

<u>January 3rd, 2024</u>	2
<u>February 17th, 2024 - Special Meeting</u>	4
<u>April 3rd, 2024</u>	5
<u>April 24th, 2024 - Special Meeting</u>	8
<u>May 1st, 2024</u>	10
<u>May 6th, 2024 - Special Meeting</u>	13
<u>May 31st, 2024 - Special Meeting</u>	14
<u>June 12th, 2024</u>	15
<u>June 25th, 2024 - Special Meeting</u>	19
<u>July 3rd, 2024</u>	20
<u>August 7th, 2024</u>	23
<u>August 18th, 2024 - Special Meeting</u>	27
<u>September 4th, 2024</u>	28
<u>October 2nd, 2024</u>	31
<u>November 6th, 2024</u>	33
<u>December 17th, 2024</u>	35

Library Minutes for January 3, 2024

The January 2024 meeting of the Board of Trustees of the Camanche Public Library was called to order by Bill Goble. Roll call was held. Members present were Director Anna Evans, City Liaison Dave, Linda Foster, and Shannon McManus.

A discussion was held to discuss organization and being prepared while being mindful of everyone's time.

Financials:

\$802.68

\$1,696.76

\$279.76

Center Point \$289.17

Access \$185.25

Mid-American \$218.57

Alliant \$278.14

Spark Clean \$125

Presto X \$41.58

Water Fountain (Friends paid for half of total) \$1,118.90

4,178.13 TOTAL

A discussion was held to determine the wages of the new Children's Librarian and Library Assistant as well as their official hire dates by the City (February 2024)

90-day Period Ending:

Amber—January 14th

Melissa—January 23rd

CHILDREN'S LIBRARIAN \$18? (3% raise in June)

Amber gave background: Bachelor of Science Early Childhood Education. Experience: organizing programs, working with children, working with the community, etc.

Motion to implement Children's Librarian wage of \$18 with a 3% raise in June and set hire date for February 1, 2024. ALL IN FAVOR.

ASSISTANT TO DIRECTOR \$11.50/hr currently—motion to raise to \$13.50 on hire date and then

\$15.50 contingent upon receiving training/certificate. ALL IN FAVOR.

Prior assistant made \$15.53

Discussed the future hire of clerk: (20 hours/week) currently makes \$11 -- @ 90 days raise to \$12.75/hr

BUDGET INCREASES

OFFICE SUPPLIES

MISCELLANEOUS: water fountain, odds & ends, staplers, etc.

PROGRAM INCREASES

ARCHITECTURE—cranes are not cheap \$\$

Motion to approve resignation of Janeen Reuter. ALL IN FAVOR.

DAVE: Planning, with 30 days' notice.

No progress on the budget: couldn't discuss at council meeting.

SHANNON: as CHAIR of Board: strategies that can be used to keep everyone under control
and

the focus on AGENDA TOPICS

Next meeting Dave will be gone (will have another council member fill in) and Linda Foster will
be gone.

Still need to recruit another board member.

Next meeting is scheduled for February 7, 2024 at 4 p.m.

The meeting was adjourned.

Respectfully,

Youth Librarian

Amber Springer

Camanche Public Library
Board of Trustees Special Meeting
February 17, 2024, at 9:30AM

This Special Meeting of the Board of Trustees of the Camanche Public Library was called to order by President McManus at the Camanche Public Library at 9:30AM.

ROLL CALL: Members present were Foster, Goble, McManus, City Liaison Dave Bowman, City Administrator Andrew Kida, and Librarian Evans.

APPROVAL of the Renovation Committee Architect Choice: Trustee Goble motioned to approve using SJA from Dubuque for the Library Expansion. Trustee Foster seconded. Motion Passed Unanimously.

SIGN the Financials for the Library: President McManus, Trustee Goble and Trustee Foster signed the financials.

APPROVE New Bills and Book Orders: Trustee Goble made a motion to approve the new bills and book orders. Trustee Foster seconded. Motion passed unanimously.

DISCUSS paying for the new library computers:

City Administrator Kida discussed the need to have receipts turned in on a timely basis with information on what line item to use for payment. Librarian Evans agreed. Kida mentioned that at the upcoming city council meeting there will be a policy change regarding the usage of personal credit cards for the purchase of city supplies. The policy change will state that city employees are not able to use their personal credit cards for city purchases, unless pre-approved by the city.

ADD to next Agenda:

- o Accept the resignation of Trustee James Griswold
- o Discuss using a new company for Library Cards.
- o Discuss having minute notes corrected and approved before the end of the meeting.

NEXT MEETING:

- The Next Board of Trustees Meeting will be held Wednesday, March 6, 2024, at 4:00pm.

ADJOURNMENT: The meeting was adjourned by President McManus at 9:40am.

Respectfully submitted,

Shannon McManus, President

Camanche Public Library
Board of Trustees Meeting
April 3, 2024, at 4:00 PM

This Meeting of the Board of Trustees of the Camanche Public Library was called to order by President McManus at the Camanche Public Library at 4:02 PM.

ROLL CALL: Members present were Bambi Blaess, Linda Foster, Shannon McManus, City Liaison Dave Bowman, City Administrator Andrew Kida, City Attorney Randy Currant and Library Director Anna Evans.

APPROVE Agenda: President McManus made a motion to approve the agenda with the modification to move the line item "Personnel Issues Re: Library Director" to after the line item "Possible Closed Session Item." Trustee Foster seconded the motion. Approved with all Ayes.

APPROVE Minutes from February Meeting: Meeting notes were not available to share with new Trustee Blaess. Tabled until the next meeting so new Trustee Blaess can review.

APPROVE AND SIGN the Financials for the Library: President McManus made a motion to approve the Financials for February 2024 and March 2024. Trustee Foster seconded. Motion passed unanimously. McManus, Foster, and Blaess signed the financials.

APPROVE New Bills and Book Orders: Trustee Foster made a motion to approve the new bills and book orders. Trustee Blaess seconded. Motion passed unanimously.

DIRECTORS REPORT:

- FINANCIAL- Discuss payment of library insurance.
- Motion made By Trustee Foster to pay the library insurance bill. Trustee Blaess seconded. Motion passed with all ayes.
- PERSONNEL – Discuss making the new library clerk an employee.
Employee Avery has been working at the library since December 2023. Director Anna states that she is doing a good job and would like to add her as a library employee. President McManus made a motion to add Avery as an employee with the wage of \$12.75/per hour as approved from the Jan 2024 meeting notes. Trustee Foster seconded. Motion passed unanimously.
- Library Directors Assistants retirement - Retirement party for Nancy on April 26. There will be cake.
- PROGRAMMING- Nothing to note.
- COLLECTION DEVELOPMENT- Nothing to note.
- FACILITIES -Discuss the library renovation development.
The next meeting with the architects will be on April 11, 2024 @ 9:30AM.
Encouraged Director Evans to forward Trustee Blaess the information received so far. Director Evans agreed.
- SUMMER READING PROGRAM – Updates -
 - Director Evans reports that she's been purchasing prizes and working on activities and shared that some companies donate gift cards for the children.
- MISCELLANEOUS- Welcome the new Trustee to the Library Board.

Trustee Blaess attended tonight's meeting. Trustee Hoerschelmann was approved and will attend the next meeting.

Discuss approval of MakerSpace policy. – Director Evans shared the MakerSpace policy. Motion to approve the MakerSpace policy was made by Trustee Foster. Trustee Blaess seconded the motion, and it passed unanimously.

OLD BUSINESS:

- Discuss payment for the library parking lot.
- Motion made By Trustee Foster to pay the library insurance bill. Trustee Blaess seconded. Motion passed with all ayes.

NEW BUSINESS:

- Accept James Griswold's resignation. - President McManus made a motion to accept the resignation. Trustee Blaess seconded the motion, passed unanimously.
- Discuss the quotes for new library cards. Director Evans presented a new company from which to purchase Library cards. She will request samples to review. Tabled for now until the Board can see samples and discuss.
- Time Clock to be purchased and used by all staff at the library. (Per Shannon) – Discussed the need for a time clock to be used by all staff to deter any further timing issues. Policy to be made to advise all staff to Punch In / Punch Out personally. Director Evans has already purchased a time clock and will install it, effective immediately.
- Time Clock timesheets will be reviewed for discrepancies (Per Shannon) – Library President will work with City Clerk to review times and determine that they match with time sheets turned in. Encouraged Director Evans to have all staff physically sign their own timesheet and not let the computer do an auto sign. She agreed.
- 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) – Work should be done in the workplace. The Board understands that there will be times where working from home is ideal (meetings), but the bulk of the work should be completed onsite. Director Evans agreed.

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

ADD to next Agenda:

- Held over from February Meeting - Discuss having minute notes corrected and approved before the end of the meeting.
- Per City Liaison Bowman – An update to the Library Bylaws is needed to be in Compliance with the City Code.

Five Minute Recess called, reconvene in Directors Office for Closed Session.

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

- A motion to move into closed session was made by President McManus. Trustee Blaess seconded and was passed unanimously.
- Roll Call: Director Anna Evans, City Attorney Randy Currant, Trustee Bambi

Blaess, Trustee Linda Foster, President Shannon McManus, City Liaison Dave Bowman, and City Administrator Andrew Kida.

- Closed Session ended at 6:25pm

- A motion was made by President McManus to return to open session. Trustee Foster seconded. Passed with all ayes.

Personnel Issues Re: Library Director (Per Shannon)– Regarding the Closed Session –

- A motion was made from Trustee Blaess to have the Board authorize the City Administrator to interview and gather facts regarding previous administrative action taken regarding management of the staff and facility. Trustee Foster seconded the motion and it passed unanimously.
- A motion was made by Trustee Blaess regarding the handling of the recent employee situation and the actions taken by the Library Director, the Board hereby issues a written reprimand to the Director and encourages the Director to address issues regarding examples of management deficiencies. Trustee Foster seconded the motion and it passed unanimously.

LIAISON REPORT:

City Council Liaison Dave Bowman shared that the city water meters will be changed out in the near future. The Splash Pad is moving forward, construction is set to start in the late spring/early summer.

PUBLIC COMMENT: Nothing to report.

NEXT MEETING:

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

ADJOURNMENT: The meeting was adjourned by President McManus at 6:27PM.

Respectfully submitted,

Shannon McManus, President

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

This special meeting of the Board of Trustees of the Camanche Public Library was called to order by President McManus at the Camanche City Hall at 4:02 PM.

1. ROLL CALL: Members present were Bill Goble, Bambi Blaess, Shannon McManus, Linda Foster, Amanda Hoerschelmann, City Liaison Dave Bowman, City Administrator Andrew Kida, City Attorney Randy Current and Library Director Anna Evans.
2. APPROVE Agenda: President McManus made a motion to approve the special meeting agenda. Trustee Foster seconded the motion. Approved with all Ayes.

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

- A motion, pursuant to Iowa Code Chapter 21.5(1)(i) regarding confidential personnel evaluation of an employee and where a request has been made by the employee to discuss the matter in closed session was made by President McManus. Trustee Goble seconded and was passed unanimously.
- Closed Session started at 4:05pm.
- Roll Call: Director Anna Evans, City Attorney Randy Current, Trustee Bambi Blaess, Trustee Linda Foster, President Shannon McManus, Trustee Bill Goble, Trustee Amanda Hoerschelmann, City Clerk Toni Schneider, City Liaison Dave Bowman, and City Administrator Andrew Kida.
- Closed Session ended at 5:30pm
- A motion was made by President McManus to return to open session.
- Trustee Foster seconded. Passed with all ayes.

Board Action Based on Discussion of Closed Session - Library Director

- Upon review and discussion, a motion was made from Trustee Blaess to move and terminate the at-will employment of Anna Evans as Library Director. The termination will be effective immediately, but she will be compensated her monthly salary through April 30, 2024. Additionally, that she be compensated for her accrued vacation benefits as calculated by the Camanche City Clerk. Trustee Hoerschelmann seconded the motion and it passed unanimously.

Library Organization Structure

- A motion was made by Trustee Blaess to appoint Nancy McDougall as Interim Facility Manager. This will be considered a temporary part-time position and will have oversight of the day-to-day operations of the facility. Nancy McDougall will report to the Library Board President or the Board's designee on necessary matters. Trustee Foster seconded. Passed with all ayes.
- In issues regarding Library personnel, Trustee Blaess made a motion to authorize the Camanche City Administrator to make personnel decisions which would normally be

made by the Library Director. Trustee Goble seconded the motion and it passed unanimously.

- The Library Board reserves the right to abolish the position of Interim Facility Manager and terminate the authority of the Camanche City Administrator regarding Library personnel matters at such times that the Library Board feels appropriate.

Liaisons Report: None.

Public Comments: None.

Adjournment: The meeting was adjourned by President McManus at 5:54PM.

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, at 4:00PM

ROLL CALL - Shannon McManus, Amanda Hoerschelmann, Bill Goble, Linda Foster, Bambi Blaess, City Administrator Andrew Kida, City Liaison Dave Bowman, City Mayor Austin Pruet, Friend of the Library (FOTL) Mary Griswold, Interim Director Nancy McDougall, Melissa Zamora, Shaina Paarmann, Amber Springer, and Avery Draper.

GUEST SPEAKER – BECKY HEIL – Gave New Library Director Information by Zoom. Will reach out to Becky as needed with questions.

APPROVAL OF AGENDA, MINUTES, NEW BILLS/BOOK ORDERS - A motion was made to approve the Agenda and Minutes by Trustee Foster. Trustee Goble seconded the motion. All ayes, motion approved unanimously. Approving New bills/Book Orders was tabled until the next meeting so the board can get further information on what is being ordered.

APPROVAL OF FINANCIALS – Board President McManus made a motion to approve the financials. Trustee Goble seconded the motion. All ayes, motion approved.

DIRECTORS REPORT

Financial - City Administrator Andrew Kida discussed the status of cleaning the library.

Personnel/Operational – Job Description/Advertisement for new Director.

- Hiring Committee formed and includes: Trustee Blaess, Trustee Hoerschelmann, City Liaison Dave Bowman, City Administrator Andrew Kida, Interim Director Nancy McDougall, Past Library Director Beth Blumer and possibly a member of the Friends of the Library (Mary Griswold will mention to the Friends to see if anyone is interested).
- Interim Director Assistant, Melissa completed her Library Certification and is requesting more hours. Motion was made by Board President McManus to give Melissa up to 30 hours a week on a temporary and amendable basis based on the recommendation of the new Library Director. Motion was seconded by Trustee Blaess. All ayes. Motion passed unanimously.

Programming –

Renewing passes for Putnum, Zoo, Botanical Center through Grimes Library. FOTL Mary Griswold stated that usually the Friends purchase these but are not sure if they will cover again. Gave an invoice to Mary to present at their next meeting. She will let us know if they offer to purchase again this year. If not, the library will pay for the passes.

Collection Development - Nothing to note.

Facilities –

- Discuss the library renovation development.
 - The next meeting with the architects will be on May 9, 2024 @ 9:00AM

Summer Reading Program –

- Children's Librarian Amber Springer presented the SRP Schedule of events.

- Summer program starts on June 8, 2024. She is still working on adding activities. Prizes are ready.

Misc -

OLD BUSINESS –

- Discuss the quotes for new library cards.
 - The past director was going to ask for samples of the cards she was wanting. Advised Nancy to let us know when/if samples of library cards arrive. We will also consider requesting a quote from Clinton Printing.
- Time Clock to be purchased and used by all staff at the library. So far, all but Shaina are using the Time Clock. Once Interim Director, Nancy, reads the instructions, she will add Shaina to the device.
 - Time Clock timesheets will be reviewed for discrepancies.
 - Once the instructions are evaluated, we can work on getting the times sent to the City Clerk. Staff are still required to use paper time sheets for now.
- Working from home for all staff must now be reported to the Board and will be approved on a case-by-case basis.
 - Reiterated that work should be happening at work. Staff agreed.
- Per City Liaison Bowman – An update to the Library Bylaws is needed to be in Compliance with the City Code.
 - Board President McManus will work on updating the Bylaws and including a section stating that the new Library Director will be reporting to both the Board and the City Administrator.
- Did past Director Evans forward Trustee Blaess the information on the architect?
 - Trustee Blaess reports that she was not given information on the architect. Will forward her information.

NEW BUSINESS - Nothing to report.

ADD TO AGENDA –

- Review Bills/Book orders from last meeting and approve.
- Trustee Hoerschelmann needs a meeting binder made.
- Officially Accept termination of Anna Evans, former Library Director.
- Hiring Committee will be led by Trustee Blaess.
- Appointment of Secretary for Board Meetings

LIASONS REPORT –

- City Liaison Bowman reports that the new Splash Pad was approved and should be starting fabrication soon.

PUBLIC COMMENTS (3 MINUTE LIMIT)-

- Mary Griswald from the FOTL wanted to share that she did not understand how the Board did not see the clutter and debris around the Library as she had noticed it for the last 5 years. Board President McManus acknowledged that there are a lot of books, supplies, and library items in the back and apologized to Mary for letting it go for so long.

McManus stated that the Board is aware now and will not let this happen again. We are all working toward bringing the Library up to status.

NEXT MEETING

The Next Board of Trustees Meeting will be held June 5, 2024, at 4:00PM

ADJOURNMENT –

Board President McManus adjourned the meeting at 5:48pm.

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

ROLL CALL - Amanda Hoerschelmann, Bill Goble, Shannon McManus, City Liaison Dave Bowman

APPROVAL OF NEW BILLS/BOOK ORDERS - Reviewed New Bills / Book Orders. Trustee Hoerschelmann made a motion to approve the New Bills and Book Orders. Trustee Goble seconded the motion. All Ayes. Motion passed unanimously.

NEXT MEETING

The Next Board of Trustees Meeting will be held June 5, 2024, at 4:00PM

ADJOURNMENT – Board President McManus adjourned the meeting at 4:10pm.

Camanche Public Library
Special Meeting
May 31st, 2024 @ 6:30pm
Attended by Phone

Agenda

1. Meeting called to order by President McManus at 6:30pm
2. Roll Call – Trustee Bill Goble, Trustee Amanda Hoerschelmann, Trustee Bambi Blaess and Board President Shannon McManus
3. Approve New Time Clock Policy – Trustee Goble made a motion to approve the new Time Clock policy. Trustee Blaess seconded the motion. Motion approved with all Ayes.

Public Comments (3 minute max) – No Public attended.

Adjournment – Meeting was adjourned by President McManus at 6:31pm.

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 Meeting
Wednesday, June 12, 2024, at 4:00PM

ROLL CALL - Shannon McManus, Amanda Hoerschelmann, Bill Goble, Linda Foster, Bambi Blaess, City Administrator Andrew Kida, City Liaison Dave Bowman, Gail Grim, Friend of the Library (FOTL) Ashley Streed, Interim Director Nancy McDougall, and Library Clerk Avery Draper.

APPROVAL OF AGENDA – President McManus requested that a motion to approve the agenda with an amendment that the Closed Session be moved to the beginning of the meeting. Trustee Foster made the motion, with Trustee Hoerschelmann seconding. All Ayes and the Closed Session was moved.

Possible Closed Session: – Library Director Update

Open Closed Session – Trustee Foster made a motion to move to Closed Session.

Trustee Hoerschelmann seconded the motion, approved with all ayes. Closed Session began at 4:02pm.

Roll Call - Shannon McManus, Amanda Hoerschelmann, Bill Goble, Linda Foster, Bambi Blaess, City Administrator Andrew Kida, City Liaison Dave Bowman, Gail Grim

End Closed Session – Closed Session ended at 4:27pm

Motion to return to open session was made by Trustee Foster with a second by Trustee Blaess. Approved with all Ayes.

Board Action Based on Discussion of Closed Session - Library Director

President McManus made a motion to approve Gail Grim as the new Library Director

under the terms of the contract as amended in closed session. Trustee Goble seconded the motion, and it was approved with all Ayes.

APPROVAL OF LAST MEETING MINUTES – A motion to approve the last meetings minutes was made by Trustee Blaess and seconded by Trustee Foster. Motion approved with all Ayes.

APPROVAL OF NEW BILLS/BOOK ORDERS - A motion was made to approve the New bills/Book Orders by Trustee Goble and seconded by Trustee Hoerschelmann. Motion was approved unanimously with all Ayes.

APPROVAL OF FINANCIALS – Trustee Foster made a motion to approve the financials. Trustee Goble seconded the motion. All ayes, motion approved.

DIRECTORS REPORT

Financial – Nothing to note.

Personnel/Operational – Nothing to note.

Programming –

- Renewing passes for Putnum, Zoo, Botanical Center through Grimes Library for Camanche residents to check out. 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. A motion to pay the \$527 for the new passes was given by Trustee Foster. Trustee Hoerschelmann seconded the motion, and it was approved with all Ayes. Advised Interim Director, Nancy to discuss payment with the City Clerk.

- Discuss renewing Movie License for \$130. This is so the Library can show movies on movie nights or during the Children's Program. Discussed starting Family Friday Movie nights again. Trustee Foster made a motion to approve renewing the movie license. Trustee Blaess seconded the motion. Motion approved with all Ayes. Advised Interim Director, Nancy to again discuss the payment with the City Clerk.

Collection Development - Nothing to note.

Facilities –

- Discuss the library renovation development.
 - Present Boards and Community Outreach.
 - The architect Building Boards are on display at City Hall right now. Gail Grim offered to pick up the boards and bring them to the Library to display.

Summer Reading Program –

- Interim Director, Nancy, stated that there have been many sign ups for the Summer Reading Program, but the Kickoff night was not well attended. Encouraged Nancy to make sure all program information is being shared on social media. She agreed.

OLD BUSINESS –

- Trustee Hoerschelmann needs a meeting binder made.
 - Completed.
- Officially Accept termination of Anna Evans, former Library Director.
 - Trustee Blaess made a motion to accept the termination of Anna Evans as Library Director and Trustee Foster seconded the motion. Motion approved with all Ayes.
- Hiring Committee will be led by Trustee McManus.
 - Completed.
- 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.
 - Reviewed policy. A special meeting was had, and the Time Clock policy was approved.
 - It was discussed that the Time Clock policy for Clocking In was vague and should be re-written. The Time Clock Policy will be amended to include "Employees are expected to be clocked in and at their workstations at their scheduled time, ready to work." Trustee Foster made a motion to accept those changes. Trustee Hoerschelmann seconded the motion. Motion approved with all Ayes. The policy will be rewritten and sent to Interim Director Nancy to have the employee's sign.

NEW BUSINESS -

- Appointment of Secretary for Board Meetings to take and type up notes within the week.
 - Trustee Goble agreed to be the Secretary for the meetings on a trial basis. We can revisit this, as necessary.
- Per City Liaison, Dave Bowman – An update to the Library Bylaws was made using recommendations from the City Attorney. Changes were made, approved by the City Liaison and City Administrator.
 - Motion to approve updated Bylaws given by Trustee Foster and seconded by Trustee Goble. Motion approved unanimously.
- 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.
 - Motion to approve the wage increase for Nancy McDougall was made by Trustee Goble. Trustee Hoerschelmann seconded the motion and was approved with all Ayes. Advised Nancy to discuss the change with the City Clerk.
- Per City Administrator Andrew Kida, purchase a new time clock with cards to review easier. This will be tabled for the moment. Trustee Blaess and Gail Grim will work together to find a suitable solution to the time clock issue.
- Per City Administrator, Andrew Kida, Motion to pay the April invoice from the City Attorney's office.
 - Discussed the \$5950.10 bill from the Attorney that was used during the termination of Library Director. A motion was made to pay the bill by Trustee Hoerschelmann and seconded by Trustee Foster. Approved with all Ayes. Advised Interim Director, Nancy to discuss the bill and payment with the City Clerk.

ADD TO AGENDA –

- Revisit at July's meeting. Per City Administrator Andrew Kida, purchase a new time clock with cards to review easier. This will be tabled for the moment.
 - Trustee Blaess and Gail Grim will work together to find a suitable solution to the time clock issue.
- New Director, Gail Grim, will officially start on July 2, 2024.
 - Discussed having Gail Grim look into becoming a Notary Public and the details on Proctoring exams. Advised Gail to reach out to Becky Heil from the State Library.

LIAISONS REPORT –

- Nothing to report.

PUBLIC COMMENTS (3 MINUTE LIMIT)-

- Ashley Streed, from the FOTL wanted to share that the next FOTL meeting will be June 25, 2024, at 11am at the Library.

NEXT MEETING

- The Next Board of Trustees Meeting will be held July 3rd, 2024, at 4:00PM

ADJOURNMENT –

Board President McManus adjourned the meeting at 5:10pm.

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, at 4:00PM
Camanche City Hall
818 7th Ave. Camanche, IA 52730

ROLL CALL – Linda Foster, Amanda Hoerschelmann, Shannon McManus, Bambi Blaess, Bill Goble, Andrew Kida, Dave Bowman, Nancy McDougall, Amber Springer

APPROVAL OF AGENDA

- Motion to approve the special meeting agenda was given by Trustee Blaess and seconded by Trustee Foster. Motion passed unanimously.
- Motion to move to Closed Session given by Trustee Goble. Trustee Foster seconded and approved with all Ayes.

Possible Closed Session: –Personnel Matters as per Iowa Code 21.5 (i)

- Open Closed Session: Closed Session opened at 4:01p
- Roll Call: Linda Foster, Amanda Hoerschelmann, Shannon McManus, Bambi Blaess, Bill Goble, Andrew Kida, Dave Bowman, Nancy McDougall, Amber Springer
- End Closed Session: Closed Session ended at 4:35p
- Motion to return to open session: Given by Trustee Foster and seconded by Trustee Goble, approved with all Ayes.

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

- Board Discussed termination of at will employee, Amber Springer as CPL Children’s Librarian.
- Motion to adopt the resolution as amended terminating the employment of the Camanche Public Library Children’s Librarian given by Trustee Blaess and seconded by Trustee Hoerschelmann. Motion approved unanimously.

LIAISONS REPORT: Nothing to Report per City Liaison Dave Bowman.

PUBLIC COMMENT (3 min limit): No public present.

NEXT MEETING

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

ADJOURNMENT: President McManus adjourned the meeting at 4:40pm.

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, at 4:00PM

ROLL CALL - Shannon McManus, Bill Goble, Linda Foster, City Liaison Dave Bowman, Library Director Gail Grim, Friend of the Library (FOTL) Ashley Streed, Interim Director Nancy McDougall, Director Assistant Melissa Zamora, ILLS Shaina Paarman, and Library Clerk Avery Draper.

APPROVAL OF AGENDA – President McManus requested a motion to approve the agenda as listed. Trustee Foster made the motion, with Trustee Goble seconding. All Ayes and the motion was approved.

APPROVAL OF LAST MEETING MINUTES - President McManus requested a motion to approve the last meeting minutes. Trustee Foster made the motion with Trustee Goble seconding. Motion approved with all Ayes.

APPROVAL OF NEW BILLS/BOOK ORDERS - Interim Director Nancy said there was nothing new at this time and explained that she showed new Library Director Grim how book orders worked.

APPROVAL OF FINANCIALS - A motion was made by Trustee Foster to approve the financials. Motion was seconded by Trustee Goble. All ayes and the motion was approved.

DIRECTORS REPORT

Financial – Nothing to note.

Personnel/Operational –

- Library Director Grim gave an emotional endorsement of the work the library staff has done while she transitioned into the new role. She said they “held down the fort” and we are “lucky to have the staff here” at the library.
- CPR Training: President McManus asked if CPR training would be beneficial for all staff at the library in case of an emergency with staff or patrons and noted that this could be completed with Jim Sowle at the Camanche Fire Dept. All agreed this was a good idea that will be looked into. President McManus also brought up possible ALICE training, Stop the Bleed and Mandatory Abuse Reporting. Liaison Bowman said that Emergency Management does offer trainings by Chance Kness. Director Grim will look into this. Trustee Foster asked if the library had a Panic Button in place. Staff said that they do, and it does work as it has been assessed recently.
- Dress Code Policy: President McManus encouraged having a Dress Code policy in place, but City Administrator Kida was not present to discuss. Liaison Bowman and Kida had discussed that open-toed shoes and pants with holes should not be allowed. Director Grim also agreed that hoodies should not be allowed and that the staff should stand out so that patrons know who is working. The discussion led to getting shirts, name tags and lanyards that staff could wear. Staff mentioned that the past director had ordered shirts, so the staff will be looking into that. Liaison Bowman said to table the discussion on dress code until Kida could be present.
- Inventory Non-Book Items/Large Ticket Items: President McManus stated that City Administrator Kida suggested that the Library Director should inventory non-book and

large ticket items as soon as she can. The discussion quickly steered to the past Children's Librarian possibly coming in to get her things 'after' her key was returned. Library staff noticed that her desk had been cleaned off completely and that seemed suspicious.

- The discussion moved to re-keying the library doors in case someone had an extra key made. Also suggested was having a set of keys made that were numbered and would be assigned to each individual staff as well. President McManus requested a motion to change locks/key entrances. Trustee Foster made the motion. Trustee Goble seconded. All ayes.
- Director's Assistant request to move to Children's Librarian position and ILLS request to move to the Director's Assistant position: The discussion started with asking Director Grim her opinion. Director Grim believes they both could handle the move, but they should have a trial period. Liaison Bowman suggested a 90-day trial period with increased wages during this time. Both staff were advised that if the positions do not work out, then they would be returned to their original positions/wages. Staff agreed.
- President McManus asked if we needed to hire another clerk. Director Grim thought it would be good to do that, but the discussion will be tabled and re-evaluated after the trial period.
- Director Grim would like all staff to know each job description as they all share the workload for the time being and would be able to step into another position in an emergency.
- President McManus made a motion to assign staff their new positions for a trial period of 90 days. Children's Librarian receiving 30 hours at \$18/hour and Director's Assistant to 25 hours at \$15.53/hour. Trustee Foster seconded. All ayes.

Programming – Nothing to note.

Collection Development – Nothing to note.

Facilities –

- Nightly Tracking of Patrons: President McManus suggested tracking patrons. We do have the capability to track each patron that comes into the library. Staff know how to use it and will show Director Grim. Nightly tracking will be recorded.

Summer Reading Program –

- Interim Director, Nancy, stated that the petting zoo was a huge success with 188 people in attendance. The nerf war had a great turnout with Melissa creating teams and a prize for the winning team. Community members have been coming in as guest readers/activity leaders and that is going well. It was suggested that we continue to try to get community members/leaders to come in and continue these activities with the patrons throughout the year.
- A discussion was had about not posting pictures of children's faces on social media without a signed consent from the parent on file.
 - Encouraged having consent forms on hand during these activities that parents could instantly fill out. If no consent is signed, children's faces need to be blocked out completely and/or those pictures cannot be posted to social media. Staff agreed.

OLD BUSINESS –

- Movie License – Paid/Complete
- Putnam Passes- Paid/Complete
- New Timeclock- Director Grim found a downloadable time clock that she will begin using on one computer. They will work with this one and give an update at the next meeting. At that time, an updated Time Clock Policy can be made.
- Attorney Invoice – Paid/Complete

NEW BUSINESS -

- Director Grim found a personnel policy handbook. She is going to review and compare it with the city employee handbook. She would like there to be an “on-boarding” procedure for future new employees to the library.
- Director Grim brought up the Hotspot Borrowing Service and whether we should continue with it as there is only one patron who is using it and abusing the privilege-keeping it longer than 7 days and then bringing it in and saying it isn’t working only to receive another one (rinse/repeat). Director Grim will have a discussion with this patron about it and maybe look to get the patron some assistance with obtaining his own Wi-Fi. Advised to revisit at July’s meeting.
- The discussion turned to whether or not we should get a Cricut subscription. Many patrons are asking about using the Cricut, but without a subscription, the machine cannot be used.
- The AWE computer in the children’s section is not working. It offers math and reading activities. Advised staff to look into it and get it working again.

ADD TO AGENDA -

- Discuss the need to hire another clerk.

LIAISONS REPORT –

- Liaison Bowman brought up having a Consent Agenda to streamline future board meetings. The board would like to try this at the next meeting. As long as everyone looks over the agendas ahead of time, this would be possible to effectively implement.
- Liaison Bowman noted that the library ended the fiscal year at 92% of the budget and complimented the board for this achievement.

PUBLIC COMMENTS (3 MINUTE LIMIT)-

- Ashley Streed, from the FOTL wanted to know what happens if the bond referendum fails on the library expansion project. Liaison Bowman said if it fails, we will try again next year. It is important to get word out to the community why this is a need. The board discussed making the architect drawings more available to the public by placing them in high traffic locations around the city and giving citizens an opportunity to vote on which of the two designs they would prefer.

NEXT MEETING - The Next Board of Trustees Meeting will be held August 7th, 2024, at 4:00PM

ADJOURNMENT – Board President McManus adjourned the meeting at 4:58 PM.

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

ROLL CALL - Shannon McManus, Linda Foster, Bambi Blaess, Amanda Hoerschelmann, City Liaison Dave Bowman, Library Director Gail Grim, and Library Clerk Avery Draper.

APPROVAL OF AGENDA – Trustee Foster made a motion to approve the agenda as listed. Trustee Blaess seconding. All Ayes and the motion was approved.

APPROVAL OF CONSENT AGENDA - President McManus requested a motion to approve the Consent Agenda line items 1 and 3. Trustee Foster made the motion with Trustee Blaess seconding. Motion approved with all Ayes. Consent Agenda line item 2 (Approve New Bills and Book Orders) was discussed and tabled until the next meeting when Director Grim has items organized and ready to present. She asked if there was a pre-approved amount that she can spend without needing board approval and Liaison Bowman advised checking past minutes for the amount we approved in the past. She agreed.

DIRECTORS REPORT

Financial –

- Library Director Grim shared that she received a \$25 check from FOTL from their Book/Bake sale items. Advised to give to City Clerk for deposit.
- Director Grim shared that it's time for renewal on several magazine subscriptions. She shared that past Interim Director McDougall had been keeping track of what magazines were popular and she'll look into renewing those and add them to the New Bills list for the next meeting.

Personnel/Operational –

- Discuss adding another clerk per Director - Library Director Grim shared that it is getting very hard to have all of the library's open hours covered with just the 4 employees they have. She asks to add another Library Clerk for 20 hours a week to help cover hours. City Liaison Bowman discussed the budget with the Board and a motion was made by President McManus to have Director Grim start contacting Temp Associates for applicants. The new Library Clerk would have 20 hours a week and start at \$11 / hour for the first 90 days. After 90 days, the applicant and rate will be reviewed and adjusted as needed. Trustee Hoerschelmann seconded the motion and it was passed with all Ayes.
- Discuss changing start and end hours for staff. – Discussed leaving hours as is since a new Clerk will help cover all open hours.
- Received an application for Children's Librarian position. – Per Director Grim, this is not an option at this time.

Programming –

- Director Grim shares several different programming ideas that will be starting in the next few months. A few ideas shared was a new Music Series and Travel Series. See the calendar of events for details and dates.
- Director Grim shared that they are looking for ways to get more Teens into the library for programs. Trustee Hoerschelmann encouraged talking to CHS Key Club about getting teens involved. Grim agreed.

- Discussed the need for Signed Waivers by Parents/Guardians for all programming activities. Director Grim agreed. Also, a sign needs to be posted during programs that states: "Camanche Public Library Staff is not responsible for accidents or unsupervised children."

Collection Development –

- Director Grim shares that it appears there hasn't been an audit of library books and collections in several years. She is starting to audit and scan all library items that can be "checked out" by patrons. This may be a long process, but she is excited to get started.

Facilities –

- Schedule of Board Placement – Director Grim shares that she had a discussion with City Administrator Kida, and they decided to schedule a Public Display for the Architect Boards where the public can ask questions. Results from the Library Vote show the community favors the 2-Story Design at a 53 to 12 ratio. Next step is to contact the architect so they can move forward on the 2-story plan.
- Director Grim shared that the flag outside was tangled so she called Public Works to assist with replacing it.
- Director Grim shared that we have been paying "Sparklean" to clean the library twice a month during the summer and once a month from September to May. The Board discussed these services and reviewed the budget. The Board decided to cancel their services based on the frequency of cleaning versus the cost due to the budget. A motion was made by Trustee Blaess to advise Director Grim to go ahead and terminate services due to the budget. Grim agreed. Trustee Hoerschelmann seconded, and the motion passed unanimously

Summer Reading Program –

- Summer Reading Program Update – Children's Librarian Melissa was absent from the meeting so Director Grim shared the update. She shared that the SRP had a total of 415 participants. The petting zoo and the stingrays were favorites. Children's Librarian Melissa is looking for assistance with a Back to School Carnival. FOTL will donate baked goods for a cake walk. Encouraged reaching out to the Key Club again for volunteers.

Miscellaneous –

- Director Grim wanted to mention that she reviewed her contract, and it appears that there are no vacation days offered. The Board discussed amending her contract to include 5 PTO days per contract year for the first year, which can be taken as a Full Day (8hrs) or as a Half Day (4hrs). After the first year, the amount of PTO days can be reviewed. Trustee Blaess made a motion to approve this amendment, with Trustee Foster seconding. Motion approved with all Ayes.
 - **UPDATE – Talked to Andrew and he stated that leaving out the Vacation/PTO was an omission on his part. He is encouraging us to have the contract amended to say "10 Vacation Days Banked". He will update the contract and when it's completed, the Board can review and have a special meeting to approve.

OLD BUSINESS –

- CPR/Mandatory Abuse Reporting, RunHideFight, Stop the Bleed - Trustee Hoerschelmann offered to do the CPR training for the staff and Director Grim has an

appointment set for Emergency Management to line up RHF training. She did look into the Mandatory Abuse Reporting, and it did not appear that library staff needed to have that training, so that will be tabled for now.

- Director Grim met with Fire Department staff to discuss the need for a KnoxBox. This is a black box attached to the building with a Library key inside that firefighters will have access to if there is a fire within the building. The amount of the KnoxBox was \$559.09 which Director Grim promptly ordered. She did review this order with President McManus and City Clerk Toni Schneider before purchasing. Website for review: <https://www.knoxbox.com/>
- Dress Code Policy – Lanyards have been made and staff are wearing them daily.
- Bills/Book Orders – Director Grim is working on Bills and Book orders. Advised to put bills/orders on a spreadsheet so she can present and have approved at the Board Meetings.
- Inventory of Non-Book Items/ Large ticket items – Per Director Grim, photos and a spreadsheet have been started to inventory non-book/large ticket items.
- Hartz Lock – New locks have been placed with keys numbered, listed with Do Not Duplicate and distributed.
- Discuss Director Asst's move to Children's Librarian – Fine as of now per Grim.
- Discuss ILL Specialist's move to Directors Assistant – Fine as of now per Grim.
- Nightly Tracking of Patrons – Grim shared that between July 8 – July 31, there were 1796 people through the doors of the library! Then from Aug 1-6 there have already been 234. Advised to keep track of numbers to share with the community regarding the need for the library expansion.
- Usage numbers for website activities – Per Library Clerk Avery, there is not a great way to keep track of “clicks” for the library website activities.
- Awe Computer – Director Grim called and received a quote to fix the Awe computer, but the quote was very high. After talking to the staff, they decided that they have other library items that they can utilize in place of purchasing a new Awe system. They decided they are not going to replace.
- Personnel Policy Update – The employees will follow the city handbook's policies.
- Updated Time Clock Policy – Director Grim is going to utilize the fingerprint time clock they have presently.
- Personnel Folders – All employees have personal folders.
- Hot Spots Wi-Fi – This is going to be tabled for now. Will revisit at the next meeting.
- Cricut subscription – There is a need for the Cricut subscription, but they have not been able to get enough information to move forward on this yet. Tabled for now.

NEW BUSINESS -

- Talked to Jim Sowle at the Fire Department – he would be happy to help organize a group/community CPR training. Trustee Hoerschelmann offered to provide the CPR training for the Library so they will work together to find a time for the training.
- Sent an email to Kurt Wagner in Bellevue regarding having a Story time with Anthony the Mouse. - No reply was sent. Director Grim stated that his schedule looked full, so she wanted to table this idea for now. Advised to send a reply that we will reach out again to schedule a visit.

- Trustee Hoerschelmann encouraged checking the schools schedules for over Thanksgiving and Christmas breaks as the schools are taking more days off this year.
- Pay \$150 bill for New Life Computers. Sent to the City Clerk. Paid.
- President McManus will be out of town for the November meeting. Advised board that we need at least 3 members to have a quorum. Will discuss with Vice President Foster that she will need to be present and lead the meeting.

ADD TO AGENDA -

- Director Grim asked if we could look into replacing the parking lot again. Discussed with Grim that we did have the parking lot worked on not long ago but suggested that she present quotes/estimates at the next meeting. Email received from Andrew Kida regarding new parking lot shared here:

From: Daniel C. Solchenberger <dsolchenberger@shive-hattery.com>
 Sent: Friday, August 9, 2024 9:54:14 AM
 To: Andrew Kida (akida@camancheia.org) <akida@camancheia.org>
 Subject: Library Parking Info

Hi Andrew,

Here is some information that is out there on Library and parking requirements.

It looks like the existing library footprint is around 6,775 SF, which based on this information would require 14 parking stalls with an ADA van accessible stall with an accessible pathway to the library. I have included some reference information for your use.

In my opinion, I would "temp" along with the existing parking area until the library buildings improvements are undertaken because in all likelihood the new building improvements will require more parking spaces. The new building improvements will likely require regrading of the parking area to accommodate new access points, or drainage patterns, not to mentioned construction traffic.

Please take a look at this information and let me know if you have any questions.

Thanks,
 Dan

Daniel C. Solchenberger, P.E.
 Civil Engineer
 Shive-Hattery
 2144 58th Avenue West | Bettendorf, IA 52722
 563.636.7300 | cell: 963.210.3660



- Director Grim shared that she received a quote from Per Mar security to take over servicing our security items. Discussed calling Lectronics first, since we are paying them for these services, and having them come in and service the items. Grim agreed.

LIAISONS REPORT –

- Liaison Bowman brought up that the city is having a public meeting regarding having Quiet Zones installed at train crossings. He shared that this could cost the city approximately \$1M.

PUBLIC COMMENTS (3 MINUTE LIMIT)- No public present.

NEXT MEETING - The Next Board of Trustee’s Meeting will be held September 4th, 2024, at 4:00PM

ADJOURNMENT – Board President McManus adjourned the meeting at 5:40PM.

Camanche Public Library
August 18th, 2024 @ 4pm
Special Meeting Notes

1. Roll Call – VIA PHONE: 1-717-275-8940 ACCESS CODE: 289 8487 - Shannon McManus, Bill Goble, Amanda Hoerschelmann and Gail Grim.
2. Approve Library Directors Amended Contract.
 - Motion made by Trustee Hoerschelmann to approve the Library Directors Amended Contract. Trustee Goble 2nd the motion. Amended Contract passed with all Ayes.
3. Approve Library Director to Hire New Clerk.
 - The Library Clerk position would be part time. This position would include working up to 20 hours per week, for an \$11.00 per hour wage through Temp Associates. The first 90 days she would be working under their leadership, and we would then evaluate whether to hire her permanently through the city and at what wage. She will begin working at the library on Thursday, August 22.
 - Motion made by Trustee Goble to approve having Library Director Grim hire a new clerk. Trustee Hoerschelmann approved and second the motion. Approved with all Ayes. Advised Library Director to move forward with hiring the new clerk.

Public Comments (3-minute max) – No public present.

Adjournment: President McManus adjourned the meeting at 4:05pm.

The Next Board of Trustees Meeting will be held Sep 4th, 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, September 4, 2024, at 4:00PM

ROLL CALL: Shannon McManus, Bambi Blaess, Gail Grim, Avery Draper, Linda Foster, Tom Klahn, Amanda Hoerschelmann.

APPROVAL OF AGENDA: A Motion was made to approve the Agenda as written by Trustee Foster. Trustee Hoerschelmann seconded the motion. Approved with all Ayes.

CONSENT AGENDA: A motion was made by Trustee Foster to approve the Consent Agenda. Trustee Blaess offered a second. The motion was approved unanimously.

- 1) Approve Minutes from Board meeting held on August 7, 2024, and Special Meeting held on August 18, 2024.
- 2) Approve New Bills and Book Orders.
- 3) Approve Financials as submitted.

DIRECTORS REPORT

Financial - Director Grim shared that she is working with City Clerk Toni to get bills and orders organized.

Personnel/Operational –

- Interviewing Candidates from Temp Associates
 - Director Grim shared that she performed interviews and decided to hire a fabulous and organized Library Clerk – Nicole Dohse. So far, she is fitting in nicely.

Programming -

- Director Grim shared that they are still working on the Fall Festival, scheduled for Sept 28, 2024, from 10a to noon. The activities will be held outside. They are contacting the Key Club, National Honor Society members and Friends of the Library for assistance.
- Director Grim shared that they have been able to update the Calendar of Events on the website. All programs and activities should be listed online and reservations for activities can be made online as well.

Collection Development –

- Grim stated that she is starting inventory of the items we have, so they can be utilized, before ordering more books/magazines.

Facilities –

- Nightly Tracking of Patrons Monthly Update: August Monthly Count was approximately 1300.
- Parking Lot Quotes: This has been tabled for now. Discussed asking if City Works can fill potholes for now. Director Grim would like to reach out to them for information.
- Bench outside Library Entry: Director Grim shared that the bench in front of the library is rusty, sharp, and breaking down. Discussed having City Works remove the bench and any sharp areas. Will revisit the idea of getting a new bench at the next meeting.
 - President McManus made a motion to have Library Director Grim contact City Works to have the old bench removed and grind down any sharp areas that

remain. Trustee Hoerschelmann seconded the motion, and it passed with all Ayes.

Summer Reading Program –

- Summer Reading Program Update: SRP is complete. Staff are working on next year's schedule of events.

OLD BUSINESS –

- CPR etc. Date Scheduled? Not yet. Trustee Hoerschelmann will discuss dates with Director Grim and get something scheduled.
- Reply email sent to Kurt Wagner in Bellevue regarding having a Story time with Anthony the Mouse. Discussed Kurt Wagner's fees and Director Grim will decide how to set up a time to have him visit.
- Pay \$150 bill for New Life Computers – Completed.
- President will be out of town for the November meeting. - Advised board that we need at least three members to have a quorum. Discussed with the Board. All are aware of the need to be present for the November Board meeting.
- Hot Spots Wi-Fi – Discussed the need to have all 3 Hot Spots redone manually by the supplier for a fee.
 - Due to the cost of having the Hot Spots fixed up and working, a motion was made by Trustee Hoerschelmann to discontinue Hot Spot services due to budget. Trustee Blaess seconded the motion. Motion approved with all Ayes.
- Cricut Subscription – The Cricut subscription is almost ready. Staff are still working on it.
- Magazine Subscription Renewals – Renewals were discussed and approved with the Bills and Book orders.
- Contact Key Club for Teens – Director Grim is contacting the High School for assistance.
- The Back to School Carnival that was scheduled for August is rescheduled for Saturday, September 28th. The newly named Fall Festival will have activities outside from 10a-noon.
- Program Waivers and Sign – Director Grim is getting the correct wording for the Waivers and Sign.
- L'Ectronics Called – Director Grim talked to L'Ectronics yesterday and will meet with them regarding the Alarm System.

NEW BUSINESS –

- L'Ectronics After Hours phone call – Since the Alarm had gone off, the L'Ectronics After Hours agent contacted Board President to discuss. They stated that this could happen if the internet goes out. Advised Director Grim to discuss a plan with L'Ectronics to follow if the alarm is set off or the internet does go down. Director Grim agreed.

ADD TO AGENDA

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

LIAISONS REPORT: City Liaison Dave Bowman was absent, but City Council member Tom Klahn was able to fill in for him. Council member Klahn shared that the city is discussing doing away with the storm sirens. They are advising the usage of a weather radio or downloading “IowaAlert” on your phone to be advised when inclement weather may be close.

PUBLIC COMMENT (3 min limit). None present.

NEXT MEETING

- The Next Board of Trustees Meeting will be held October 2, 2024, at 4:00PM

ADJOURNMENT: President McManus adjourned the meeting at 4:41pm.

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, at 4:00PM

ROLL CALL - Shannon McManus, Bill Goble, Linda Foster, City Liaison Dave Bowman, Gail Grim, Amanda Hoerschelmann, Bambi Blaess

APPROVAL OF AGENDA – President McManus requested that a motion to approve the agenda. Trustee Foster made the motion. Trustee Hoerschelmann seconded. All ayes.

CONSENT AGENDA - President McManus requested a motion to approve the consent agenda as listed. Trustee Foster made the motion with Trustee Hoerschelmann seconding. All Ayes.

- 1) Approve Minutes from Board meeting held on September 4, 2024
- 2) Approve New Bills and Book Orders
- 3) Approve Financials as submitted.

DIRECTORS REPORT

Financial –

- Director Grim asked to change the miscellaneous category to program supplies. Liaison Bowman recommended moving \$200 from program supplies to the miscellaneous account. President McManus made a motion to approve this request. Trustee Foster seconded. All ayes.

Personnel/Operational – Director Grim said personnel are good.

Programming -

- Director Grim shared a pie chart showing programs offered and the number of participants in attendance.

Collection Development-

- Director Grim stated that she has started doing inventory but has not made much progress and will continue working on it. Grim also shared that the State Library encourages a 12% average for adding and deleting materials and she'd like to work towards that.

Facilities-

- Director Grim shared that there were 1209 patrons tracked nightly for the month. She also discussed her Emergency Management Plan meeting. The Emergency Management Plan was drawn up with the help of Chance Kness from Clinton County Emergency Management, along with our fire chief, Dave Schutte, and our police chief, Richard Schmitz. Their recommendations included: Having Doors Re-Keyed, Place Key Box for Fire Dept. and Check and charge the AED nightly. Outdoor cameras were also recommended by Chief Schutte. He also recommended enhancing the wiring to the panic button so if the alarm is tripped, it would immediately alert the fire department. Jared Parker with L'Electronics did a thorough look at everything, checking each smoke alarm, and all the wiring, etc., as the Emergency Management team suggested. In order to connect the fire/smoke alarms to the fire station, he thought it would cost about \$300-\$400 dollars, or maybe a little more.

- President McManus made a motion for Director Grim to get a quote from L'Ectronics and approve the work to be done if the quote was no more than \$500. Trustee Foster seconded. All ayes.

Children's Programming-

- President McManus brought up the idea of a Winter Festivus. Director Grim stated that they are working on a Winter Program that will include doing bingo cards that kids can complete and win prizes during the winter party.

Misc.-

- President McManus made a motion to discontinue paying for World Trade Press items due to lack of interest. Trustee Bless seconded. All ayes.
- President McManus made a motion to cancel Heritage Quest due to lack of interest. Trustee Hoerschelmann seconded. All ayes.
- Discussed cancelling the Kanopy video streaming service, but Director Grim would like it tables for now until she has time to research it to see if it is something she wants to keep.
- Go Daddy website fee was paid by Director Grim.

OLD BUSINESS –

- CPR training to be done by the Fire Dept. Director Grim will schedule.
- L'Ectronics- Director Grim will get a quote for wiring.
- Cricut subscription is on hold for now.
- 10 teens from Key club volunteered.
- 70 people attended the Fall Festival.
- Bench outside library- Director Grim stated that it has been added to Gaylon Pewe's list and he will work on it when he can.

NEW BUSINESS -

- None

ADD TO AGENDA -

- Director Grim would like to update the policies and procedures handbooks.
- Director Grim's desired days off.

LIAISONS REPORT –

- Liaison Bowman recommended letting people know that they need to replace their water meter to avoid losing their water.
- Liaison Bowman reminded about the quiet zone meeting tomorrow (October 3rd)

PUBLIC COMMENTS (3 MINUTE LIMIT)-

- No Comments

NEXT MEETING

- The Next Board of Trustees Meeting will be held November 6th, 2024, at 4:00PM

ADJOURNMENT – Board President McManus adjourned the meeting at 5:04 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, November 6, 2024, at 4:00PM

ROLL CALL: Linda Foster, Bambi Blaess, City Liaison Dave Bowman, Library Director Gail Grim, Bill Goble

APPROVAL OF AGENDA: Vice President Foster asked for a motion to approve the agenda. Trustee Blaess made the motion. Trustee Goble seconded. All ayes

CONSENT AGENDA: Trustee Blaess made a motion to approve the consent agenda as listed. Trustee Goble seconded. Motion passed with all ayes.

- 1) Approve Minutes from Board meeting held on October 2, 2024.
- 2) Approve New Bills and Book Orders.
- 3) Approve Financials as submitted.

DIRECTORS REPORT

Financial –

- Director Grim stated that the World Trade Press webpages were canceled.
 - She also shared that Spot Free was used to clean windows and they were concerned that when winter weather gets here it will need more cleaning. Wanted to give a quote. Director Grim will present the quote at the next meeting.

Personnel/Operational –

- Nicole Dohse's 3-month probation period is ending. Director Grim asked if she could be hired through the library budget. Trustee Goble made a motion to hire Nicole for \$12.75 per hour not to exceed 20 hours per week. Trustee Blaess seconded the motion, and it passed with all ayes.
- Inventory has been ongoing. Two staff are trained on how to perform the inventory procedure when there is time available. Grim shared that they are having a hard time in certain areas but will keep at it.

Programming –

- Director Grim shared a slide with the Board outlining the number of total patrons that visited the library in October (1217) and the number of people who have library cards now from May-October. The slide also showed circulation statistics of how many materials have been checked out and renewed.
 - She also showed the Board the programming presentation from September and October that she shared with the City Council. She thanked the Board for their approval of the Doc Cam as that has been a handy addition to the library.

Facilities –

- Nolan Campie, a high school student, works for the city a couple of hours a week and Grim had him replace dirty carpet tiles.
- Director Grim installed hook and eye to keep the door closed.
- She also reported that she needs new light bulbs and asked where to purchase them. Trustee Foster said to purchase at Home Depot. City Liaison Bowman shared that she could use the Repairs & Improvements budget line to buy bulbs. Grim has been using a spreadsheet to keep track of when regular maintenance jobs have been done.

OLD BUSINESS –

- Grim hasn't spoken to anyone about CPR yet but still plans to do so.

NEW BUSINESS –

- Grim stated she wants to update the Policies/Procedures handbook but will reach out to President McManus for the PDF version of the most recent edition.
- Grim requests three full vacation days for December 10, 11, 12. Trustee Blaess made a motion to approve the request. Trustee Foster seconded it. It passed with all ayes.
- Grim stated that there are staff interested in working the Saturday following Thanksgiving. She stated that she doesn't think there will be two employees available, so we are not going to pursue having the library open that day. Grim shared that the library will be closed on Christmas Eve, Christmas Day, and New Years Day.
- Director Grim asked the Board if we could skip the December Library Board Meeting as we are allowed to skip one meeting per year. Trustee Blaess made the motion to skip the December Board meeting. Trustee Goble seconded and motion passed with all Ayes.

LIAISONS REPORT

- City Liaison Bowman reminded Board members to sign necessary forms at each board meeting.
- Bowman reminded everyone to get community members to come to the library.

PUBLIC COMMENT (3 min limit) No comments.

NEXT MEETING

- The Next Board of Trustee's Meeting will be held January 8, 2025, at 4:00PM

ADJOURNMENT Trustee Blaess made the motion to adjourn the meeting at 5:07pm. Trustee Goble seconded. All ayes.

Interested Citizens are invited to attend.

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

**Camanche Public Library
December 17th, 2024 @ 4pm
Special Meeting Agenda**

1. Roll Call – Bill Goble, Amanda Hoerschelmann, Gail Grim and Shannon McManus
2. Approve December Financials and New Bills.
 - Motion to approve December Financials and New Bills was presented by Trustee Goble. Motion seconded by Trustee Hoerschelmann. Approved with all Ayes.
 - Trustees reminded to sign the financial statements at the library.
3. Approve November 2024 meeting minutes.
 - Motion to approve the November 2024 minutes was made by President McManus. Motion was seconded by Trustee Goble. Motion passed with all Ayes.
4. Accept Linda Foster's resignation from the Library Board.
 - Motion to approve Trustee Foster's resignation was given by President McManus and seconded by Trustee Hoerschelmann and passed with all Ayes.

To Add To Next Meeting Agenda

- Review FY 2025 Budget Worksheet
- Review Quote from Manatt's Asphalt
- Review Quote for Heating/Air
- Summer Reading Programs Letters for Funding
- Donations for the Library/Friends of the Library
- Review best way to contact Board Members

Public Comments (3-minute max): No public present.

Adjournment: Meeting adjourned at 4:16p by President McManus

The Next Board of Trustee's Meeting will be held January 8th, 2025, 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.