

# Table of Contents

<a href="#"><u>January 5th, 2022</u></a>	2
<a href="#"><u>February 2nd, 2022</u></a>	4
<a href="#"><u>March 8th, 2022</u></a>	7
<a href="#"><u>March 23rd, 2022</u></a> - Special Meeting	9
<a href="#"><u>April 6th, 2022</u></a>	10
<a href="#"><u>May 12th, 2022</u></a>	12
<a href="#"><u>June 9th, 2022</u></a>	14
<a href="#"><u>July 6th, 2022</u></a>	17
<a href="#"><u>August 9th, 2022</u></a>	19
<a href="#"><u>September 7th, 2022</u></a>	21
<a href="#"><u>October 5th, 2022</u></a>	23
<a href="#"><u>November 2nd, 2022</u></a>	26
<a href="#"><u>December 7th, 2022</u></a>	28
<a href="#"><u>December 13th, 2022</u></a> - Special Meeting	29
<a href="#"><u>December 21st, 2022</u></a> - Special Meeting	30

January 5, 2022

The January meeting of the Board of Trustees of the Camanche Public Library was called to order by President Gary Haines. Roll call was held and members present were Griswold, McManus, Foster, and Reuter, along with Librarian Evans, Consultant Shana Stuart, Becky Heil (via zoom) from the State Library, and City Council person liaison Dave Bowman.

A motion to approve the agenda was made by Trustee Griswold and a second was made by Trustee McManus. A motion to approve the minutes from the December 1st, 2021 meeting was made by Trustee McManus and a second was made by Trustee Griswold. All ayes by the trustees. Financials for January 2022 were not available for review and will be reviewed at the February 2nd meeting. Trustee Griswold made a motion to approve the claims of \$6259.20 (bills/book orders) with Trustee Foster seconded the motion. Unanimous consent of the board members was done through roll call.

Book orders in the amount of \$1077.20 were approved to order from Ingram.

New Bills for January 2022 approved for payment:

- Amazon \$409.24
- MicroMarketing \$206.38
- Playaway \$0
- CenterPoint \$0
- Junior Library Guild (JLG) \$144.10
- Access \$177.14
- MidAmerica \$169.39
- Alliant \$646.81
- Culligan \$741.75
- PrestoX \$35.00
- Sparklean \$125.00
- ProQuest \$935.76
- Unique \$0
- Water bill \$69.66
- ILA (yearly dues) \$95.00
- General Book Covers \$85.00
- Leslie Electric \$729.13
- Pioneer Heritage Library \$25.00
- Library Store \$199.60
- Des Moines Register \$538.04

Total of bills including Ingram: \$6409.20

Minus Direct State Aid (for Amazon) \$150.00

Grand Total: \$6259.20

The Library Board of Trustees participated in a Zoom meeting with Becky Heil from the State Library.

The meeting was to discuss strategic planning which began in January 2020. Becky reviewed the summary of responses she received from phone calls made to community members in September 2021. She noted the biggest number of responses about what the library is doing well were: kids activities and programs, personal service, helpful, accommodating, responsive to needs, and the summer reading program. The biggest library issues she noted were with the hours, the building, and the parking lot. The trustees then voted on three service responses to focus on for the library through the strategic planning. The trustees then listed to the results of a Space Needs Assessment for the Camanche Public Library prepared by Shana Stuart. She provided information for Class D Library (which the Camanche Public Library currently is) and Class E Library (which the Camanche Public Library could be in 2042). This information included average library building size, collection of materials, functional space for the library's different activities, and space utilization recommendations for the library.

Director's Report:

Financial: no report given

Personnel/Operational: no report given

Programming: no report given

Collection Development: no report given

Facilities: no report given

Summer Reading Program: no report given

Miscellaneous: Librarian Evans reported additional library cards needed to be purchased. A motion was made by Trustee McManus to purchase up to \$500 of additional library cards and a second was given by Trustee Griswold. All trustees aye.

Old Business:

The trustees reviewed the InterLibrary Loan policy (I.L.L.) and a motion was made by Trustee Griswold to approve the policy. A second was given by Trustee McManus with all trustees aye.

The board discussed wages for employees of the library and the increase will need to be accounted for in the budget. Trustee Griswold and Librarian Evans will work on this.

New Business:

None

Liaisons Report:

Council member Bowman reported he would remain the liaison to the board.

There were no public comments. President Haines adjourned the meeting.

The next meeting of the Camanche Public Library Board of Trustees will be held on February 2nd, 2022 at 4:00 pm at the Camanche Public Library

Respectfully submitted,

Janeen Reuter, secretary

February 2nd, 2022

The February meeting of the Board of Trustees of the Camanche Public Library was called to order by President Gary Haines. Roll call was held and members present were Haines, Griswold, McManus, Foster, and Reuter, along with Librarian Evans and City Council person liaison Dave Bowman.

A motion to approve the agenda was made by Trustee Griswold and a second was made by Trustee McManus. A motion to approve the minutes from the January 5th meeting subject to verification of the Culligan Water Bill was made by Trustee Griswold and a second was made by Trustee McManus. All ayes by the trustees.

Financials for January 2022 were reviewed and it was noted repair and improvement line is over. A motion was made by Trustee McManus to approve the Financials for January 2022 and a second was made by Trustee Foster. All ayes. Trustee Griswold made a motion to approve the claims of \$3678.86 (bills/book orders) with Trustee Foster seconded the motion. Unanimous consent of the board members was done through roll call.

Book orders in the amount of \$915.23 were approved to order from Ingram.

New Bills for February 2022 approved for payment:

- MicroMarketing \$291.64
- CenterPoint \$320.71
- Playaway \$289.96
- Amazon \$396.72
- MidAmerica \$808.45
- Alliant \$163.26
- PrestoX \$35.00
- Sparklean \$125.00
- Unique \$17.90
- Clinton Printing (library cards) \$490.00
- Access \$177.14
- Lectronics \$90.00
- Access \$182.25
- Junior Library Guild \$144.10
- City Mastercard \$174.00

Total of bills including Ingram: \$4621.36

Minus Shirley Garrett Memorial funds (for Centerpoint, Ingram, and Playaway) \$942.50

Grand Total: \$3678.86

Librarian Evans attempted to show a presentation regarding Niche Academy, but there were technical issues.

Director's Report:

Financial: Librarian Evans reported to the board the next step towards enlarging the library would be to

see a feasibility study on the current building. This would be completed by FEH and would cost \$28,000 to complete. Discussion was held regarding the results of the Space Needs Assessment and how that assessment was different from the feasibility study. Trustee Reuter asked if any of the recommendations from the Assessment would be implemented and Librarian Evans did not feel some of the recommendations would work for the Camanche Library, but thought others would. Trustee Griswold made a motion to place \$28,000 in the 2022-2023 budget for the feasibility study subject to receiving 75% of the cost in grants. There was no second and the motion died. Trustee Reuter made a motion to put \$28,000 in the 2022 -2023 budget for the feasibility study and a second was made by Trustee Foster. All ayes. Trustee Griswold made a motion to see grants to fund 75% of the cost of the study and Trustee Foster seconded the motion. All Ayes.

Personnel/Operational: no report given

Programming: no report given

Collection Development: no report given

Facilities: no report given

Summer Reading Program: Children Librarian has sent out letters seeking donations for the summer

reading program. This year's theme will be a camping theme and they would like to do three programs

instead of the usual two.

Miscellaneous: no report given

#### Old Business:

Trustee Griswold and Librarian Evans updated the board as to the work they had done on the salary/wages for the 2022-2023 budget. Trustee Griswold would like to evaluate the title of Director versus Librarian as well as salaried or hourly for Librarian Evans' position. He wanted to see how other libraries handle director's pay versus librarian's pay. Trustee Griswold and Librarian Evans discussed how they came up with the figures they were presenting and Trustee Griswold made a motion to increase the budget by \$131,139.04 for wages. Trustee McManus seconded this. All ayes. Liaison Bowman suggested utilizing a powerpoint presentation to explain to the council why and how this number was obtained.

#### New Business:

Librarian Evans asked the board to add longevity pay to the Director's salary and explained the basis behind it. A motion was made by Trustee Griswold to have Librarian Evans included in the longevity pay with a second by Trustee McManus. All ayes.

#### Liaisons Report:

Council member Bowman reported there would be a budget workshop regarding the library's budget on February 15th after the council meeting. He encouraged trustees to attend.

There were no public comments. President Haines adjourned the meeting.

The next meeting of the Camanche Public Library Board of Trustees will be held on March 8th, 2022 at 4:00 pm at the Camanche Public Library

Respectfully submitted,

Janeen Reuter, secretary

March 8th, 2022

The March meeting of the Board of Trustees of the Camanche Public Library was called to order by President Gary Haines. Roll call was held and members present were President Haines, Foster and Griswold, along with Librarian Evans and City Council member Paul Verner (As Liaison Dave Bowman was unable to make the meeting)

Christy Monk an Architect from F.E.H Design began the meeting with a proposal for condition assessment through conceptual planning. A five-step plan to give us a better the Board of Trustees a better understanding of future budget needs. A motion was made to approve the agenda by Trustee Foster and Seconded by Trustee Griswold. A motion to approve the Minutes for the February 2nd meeting was made by Trustee Griswold and Seconded by Trustee Foster. All ayes. Financials for February 2022 were reviewed and a motion to approve was made by Trustee Foster and seconded by Trustee Griswold. All Ayes. A motion was made by Trustee Griswold to approve the claims of \$4885.87 (bills/book orders) With Trustee Foster seconding the motion. Unanimous consent of the board members was given through roll call.

Book orders in the amount of \$834.69 were approved to order from Ingram.

New Bills for March 2022 approved for payment:

- MicroMarketing \$216.22
- Amazon- \$ 275.01
- JLG- \$144.10
- Access -\$174.79
- MidAmerica- \$174.74
- Alliant- \$880.48
- Culligan- \$10.00
- PrestoX- \$35.00
- Sparklean-\$125.00
- Air Control- \$621.46
- Unique- \$17.99
- Mobile Beacon- \$387.00
- Penworthy- \$402.00
- Iread- \$258.82
- Quill- \$358.57

Total bill including Ingram: \$4885.87

Directors Report:

Financial: No report given

Personal/ Operational: Library closed for in service day April 12th. Library Appreciation Day. Trustee Griswold made a motion that was seconded by Trustee Foster. All Ayes.

Programming: No Report

Collection Development: Director Evans signed yearly Bridges internet e-book renewal.

Told the Trustees there will be a price in crease in the next fiscal year.

Facility:

Summer:  
Misc.:

Old Business:

New Business: The Board of Trustees voted to fix not replace the heating/air until on the roof of the library. Trustee Griswold made a motion to approve spending the \$1865.00 for Air Control to have the until fixed. Trustee Foster seconded the motion. All Ayes.

The Internet Use Policy has been revised by Librarian Evans. Motion made by Trustee Foster for the policy to be adopted. Seconded by Trustee Haines. All ayes. The Camanche Public Library Mission Statement has been revised by Librarian Evans. A motion made by Trustee Griswold for The Mission Statement to be adopted. Seconded by Trustee Griswold. All ayes.

Liaison report: No Report given

There were no public comments. President Haines adjourned the meeting.

The next meeting of the Camanche Public Library Board of Trustees will be held March 23rd at 3:00 pm at the Camanche Public Library

Respectfully Submitted,

Anna Evans  
Library Director



Minutes for March 23rd 2022

A meeting was held at the Camanche Public Library at 3:00 pm those present were Trustee President Gary Haines, Vice President Linda Foster, Jim Griswold and Librarian/Director Anna Evans.

District Consultant Becky Heil worked with the library Trustees and Director to make final decisions about the library's Strategic Plan for 2022- 2026.

Sincerely,

Anna Evans  
Director/Librarian

April 6th, 2022

The April meeting of the Board of Trustees of the Camanche Public Library was called to order by President Gary Haines. Roll call was held and Trustee members present were Trustee Griswold, Trustee Foster, and Trustee Reuter, along with Librarian Evans and City Council liaison Dave Bowman.

A motion to approve the agenda was made by Trustee Foster. There was no second, therefore, the motion died. Trustee Griswold made a motion to strike the following agenda items: discuss updated Sex Offender Policy, discuss "A Walking Quorum", and discuss and approve Hotspot Policy and approve the modified agenda. Trustee Reuter seconded it. Trustee Griswold, Trustee Haines, and Trustee Reuter were ayes. A motion to approve the minutes from the March 8th meeting was made by Trustee Griswold and a second was made by Trustee Foster. All ayes by the trustees present. Discussion was held about approving the minutes from the March 28th meeting and Librarian Evans will type up the March 28th meeting notes for approval at the next meeting. Financials for March 2022 were reviewed and a motion to approve the financials was made by Trustee Griswold with a second made by Trustee Foster. All present trustees aye.

Trustee Foster made a motion to approve the claims of \$4507.49 (bills/book orders) with Trustee Griswold seconded the motion. Unanimous consent of the board members present was done through roll call.

Book orders in the amount of \$942.30 were approved to order from Ingram.

New Bills for April 2022 approved for payment:

- Amazon \$359.23
- MicroMarketing \$349.59
- Playaway \$0
- CenterPoint \$293.44
- Junior Library Guild (JLG) \$144.10
- Access \$182.25
- MidAmerica no bill
- Alliant \$610.97
- Culligan (5 waters) \$43.95
- PrestoX \$35.00
- Sparklean \$125.00
- AirControl (fixed hvac) \$621.46
- Unique \$17.99
- Mobile Beacon (3 hot spots for a year) \$387.00
- Penworthy \$402.00
- Water bill \$69.66
- Harlequin \$73.55
- General Book Covers \$50.00

Total of bills including Ingram: \$4707.49

Minus Direct State Aid (for Amazon) \$200.00

Grand Total: \$4507.49

Director's Report:

Financial: Discussion was held around Librarian Evans becoming a salaried employee and Trustee Griswold brought up the study which stated the Camanche Library should have 2.5 full time employees for its size. The trustees encouraged Librarian Evans to keep track of the hours she works and the board would look at these hours to discuss this issue in the 2023-2024 budget.

Personnel/Operational: no report given

Programming: no report given

Collection Development: no report given

Facilities: The heating units are fixed.

Summer Reading Program: Librarian Evans reported the theme of the Summer Reading program is Adventure. The library has received \$2000 in donations for the program from letters sent out by Librarian Kudelka, children's librarian.

Miscellaneous: Librarian Evans reported she signed Enrich Iowa and Open Access forms

Old Business:.

There was no old business.

New Business:

Discussion was held over the Circulation Policy. It was suggested by the trustees to add interlibrary loans to the policy. The board will review it next month for approval.

Liaisons Report:

Council member Bowman reported the city council had approved the budget with every department receiving the budget they requested.

There were no public comments. President Haines adjourned the meeting.

The next meeting of the Camanche Public Library Board of Trustees will be held on May 12nd, 2022 at 4:00 pm at the Camanche Public Library

Respectfully submitted,  
Janeen Reuter, secretary

May 12th, 2022

The May meeting of the Board of Trustees of the Camanche Public Library was called to order by President Gary Haines. Roll call was held and Trustee members present were Trustee McManus, Trustee Foster, and Trustee Reuter, along with Librarian Evans, Librarian Kudelka, and City Council Liaison Dave Bowman.

A motion to approve the agenda was made by Trustee Foster. A second was made by Trustee McManus and all trustees were ayes. A motion to approve the minutes from the March 8th meeting was made by Trustee Griswold and a second was made by Trustee Foster. All ayes by the trustees present. A motion was made to approve the minutes from the March 23rd and April 6, 2022 meetings by Trustee McManus and a second was made by Trustee Foster. All trustees were ayes. Financials for April 2022 were reviewed and there will be a budget amendment by the city council to add money to the budget. A motion to approve the financials was made by Trustee Foster with a second made by Trustee McManus. All present trustees aye.

Trustee McManus made a motion to approve the claims of \$3232.67 (bills/book orders) with Trustee Foster seconded the motion. Unanimous consent of the board members present was done through roll call.

Book orders in the amount of \$846.73 were approved to order from Ingram.

New Bills for May 2022 approved for payment:

- Amazon \$792.85
- MicroMarketing \$208.73
- Playaway \$0
- CenterPoint \$0
- Junior Library Guild (JLG) \$144.10
- Access \$182.25
- MidAmerica \$140.00
- Alliant \$352.13
- Culligan \$10.00
- PrestoX \$35.00
- Sparklean \$125.00
- America Library Association (ALA) yearly dues \$192.00
- Unique \$50.15
- Mike Frederick Books \$60.00
- Quill \$93.83

Total of bills including Ingram: \$3432.67

Minus Direct State Aid (for Amazon) \$200.00

Grand Total: \$3232.67

Director's Report:

Financial: Librarian Evans provided an article about "Aunt Flow" and discussion was held. Librarian

Evans reported currently the Friends of the Library are covering the cost of these supplies. The board encouraged Librarian Evans to publish this on the library's Facebook page.

Personnel/Operational: no report given except Librarian Evans wanted to make the board aware the library may need to hire another staff member in the future to meet the needs of the library.

Programming: Librarian Evans requested the trustees share the activities of the library which are posted on Facebook to assist in notifying the public of activities.

Collection Development: no report given

Facilities: The "Aunt Flow" program was discussed in director's report.

Summer Reading Program: Librarian Kudelka, children's librarian, updated the board on the summer reading program which will begin on June 6, 2022 and have activities planned Monday through Thursday. The only activities the Library paid for were the Launch party and the Blank Park Zoo, otherwise the other activities were paid through donations and grants. She will provide information to the school librarian to forward to the students.

Miscellaneous: Librarian Evans recommended she become a member of the Kiwanis and the Clinton County Council of Social Agencies at a cost of \$175. A motion was made by Trustee Foster to pay the membership dues for Librarian Evans to join the Kiwanis and the Clinton County Council of Social Agencies. A second was made by Trustee McManus and all trustees were ayes through roll call.

Old Business: Librarian Evans provided copies of the final version of the Strategic Report 2022-2025 to the trustees.

New Business:

Discussion was held over the updated Sex Offender Policy and the Circulation Policy. This will be approved next month. Discussion was held over "A Walking Quorum" and the results of the discussion were agreement to just reply to Anna without talking with everyone about library business in order to avoid a walking quorum. Discussion was held over the Hot Spot Policy.

Liaisons Report:

Council member Bowman reported the city council would be doing a budget amendment for the library budget.

There were no public comments. President Haines adjourned the meeting.

The next meeting of the Camanche Public Library Board of Trustees will be held on June 9th, 2022 at 4:00 pm at the Camanche Public Library

Respectfully submitted,  
Janeen Reuter, secretary

June 9th, 2022

The June meeting of the Board of Trustees of the Camanche Public Library was called to order by Secretary Reuter. Roll call was held and Trustee members present were Trustee McManus, Trustee Griswold, and Trustee Reuter, along with Librarian Evans, Friends of the Library President Mary Griswold, and City Council Liaison Dave Bowman.

A motion to approve the agenda was made by Trustee McManus. A second was made by Trustee Griswold and all trustees were ayes. A motion to approve the minutes from the May 12th meeting with corrections (The motion to approve the minutes from the March 8th meeting was not made by Trustee Griswold) was made by Trustee McManus and a second was made by Trustee Griswold. All ayes by the trustees present.

Financials for May 2022 were reviewed and Librarian Evans reported the library is still waiting reimbursement from the grant for the gaming table (approximately \$5000). Librarian Evans will follow up on the grant reimbursement as she has not heard anything more on it. A motion to approve the financials was made by Trustee Griswold with a second made by Trustee McManus. All present trustees aye. Trustee Griswold made a motion to approve the claims of \$2127.31 (bills/book orders) with Trustee McManus seconded the motion. Unanimous consent of the board members present was done through roll call.

Book orders in the amount of \$1004.67 were approved to order from Ingram.

New Bills for June 2022 approved for payment:

- Amazon \$1419.92
- MicroMarketing \$301.80
- Junior Library Guild (JLG) \$144.10
- Access \$144.00
- MidAmerica \$185.25
- Alliant \$225.94
- Culligan \$43.95
- PrestoX \$38.50
- Sparklean \$250.00
- Demco \$95.04
- Unique \$50.15
- General Book Covers \$58.00
- SmartShiled \$170.66

Total of bills including Ingram: \$3127.31

Minus Friends of the Library (for Amazon) \$1000.00

Grand Total: \$2127.31

There was a video conference with Clay from Niche Academy who described what their program could do for the Camanche Public Library. He reported the program could increase resource usage and be used for staff development and training. There would be widgets on the

website and the Clinton Public Library uses the program. The cost is increasing from \$740 to \$800 on August 1, 2022. The trustees did not take any action on this program at this time.

Friends of the Library President Mary Griswold then spoke to the board. She reported they presently have approximately 45 members whose average age is between 70 – 75 with 6 active members. They fundraise for the library through book sales, bake sales, and memorials donated to them. They provide money to the summer reading program, maintain the garden in the front of the library, and provide 100 day books to every kindergarten student at the Camanche Elementary School in addition to other activities. They would like to have more members join and were seeking ways to encourage membership increases. President Griswold provided membership forms and were provided suggestions by the board.

#### Director's Report:

Financial: Librarian Evans stated she is not getting her director's work done and would like to hire another part-time person. Discussion was held about needing the documentation to show to the city council to ask for an increase (if necessary) in funding and to document exactly what is getting accomplished. The trustees tabled this issue to the next meeting.

Personnel/Operational: Librarian Evans would like to increase the library assistant's position by five hours. A motion was made by Trustee Griswold to approve this and a second was made by Trustee McManus. All ayes.

Programming: Librarian Evans provided a copy of the circulation report and the board reviewed it.

Collection Development: no report given

Facilities: no report given.

Summer Reading Program: Discussion was held around letting the children read off fines during the summer reading adventure. This would be for fine and not lost items.

Miscellaneous: Librarian Evans received an email regarding the library possibility hosting a blood drive. The board did not feel this was something to host at this time.

#### Old Business:

Librarian Evans presented the updated Sex Offender Policy and a motion was made by Trustee Griswold to approve it with a second made by Trustee McManus. Discussion was held and all trustees were aye.

Librarian Evans presented the updated Circulation Policy and a motion was made by Trustee Griswold to approve it with a second made by Trustee McManus. All trustees aye.

Librarian Evans presented the Hotspot Policy and a motion was made by Trustee McManus to approve it with a second made by Trustee Griswold. All trustees were aye.

#### New Business:

No new business

#### Liaisons Report:

No report

There were no public comments. Secretary Reuter adjourned the meeting.

The next meeting of the Camanche Public Library Board of Trustees will be held on July 6th, 2022 at 4:00 pm at the Camanche Public Library

Respectfully submitted,

Janeen Reuter, secretary



July 6th, 2022

The July meeting of the Board of Trustees of the Camanche Public Library was called to order by President Haines. Roll call was held and Trustee members present were Trustee Foster, Trustee Haines, Trustee McManus, Trustee Griswold, and Trustee Reuter, along with Librarian Evans and City Council Liaison Dave Bowman.

A motion to approve the agenda was made by Trustee Griswold. A second was made by Trustee Foster and all trustees were ayes. A motion to approve the minutes from the June 9th meeting with corrections (The sentence regarding Niche stating "He reported the program would increase resource usage and be used for staff development and training" should be "He reported the program would increase resource usage and be used for public training" and the sentence "Librarian Evans stated she is not getting her director's work done and would like to hire another part-time person" should be Librarian Evans stated due to increase traffic into the library, Librarian Evans is completing non-director activities as well as her own and feels another part-time person is required.") was made by Trustee McManus and a second was made by Trustee Foster. Trustees Foster, McManus, Haines, and Reuter were ayes, while Trustee Griswold was opposed.

Financials for June 2022 were reviewed. A motion to approve the financials was made by Trustee Foster with a second made by Trustee Griswold. All present trustees aye. Trustee Griswold made a motion to approve the claims of \$3833.99 (bills/book orders) with Trustee McManus seconded the motion. Unanimous consent of the board members present was done through roll call.

Book orders in the amount of \$924.24 were approved to order from Ingram.

New Bills for July 2022 approved for payment:

- Amazon (part of this is magazines) \$1317.10
- MicroMarketing \$291.13
- Harlequin \$24.00
- Junior Library Guild (JLG) \$144.10
- Access \$185.25
- MidAmerica \$245.49
- Alliant \$47.52
- Culligan \$10
- PrestoX \$38.50
- Sparklean \$250.00
- Meraki Licence for 3 yrs (wipes hard drives on computers clean nightly) \$287.00
- Water bill \$69.66

Total of bills including Ingram: \$3833.99

Director's Report:

Financial: Librarian Evans stated she met with the Unique representative last week.

Personnel/Operational: no report given

Programming: Librarian Evans provided a copy of the circulation report and the board reviewed it. She also reported the painting classes are going well.

Collection Development: no report given

Facilities: no report given.

Summer Reading Program: Librarian Evans reported the summer reading program is going well and they have full participation in all activities.

Miscellaneous: no report given.

#### Old Business:

Librarian Evans presented the updated Sex Offender Policy and a motion was made by Trustee Griswold to approve the sex offender policy sent out in June 2022. There was no second. A motion was made by Trustee McManus to approve the current sex offender policy handed out. A second was made by Trustee Foster and discussion was held. A new motion was made by Trustee Foster to approve the policy with the following change (The sentence "The Board of Trustees will no entertain any appeals of the Director's determination" will change to "The Board of Trustees will only entertain written appeals of the Director's determination.") and a second was made by Trustee Griswold. All trustees aye.

#### New Business:

Librarian Evans updated the board as to the repairs to the handicap access door parts. The library will only be paying for the labor as they are taking the necessary parts from a unit at City Hall which is not needed. It should cost around \$400.

#### Liaisons Report:

No report

There were no public comments. President Haines adjourned the meeting.

The next meeting of the Camanche Public Library Board of Trustees will be held on August 3rd, 2022 at 4:00 pm at the Camanche Public Library

Respectfully submitted,

Janeen Reuter, secretary

Camanche Public Library  
Board of Trustees Meeting  
August 9, 2022, 5:00PM

This Meeting of the Board of Trustees of the Camanche Public Library was called to order by Trustee Foster at the Camanche Public Library at 5:00pm.

ROLL CALL: Members present were Foster, Griswold, McManus, City Liaison Dave Bowman, and Librarian Evans. Trustee Reuter arrived late.

APPROVAL OF AGENDA, MINUTES, NEW BILLS/BOOK ORDERS: Griswold motioned for approval; McManus seconded. Motion Passed Unanimously.

APPROVAL OF FINANCIALS: Librarian Evans stated that next year she would like to add more to the Electric line as we are already at 20% for this year. Griswold motioned for approval of the financials. McManus seconded. Motion passed Unanimously.

**DIRECTORS REPORT:**

Financial – Clinton National Bank donated 5 computers to the library.

Personnel/Operational – Librarian Evans stated that she had a discussion with Andrew Kida regarding the need to hire and train another staff member before the next Summer Reading Program. He agreed that it should be added into the budget for next year.

Programming: All programs were well attended.

Collection Development: Librarian Evans shared articles regarding Vinton Library and the issues they are facing with controversial materials. This is becoming a countrywide issue that she would like to be ahead of before a complaint is raised here. She presented the Camanche Public Library Controversial Materials Policy and reviewed with the Board. The Board agreed that the policy should be in effect. McManus made a motion to approve the policy. Reuter seconded. Motion approved.

Facilities: Librarian Evans discussed purchasing computer tables for the newly donated computers. She offered 2 options. Movable tables or Stationary tables that would be attached to the bookshelf ends. Both are the same price, and they will need 5. Librarian Evans stated that she was checking to see if someone from the city could make the stationary tables, or if she would need to purchase. Griswold made a motion to spend \$800 on the tables based on the recommendation from the city workers. McManus seconded. Motion approved.

Summer Reading Program: Was well attended and ended with a Pool Party.

Misc.: None to report.

**OLD BUSINESS:** Nothing to report.

**NEW BUSINESS**

o Librarian Evans discussed buying 2 new computers for staff use and needing a new desk for her use. She presented a standing desk for \$515.99. Both Anna and Nancy reported having computer issues (such as turning off on its own during use, sometimes up to 4 times in one day). IT recommended new Lenovo laptops which offer more capacity and drive, then using the old computers as back up for the public. Griswold

motioned to approve approx. \$1500 for new computers. McManus seconded. Motion approved.

o Librarian Evans wanted to discuss the policy for Controversial Materials. Policy approved. See above.

LIASONS REPORT: Liaison Bowman shared that the Camanche Public Library's salary structure was approved by the City Council and that they are aware that the library may be bringing up hiring another staff member in the year to come.

NEXT MEETING:

- The Next Board of Trustee's Meeting will be held Wednesday, Sept 7, 2022, at 4:00pm.

ADJOURMENT: The meeting was adjourned by Trustee Foster at 5:42pm.

Respectfully submitted,

Shannon McManus, Trustee

September 7th, 2022

The September meeting of the Board of Trustees of the Camanche Public Library was called to order by Vice President Foster at 4:18 pm. Roll call was held and Trustee members present were Trustee Foster, Trustee Griswold, and Trustee Reuter, along with Librarian Evans. City Council member Paul Varner attended the meeting in place of City Council Liaison Dave Bowman and arrived halfway through the meeting.

A motion to approve the agenda was made by Trustee Griswold. A second was made by Trustee Reuter and all trustees were ayes. A motion to approve the minutes from the August 9th, 2022 meeting was made by Trustee Griswold and a second was made by Trustee Reuter. All trustees were ayes.

Financials for August 2022 were reviewed. A motion to approve the financials was made by Trustee Griswold with a second made by Trustee Reuter. All present trustees aye. Trustee Griswold made a motion to approve the claims of \$5463.61 (bills/book orders) with Trustee Reuter seconded the motion. Unanimous consent of the board members present was done through roll call.

Book orders in the amount of \$894.10 were approved to order from Ingram.

New Bills for September 2022 approved for payment:

- Amazon (supplies \$895.01/books \$472.41) \$1361.42
- CenterPoint \$218.78
- OverDrive (platform for Libby) \$1259.70
- MidAmerica \$337.37
- Alliant \$31.30
- Culligan \$43.95
- PrestoX \$38.50
- Sparklean \$250.00
- State Library-Catexpress \$105.00
- TechSoup (license for library adobe) \$60.00
- World Press (websites) \$802.55
- Data344 (smart shield 5 licenses) \$60.94

Total of bills including Ingram: \$5463.61

Director's Report:

Financial: Librarian Evans stated she has started to work on the FY 2023/2024 budget and would like to explore upgrading the E-books (aka Libby), but the trustees wanted data regarding usage and what would improve with the upgrade. Librarian Evans will provide a report regarding Libby upgrade to the board.

Personnel/Operational: Librarian Evans stated this will need to be worked on when the board works on the budget for next year.

Programming: Librarian Evans provided a copy of the circulation report and the board reviewed it. She also reported the Iowa State Extension office had provided a robot

after-school program today which went over well. She would like to continue to have that program once a month for the next 8 months and would cost \$160. This is a one time payment. A motion was made by Trustee Griswold with a second being made by Trustee Reuter. All trustees were aye.

Collection Development: no report given

Facilities: Librarian Evans reported the dirt has been filled in by the building and the Friends of the Library did planting out front of the library. The Library is also participating in a small food pantry for individuals to utilize if needed. Trustee Griswold wanted to give the new city works directors Kudos for all the hard work his department has done.

Librarian Evans reported the new desks will be put up when the city works employees are available.

Summer Reading Program: no report given

Miscellaneous: no report given.

Old Business: no old business

New Business:

Librarian Evans wanted to discuss a day/time which is workable to all Trustees for future meetings. It was decided by all trustees present to maintain the 1st Wednesday of the month at 4 pm for the meetings. If there is not enough for a quorum, there would not be a meeting. All trustees felt they could be responsible for emailing Librarian Evans if they could not attend. Trustee Griswold requested changing the Library By-Laws be placed on the agenda for the next meeting.

Liaisons Report:

No report

There were no public comments. Vice President Foster adjourned the meeting at 5:18 pm.

The next meeting of the Camanche Public Library Board of Trustees will be held on October 5th, 2022 at 4:00 pm at the Camanche Public Library

Respectfully submitted,

Janeen Reuter, secretary

October 5th, 2022

The October meeting of the Board of Trustees of the Camanche Public Library was called to order by Acting President Haines. Roll call was held and Trustee members present were Trustee Haines, Trustee Griswold, and Trustee Reuter, along with Librarian Evans and City Council Liaison Dave Bowman. Director Susan Mesecher from Clinton arrived later to the meeting.

A motion to approve the agenda was made by Trustee Griswold. A second was made by Trustee Reuter and all trustees were ayes. A motion to approve the minutes from the September 7th meeting with the correction "Trustee Foster made a motion to set up the Trustee meetings on the first Wednesday of the month at 4 pm, but there was no second" was made by Trustee Griswold and a second was made by Trustee Reuter. All trustees were ayes.

Financials for September 2022 were reviewed. A motion to approve the financials was made by Trustee Griswold with a second made by Trustee Reuter. All present trustees aye. Trustee Griswold made a motion to approve the claims of \$4369.14 (bills/book orders) with Trustee Reuter seconded the motion. Unanimous consent of the board members present was done through roll call.

Book orders in the amount of \$923.10 were approved to order from Ingram.

New Bills for September 2022 approved for payment:

- Amazon (supplies \$249.55/books \$260.15) \$509.70
- MicroMarketing \$207.50
- CenterPoint \$147.37
- Access \$185.25
- MidAmerica (children's books) \$208.50
- MidAmerican \$278.11
- Alliant \$36.50
- Culligan \$10.00
- PrestoX \$38.50
- Sparklean \$250.00
- City Water Bill \$74.91
- ARSP (Association of Rural and Small Public Libraries) \$50.00
- Go Daddy (website) \$192.47
- New Life Computers \$200.00
- Libby \$173.00
- Data344 (5 licenses for the new computers) \$60.94
- ILA (Iowa Library Association 1 year) \$823.29

Total of bills including Ingram: \$4369.14

Director's Report:

Financial: Librarian Evans wanted to table the budget for FY 2023/2024 discussion to the next meeting.

Personnel/Operational: Librarian Evans wanted to table the salaries options for the possible new employee to the next meeting.

Programming: Librarian Evans provided a copy of the circulation report and the board reviewed it.

Collection Development: no report given

Facilities: Librarian Evans reported there have been concerns about safety around the library. Her car was vandalized and there are blind spots outside of the library. Librarian Evans would like to have cameras installed around the library and the board requested some estimates before approval of installation.

Summer Reading Program: no report given

Miscellaneous: Director Susan Mesecher from Clinton presented information about Clinton County Reads. She stated they had requested an increase in pay from the county and the county requested more programming county-wide. The program she showed the board is one of those programs. Librarian Evans informed the board she and another librarian will be attending the upcoming ILA conference from October 12 through October 14th and was wondering how the board recommended the staffing issues. The board made the recommendation to shorten the hours those three days.

Old Business: no old business

New Business:

Librarian Evans wanted the trustees to watch “The Board’s role in Storytelling” from the Iowa State Library on Youtube. Librarian Evans also requested updating the old faulty canned lighting to LED canned lights. There are three which can not be fixed due to the wiring is melted. She thought the city employees could assist in changing these out, but the board felt an electrician should be hired to replace the lights. Librarian Evans will obtain estimates. Discussion was held over changing the Camanche Public Library By-laws. It was agreed by the trustees to review the handbook/bylaws before the next meeting and the matter will be tabled to the next meeting.

Discussion was held around the Canadian Pacific and Kansas City Southern Merger and how it would affect the ability of the library to provide services to the community. City Council Liaison provided information about how to contact the necessary parties to discuss the concerns the board had. Trustee Griswold will write the letter describing the concerns of the board regarding the merger. Librarian Evans also wanted to discuss closing the library on November 25th and 26th

Liaisons Report:

City Council Liaison Bowman updated regarding the merger.

There were no public comments. Acting President Haines adjourned the meeting.

The next meeting of the Camanche Public Library Board of Trustees will be held on November 2nd, 2022 at 4:00 pm at the Camanche Public Library

Respectfully submitted,



Janeen Reuter, secretary

November 2nd, 2022

The November meeting of the Board of Trustees of the Camanche Public Library was called to order by President Foster. Roll call was held and Trustee members present were Trustee Foster, Trustee Haines, Trustee Griswald, Trustee McManus along with Director Designee Nancy McDougall.

A motion to approve the agenda was made by Trustee Griswald. A second was made by Trustee Haines and all trustees were ayes. A motion to approve the minutes from the October 5th meeting was made by Trustee Griswald subject to the elimination of the words in the 2nd paragraph "was made by Trustee Griswald and a second was made by Trustee Reuter. All trustees were ayes." Trustee Haines seconded the motion, and all trustees were Ayes.

Financials for October 2022 were reviewed. A motion to approve the financials was made by Trustee Griswald with a second made by Trustee Haines. All present trustees aye. Trustee Griswald made a motion to approve the claims of \$2649.72 for the bills/book orders with Trustee McManus seconding the motion. Unanimous consent of the board members present was done through roll call.

Book Orders in the amount of \$830.00 were approved to order from Ingram.

New Bills for October 2022 approved for payment:

- Amazon - \$616.09
- Micromarketing - \$172.71
- CenterPoint - \$146.72
- Access - \$185.25
- Not listed - \$208.50
- Coast to Coast - \$369.63
- MidAmerica (children's books) - \$278.11
- Alliant - \$36.50
- Culligan's - \$10.00
- PrestoX - \$38.50
- Sparklean - \$250.00
- City water bill - \$ not listed
- City Mastercard - \$32.53
- The Library Store - \$109.67
- Quill - \$195.51

Total of bills listed plus Ingram: \$3479.72 (listed bills were added up to equal \$2649.72)

Directors Report: Nancy McDougall was the director designee in place of Director Anna Evans. Nancy had no questions and nothing to add at this time.

Financial: Nothing to Report

Personnel/Operational: Nothing to Report

Programming: Nothing to Report  
Collection Development: Nothing to Report  
Facilities: Nothing to Report  
Summer Reading Program: Nothing to Report  
Miscellaneous: None.

Old Business: Nothing to discuss.  
New Business: Nothing to discuss.

Liaison Report: No liaison present.  
There were no public comments. President Foster adjourned the meeting.

The next meeting of the Camanche Public Library Board of Trustees will be held on December 7th at 4:00pm at the Camanche Public Library

Respectfully Submitted

Shannon McManus, Trustee

December 7th, 2022

The December meeting of the Board of Trustees of the Camanche Public Library was called to order by Trustee Griswold. Roll call was held and Trustee members present were Trustee Foster, Trustee Haines, Trustee Griswold, Liaison Bowman, along with Director Evans.

A motion to approve the agenda was made by Trustee Haines. A second was made by Trustee Griswold and all ayes by trustees. A motion to approve the minutes from the November 2nd meeting was made by Trustee Griswold. A second was made by Trustee Haines and all ayes by trustees.

Financials for November 2022 were reviewed. A motion to approve the financials was made by Trustee Griswold with a second made by Trustee Haines. All ayes by trustees.

There was a Zoom Meeting with Katlyn Graham from MidWest Pano. She explained that the company she works for would take pictures of the library. These pictures show the public what the library has to offer and/or what it is lacking. With the hopes of showing possible donors why we would need a bigger library. The cost is \$39.99 an image, and they recommend 15-20 images. Plus \$189 a year, for the membership. For a total cost would be under \$1,000.

Trustee Griswold made a motion to have Leslie Electric replace the existing can light fixtures with new LED light trims and Trustee Haines seconded it. Ayes from all trustees.

Trustee Griswold made a motion to designate 40 hours a week to the Directors position. Trustee Haines seconded it and all ayes by trustees.

Trustee Griswold made a motion to refer to the Liaison about absences of trustee members. No one seconded it. Trustee Griswold asked that his motion be placed in the minutes.

Trustee Griswold made a motion that the Library Board of Trustees Meetings be held on the first Wednesday of the month, at 4:00 PM. However, if that first Wednesday is a holiday, the meeting will be moved to the second Wednesday of the month at 4:00 PM. A second was made by Trustee Haines and all ayes by trustees.

Trustee Haines made a motion to approve the claims of \$2, 979.47 for the bills/book order with Trustee Griswold seconding the motion. Ayes from all trustees.

There were no public comments. President Foster adjourned the meeting.

Respectfully Submitted

Shaina Paarmann, Librarian Assistant

Minutes for Library Special Meeting  
December 13th, 2022, 4:00pm

Roll Call: Trustee President Foster, Trustee Haines, Trustee Griswold, Liaison Bowman and Director Evans. Not present Trustees McManus and Reuter.

There is no agenda to approve, as this is a budget workshop.

Brief review of expenses by Director Evans.

Repairs and Improvements raised to \$12,500- Trustee Griswold to add security cameras to the library. Raise Electric -Line Item 6371- by \$800- As rates have been raised and the library is used 50% of our budget for the year already.

Maintenance- Line Item 6499- \$7500- Add 4 weeks of cleaning to the summer months, while the summer reading program is active to free up some time for staff.

Books and Periodicals-Line Item 6502- Books prices are rising – Director Evans said that a large print book can cost up to \$39.95. We could get as much as a 20% discount or as little as 5%

Subscription Databases- Line Item 6505- \$10,000- Databases including Biblionix are increasing their prices in 2023.

Capital-Line Item 6770- \$36,000- to allow the library board to hire an architect

Hiring a part-time or full-time person for the library was discussed. With the board deciding to go with the director's recommendation and investigate hiring a part-time person in FY 2023/2024. To give more flexibility to the schedule, allow help with the Summer Reading Program, give back up for vacation and sick days as well as helping with programming and giving the library the flexibility to be able to do more outreach. Salaries were discussed- Trustee Griswold would like the part time staff to be given raises to bring them all up \$16.50. Trustee Foster suggested \$1.50 -\$2.50 an hour raise.

The meeting was adjourned.

Sincerely,  
Library Director/Librarian

Anna Evans

Camanche Public Library  
Board of Trustees Special Meeting  
December 21, 2022, 4:00PM

This Special Meeting of the Board of Trustees of the Camanche Public Library was called to order by Trustee Foster at the Camanche Public Library at 4:00pm.

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

APPROVAL OF AGENDA: Trustee Griswold motioned for approval; Trustee Foster seconded. Motion Passed Unanimously.

WORK SESSION: Work on FY2023-2024 Budget

- o The budget worksheet is due to the City in January, Librarian Evans called a special meeting for the board to work through the figures for the Salary Line. Librarian Evans discussed a 3.5% Salary increase for all library employees plus the hiring of a new part time employee. She shared figures showing they have had a huge participation uptake lately and would like to be able to assist more of the community. Evans shared that they are working on fundraising ideas, auctions and reaching out to big donors as well.
- o City Administrator Kida encouraged adding a line item for Full Time Employee Wellness for \$650 for the Director. This would include being reimbursed for eyeglasses needed and a clothing allowance.
- o Trustee Griswold made a motion for the director to propose a 3.5% wage increase for all employees, plus the hiring of the new part time employee on the 2023/2024 budget worksheet to be presented to the City Council. Trustee Foster seconded. Motion passes unanimously.

LIAISONS REPORT: City Liaison Dave Bowman advised having a working PowerPoint to show City Council the participation rates and how new revenues would be attained.

NEXT MEETING:

- The Next Board of Trustee's Meeting will be held Wednesday, January 4th, 2023, at 4:00pm.

ADJOURNMENT: The meeting was adjourned by Trustee Foster at 5:38pm.

Respectfully submitted,

Shannon McManus, Trustee