

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 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 timeclock 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 timeclock 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 timeclock 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 timeclock 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.

LIASONS 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 Trustee's 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.