submitted.

Director's Report

Financial -

Personnel/Operational –

Discuss adding another clerk per Director

Discuss changing start and end hours for staff.

Received an application for Children's Librarian position.

Programming –

Collection Development -

Facilities –

Schedule of Board Placement

Summer Reading Program –

Summer Reading Program Update

Misc-

Old Business –

CPR/Mandatory Abuse Reporting, RunHideFight, Stop the Bleed

Dress Code Policy

Bills/Book Orders – Has the Director been able to place orders yet?

Inventory of Non-Book Items/ Large ticket items

Hartz Lock – keys made?

Discuss Director Asst's move to Children's Librarian

Discuss ILL Specialist's move to Directors Assistant

Nightly Tracking of Patrons

Usage numbers for website activities

Awe Computer

Personnel Policy Update

Updated Time Clock Policy

Personnel Folders

Hot Spots Wi-Fi

Cricut subscription

New Business –

Talked to Jim Sowle at the Fire Department – he would be happy to help organize a group/community CPR training

Sent an email to Kurt Wagner in Bellevue regarding having a Story time with Anthony the Mouse.

Pay \$150 bill for New Life Computers

President will be out of town for November meeting.

Add to Agenda

Liaison's Report

Public Comment (3 min limit)

Adjournment

The Next Board of Trustee's Meeting will be held September 4, 2024, at 4:00PM

Interested Citizens are invited to attend.

Public library board meetings are subject to the Open Meeting Law, Iowa Code, Chapter 21.

**Camanche Public Library
Board of Trustees Meeting
Wednesday, September 4, 2024
4:00PM**

Agenda:

1. Roll Call
2. Approval of Agenda
3. Consent Agenda:
 - a. Approve Minutes from Board meeting held on August 7, 2024 and Special Meeting held on August 18, 2024.
 - b. Approve New Bills and Book Orders.
 - c. Approve Financials as submitted.

Director's Report

Financial -

Personnel/Operational –

Interviewing Candidates from Temp Associates

Programming –

Collection Development -

Facilities –

Nightly Tracking of Patrons Monthly Update

Parking Lot Quotes

Bench outside Library Entry

Summer Reading Program –

Summer Reading Program Update

Misc-

Old Business –

CPR etc Date Scheduled?

Reply email sent to Kurt Wagner in Bellevue regarding having a Story time with Anthony the Mouse.

Pay \$150 bill for New Life Computers – Paid?

President will be out of town for November meeting. - Advised board that we need at least 3 members to have a quorum. Will discuss with Vice President Goble that he will need to be present and lead the meeting.

Hot Spots WiFi

Cricut Subscription

Magazine Subscription Renewals

Contact Key Club for Teens

Back to School Carnival that was scheduled for August was cancelled due to the possibility of bad weather. Reschedule it for Saturday, September 28th. Calling it a Fall Festival - might even do a chili cookoff.

Program Waivers and Sign

L'ectronics Called?

New Business –

L'ectronics After Hours phone call
Add to Agenda

Liaison's Report
Public Comment (3 min limit)
Adjournment

The Next Board of Trustee's Meeting will be held October 2, 2024, at 4:00PM

Interested Citizens are invited to attend.

Public library board meetings are subject to the Open Meeting Law, Iowa Code, Chapter 21.

**Camanche Public Library
Board of Trustees Meeting
Wednesday, October 2, 2024
4:00PM**

Agenda:

1. Roll Call
2. Approval of Agenda
3. Consent Agenda:
 - a. Approve Minutes from Board meeting held on September 4, 2024.
 - b. Approve New Bills and Book Orders.
 - c. Approve Financials as submitted.

Director's Report -

Financial -

Discuss the need to rename Budget Account Titles.

Per City Clerk - The one that was called Misc. (Acct. # 002-410-6507) should be changed to Library Program Supplies. Then creating one with the Acct # 002-410-6598 and naming it Misc.

Personnel/Operational –

Programming –

Collection Development –

Inventory Update

Facilities –

Nightly Tracking of Patrons Monthly Update

Discuss Director Grim's meeting with Emergency Management and the formation of an Emergency Plan for the library.

Children's Programming –

Winter Reading Program Idea (Winter Festivus)

Between Thanksgiving and New Years. Hot Cocoa, Pajama Party, Snow Angels Santa's workshop – kids could come in and pick out an inexpensive gift to wrap for their parents.

Misc-

Discuss GoDaddy website upgrade.

Old Business –

CPR etc. Date Scheduled?

L'Ectronics Meeting

Cricut Subscription

Contact Key Club for Teens

Fall Festival Update

Bench Outside Library

New Business –

Add to Agenda

Liaison's Report
Public Comment (3 min limit)
Adjournment

The Next Board of Trustee's Meeting will be held November 6, 2024, at 4:00PM

Interested Citizens are invited to attend.

Public library board meetings are subject to the Open Meeting Law, Iowa Code, Chapter 21.

**Camanche Public Library
Board of Trustees Meeting
Wednesday, November 6, 2024
4:00PM**

Agenda:

1. Roll Call
2. Approval of Agenda
3. Consent Agenda:
 - a. Approve Minutes from Board meeting held on October 2, 2024.
 - b. Approve New Bills and Book Orders.
 - c. Approve Financials as submitted.

Director's Report:

Financial -
Personnel/Operational –
Programming –
Collection Development –
 Inventory Update
Facilities –
 Nightly Tracking of Patrons Monthly Update
Children's Programming –
Misc-

Old Business –

 CPR etc. Date Scheduled?

New Business –

 President request to change December meeting to Dec 11 instead of Dec 6.
 Director Grim would like to update the policies and procedures handbooks.
 Director Grim's desired days off.

Add to Agenda

Liaison's Report

Public Comment (3 min limit)

Adjournment

The Next Board of Trustee's Meeting will be held December 4, 2024, at 4:00PM

Interested Citizens are invited to attend.

Public library board meetings are subject to the Open Meeting Law, Iowa Code, Chapter 21.