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January 4th, 2023

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

A motion to add election of board of trustee officers and discussion of quote of the library parking lot to the agenda was made by Trustee McManus and a second was made by Trustee Foster. All trustees aye.

A motion to approve the minutes from the December meetings (December 7th, 13th, and 21st) was made by Trustee Foster and a second was made by Trustee McManus. All ayes by the trustees.

Financials for December 2022 were discussed and discussion was held regarding salary versus hourly wages for Librarian Evans, but the matter was tabled until the February meeting. Trustee McManus made a motion to approve the claims of \$3921.73 (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 \$859.17 were approved to order from Ingram.

New Bills for January 2023 approved for payment:

- Amazon (books/supplies) \$933.17
- MicroMarketing (books/audio) \$279.76
- CenterPoint (Large Print) \$232.43
- Access \$185.25
- Playaway (audio) \$314.96
- MidAmerica \$175.88
- Alliant \$641.61
- Culligan \$10.00
- PrestoX \$38.50
- Sparklean \$250.00
- Quad City Times (online for 6 months) \$1.00

Total of bills including Ingram: \$3921.73

Director's Report:

Financial: Librarian Evans explained to the trustees the quote she obtained to have the windows cleaned twice a year for \$300. The previous window cleaner retired and the windows have not been cleaned in over a year. Discussion was held about obtaining more quotes and the trustees tabled this discussion with the request Director Evans obtain more quotes. Librarian Evans also reported she presented the budget proposal yesterday to the city council.

Personnel/Operational: no report given

Programming: Librarian Kerri presented an overview of the programming the library had presented along with the attendance by different age groups for 2022 in addition to the programming the library presented in December 2022. The programming is well attended.

Collection Development: no report given

Facilities: no report given

Summer Reading Program: no report given

Miscellaneous: no report given

Old Business:

none

New Business:

The board held an election of officers through a motion made by Trustee Foster of the slate consisting of Trustee McManus as President, Trustee Foster as Vice President, and Trustee Reuter as secretary. A second was made by Trustee McManus and all trustees were aye.

Librarian Evans presented the quote she received for the repair of the parking lot and it was \$14,500. There was no breakdown of what was covered or how much each aspect of the job would cost. The board was reminded a presentation would need to be presented to the city council to seek additional funds for this and the board decided to request a breakdown on the quote before further discussion occurs.

Liaisons Report:

Council member Bowman reminded the board a budget amendment would need to be sought to hire another person and would need to go to council before the first meeting in March 2023. He encouraged all to save a sample of the water and call public work if they have an issue with brown water on the city water.

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

The next meeting of the Camanche Public Library Board of Trustees will be held on February 1st, 2023 at 4:00 pm at the Camanche Public Library

Respectfully submitted,

Janeen Reuter, secretary

February 1st, 2023

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

A motion to the agenda was made by Trustee Griswold and a second was made by Trustee Reuter. All trustees aye. A motion to approve the minutes from the January 4th, 2023 was made by Trustee Griswold and a second was made by Trustee Reuter. All ayes by the trustees.

Financials for January 2023 were discussed and discussion was held regarding wages, insurance, budget, and utilities. Trustee Griswold made a motion to approve the claims of \$5249.01 (bills/book orders) with Trustee Reuter seconded the motion. Unanimous consent of the board members was done through roll call.

Book orders in the amount of \$1142.60 were approved to order from Ingram.

New Bills for February 2023 approved for payment:

- Amazon (books/supplies) \$1015.98
- MicroMarketing (books/audio) \$329.31
- Playaway (audio) \$214.97
- Penworthy \$565.00 (Friends of the Library paying \$300)
- MidAmerica \$175.88
- Alliant \$641.61
- Culligan \$10.00
- PrestoX \$38.50
- Sparklean \$125.00
- Des Moines Register (online) \$177.16 *Librarian Evans needs to determine if this requires payment as it is believed this is already paid
- City's Master Card (stamps for the Summer Reading Program) \$180.00
- American Library Association (ALA membership) \$225.00
- MobileBeacon \$360.00
- City's Master Card (stamps for Summer Reading Program) \$48.00

Total of bills including Ingram: \$5249.01

Friends of the Library paying \$550.00 (\$250 for Ingram and \$300 for Penworthy)

Grand Total of Bills: \$4699.01

Director's Report:

Financial: Librarian Evans explained to the trustees she is working on a couple of things for the city council which require presentations. One of the things is funding for repair of the parking lot which will require additional funding from the city council to achieve this goal. Librarian Evans reported she talked with

McManus Concrete and they only do concrete work, not asphalt. She was given the number to Manatts Inc and is attempting to get a quote.

Personnel/Operational: Librarian Evans reported she has not heard from the city council regarding hiring another person and discussion was held over bringing this matter to the city council in March.

Programming: Librarian Evans reported the library has started a free subscription box containing books and a few items the patrons could keep. These boxes are going over well and several libraries have started these.

Collection Development: no report given

Facilities: no report given

Summer Reading Program: Children's librarian Kerri has sent out sponsorship letters to various individuals and companies for the summer reading program. The library has received positive response already and it has only been a short time since the letters were mailed out.

Miscellaneous: Librarian Evans reported the library was having a book sale on March 17 and 18th. Librarian Evans also stated there would be a wine tasting/author meeting on April 14th

Old Business:

Librarian Evans explained the Midwest Pano offer to the board and explained the benefits she felt it would provide to the library. The initial cost would be \$1000 and then \$189 a year to maintain the site. The board decided to table this to next month for further exploration could be done on the topic.

New Business:

Librarian Evans presented the topic of the library going "fine free" as other libraries in Clinton County are doing this. Librarian Evans felt this would be a way to remove any restrictions income challenged individuals would have when borrowing materials from the library. The trustees requested more information and this issue was tabled until next month when Librarian Evans will provide more information on this topic. Librarian Evans provided copies of a proposal for her hourly wage change to a fixed salary of \$55,960.

Discussion was held over the topic and a motion was made by Trustee Griswold to change Librarian Evan from a hourly wage to a fixed salary of \$55,960 a year. A second was made by Trustee Reuter and all trustees were aye.

Liaisons Report:

Council member Bowman stated he had recently attended a conference and found out Iowa has a high radon rates. He stated he was obtaining testing at his home and it was fairly inexpensive. Council member Bowman recommended everyone have their home tested and the trustees held a discussion over having the library tested. Librarian Evans is seeking a quote from the company testing Council member Bowman's home and a motion was made by trustee Griswold to approve radon testing for the library if the quote was under \$50.00. A second was made by Trustee Reuter and all trustees were aye.

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

The next meeting of the Camanche Public Library Board of Trustees will be held on March 1st, 2023 at 4:00 pm at the Camanche Public Library

Respectfully submitted,
Janeen Reuter, secretary

March 1st, 2023

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

A motion to the agenda was made by Trustee Griswold and a second was made by Trustee Foster. All trustees aye. A motion to approve the minutes from the February 1st, 2023 meeting was made by Trustee Griswold and a second was made by Trustee Foster. All ayes by the trustees.

Financials for February 2023 were discussed and discussion was held regarding group insurance and budget. Trustee Griswold made a motion to approve the February Financials and a second was made by Trustee Haines. Trustee Griswold made a motion to approve the claims of \$4930.47 (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 \$1000.90 were approved to order from Ingram.

New Bills for March 2023 approved for payment:

- Amazon (books/supplies) \$686.30
- MicroMarketing (books/audio/DVD) \$435.43
- MidAmerica \$239.20
- PlayAway (audio books) \$304.96
- Penworthy (children's books) \$500.00
- Alliant \$817.45
- Culligan \$10.00
- PrestoX \$38.50
- Sparklean \$125.00
- Hobby Lobby (supplies) \$91.77
- Oriental Trading (Summer Reading Program/Maker space) \$555.34
- New Life Computers \$50.00
- Library Store (book supplies) \$75.62

Total of bills including Ingram: \$4930.47

Grand Total of Bills: \$4930.47

Director's Report:

Financial: Librarian Evans introduced the topic of donations/memorials and making sure these donations are deposited in the correct funding line to reflect the intention of the donator. If the donations are given to the Friends of the Library, there is more control over what the donations are used for. Otherwise, the funds are added to our budget and will need a budget amendment. Librarian Evans will talk to Toni, the city clerk, regarding this issue.

Personnel/Operational: Librarian Evans reported she has not heard from the city council regarding hiring another person and discussion was held over bringing this matter to the city council in March. Librarian Evans was directed to email the mayor to be placed on the agenda and request a budget change to allow to hire this individual. A board trustee and Librarian Evans will then need to present to the council why it won't fit in the library's current budget and how much it will be (just over \$3000).

Programming: no report

Collection Development: no report given

Facilities: no report given

Summer Reading Program: no report

Miscellaneous: no report

Old Business:

- Librarian Evans explained the library has received a letter from the Clinton County Health Department regarding the radon testing completed on the library. The levels in the basement were high, but the levels on the main level were at an acceptable level. Galen Pewe from the City of Camanche Street Department proposed running a pipe into the old chimney in the basement to vent the gas out of the basement. A motion was made by Trustee Griswold to obtain at least two quotes on addressing the radon levels in the basement as a basement walk through is completed weekly to monitor the basement conditions. A second was made by Trustee Foster and all trustees were aye.
- Librarian Evans explained an annual evaluation regarding her performance needs to be completed and she handed out evaluation forms which need to be completed. The time period covered by this evaluation is 1/2022 to 12/2022. The evaluation can be discussed during a closed session of the Library Board meeting if Librarian Evans requests it.
- Librarian Evans provided an example of the City Hall request for a proposal packet for the board to review as the city and library will plan to seek the referendum for the renovation in 2025 and the fiscal year 2028 for the building. There will be a committee of 6 individuals composed of 2 board trustees, Librarian Evans, a library employee, City Council member Bowman, City Administrator Kida, and the public. This will involve a great deal of commitment of time and information gathering by the committee.

New Business:

No new business

Liaisons Report:

Council member Bowman provided a brief report and was available for any questions by the board.

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

The next meeting of the Camanche Public Library Board of Trustees will be held on April 5th, 2023 at 4:00 pm at the Camanche Public Library

Respectfully submitted,

Janeen Reuter, secretary

April 5th, 2023

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

A motion to the agenda was made by Trustee Griswold and a second was made by Trustee Foster. All trustees aye. A motion to approve the minutes from the March 2023 meeting was made by Trustee Foster and a second was made by Trustee Reuter. Discussion was held over the minutes and Trustee Griswold expressed his objections to the old business section. Trustees were polled and all trustees were aye, except Trustee Griswold.

Financials for March 2023 were discussed. Trustee Griswold made a motion to approve the March Financials and a second was made by Trustee Foster. Trustee Foster made a motion to approve the claims of \$4304.68 (bills/book orders) with Trustee Reuter seconded the motion.

Unanimous consent of the board members was done through roll call.

Book orders in the amount of \$1049.40 were approved to order from Ingram.

New Bills for April 2023 approved for payment:

- Amazon (books/supplies) \$1126.78
- MicroMarketing (books/audio/DVD) \$301.24
- CenterPoint \$255.80
- PlayAway (audio books) \$229.97
- Demco (library supplies) \$54.51
- Observer (newspaper) \$120.00
- Alliant \$660.80
- Culligan \$10.00
- PrestoX \$38.50
- Sparklean \$125.00
- Quill \$332.68

Total of bills including Ingram: \$4304.68

Friends of the Library paying \$584.72

Grand Total of Bills: \$3719.96

Director's Report:

Financial: no report

Personnel/Operational: no report

Programming: Librarian Evans reported programming are going well and the library has increased 479 items borrowed out over last year. There was 33 programs last month and puzzles are going over well.

The Camanche Kiwanis Club had their meeting at the library and a girl scout troop has been having their meetings at the library.

Collection Development: no report given

Facilities: no report given

Summer Reading Program: Librarian Evans reported planning is going well and they have baby goats coming for a program (June 14, 2023 at 2:00 pm). Librarian Evans reported Librarian Kudelka has received \$3600 in donations through the letters she sent out.

Miscellaneous: Librarian Evans stated there is a dinner being held at the DeWitt Public library on April 27, 2023 at 5:30 pm for trustees. Librarian Evans explained this would be a way to connect with other libraries and their trustees. Trustee Griswold and Trustee McManus stated they are planning on attending. Librarian Evans also updated about the upcoming Wine and author programming coming up at the library. Librarian Evans reported there are 12 local authors coming and books will be available for purchase/signing.

Old Business:

Librarian Evans stated she has received a message from Midwest Pano wanting an update about our decision to purchase their program or not. It would be \$400 to hold a spot and \$1000 for the website. Librarian Evans stated the American Library Association wants every library to have this program and the program provides a google mapping of the library for the public. Midwest Pano will keep the website updated on the website (including pictures) and the yearly maintenance fee would be \$189. The DeWitt Public Library has it. Trustee Foster made a motion to purchase a contract for \$1000 and the motion died when there was no second.

New Business:

- Librarian Evans reported the Friends of the Library are paying for 3 passes. These passes are good for the Putnam Museum, Niabi Zoo, and the Davenport Botanical Center and each pass is good for 2 adults and 4 children. The passes are good for a year, but require a software purchase to make the reservations. The reservation software program costs \$225. The reservations can only be made online and the person can make as many reservations as they want. These passes are cheaper than purchasing the passes separately and the Friends have already purchased the passes. The trustees had questions regarding how many passes were used last year and 25 passes were used last year. The online reservation program needs to be purchased in order to use the passes and the trustees inquired what would occur if the board did not approve the purchase. Librarian Evans reported she would need to pay for it. Librarian Evans would also like to purchase two passes to the Figgee Art Museum for \$75. A pass would be for two adults and unlimited children. Trustee Griswold made a motion to purchase the online reservation software program and 2 Figgee passes for \$300 and a second was made by Trustee Foster. All trustees aye.

- Librarian Evans stated she would like to utilize Temp Associates to hire a new circulation clerk and have a 90-day contract. The library had 1400 patrons come into the library last month. Librarian Evans reported this person would be utilized as back up and “extra hands” for vacations, illnesses, etc. Council person Bowman reported the city had given the money to the library for this person to start in April. Trustee Foster made a motion to hire a circulation clerk from April to the end of June and a second was made by Trustee Reuter. All trustees were ayes except Trustee Griswold who was opposed.

Liaisons Report:

Council member Bowman provided a brief report including the fact the city council approved last year’s budget and was available for any questions by the board.

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

The next meeting of the Camanche Public Library Board of Trustees will be held on May 3rd, 2023 at 4:00 pm at the Camanche Public Library

Respectfully submitted,

Janeen Reuter, secretary

May 3rd, 2023

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

A motion to the agenda with the changes (change Approve Minutes from March Meeting to Approve Minutes from April Meeting and change Approval of Financials for March 2023 to Approval of Financials for April 2023) was made by Trustee Reuter and a second was made by Trustee Griswold. All trustees aye. A motion to approve the minutes from the April 2023 was made by Trustee Griswold and a second was made by Trustee Reuter. All trustees were aye.

Financials for April 2023 were discussed. Trustee Griswold made a motion to approve the April Financials and a second was made by Trustee Reuter. All trustees aye. Trustee Reuter made a motion to approve the claims of \$2364.41 (bills/book orders) with Trustee Griswold seconding the motion. Unanimous consent of the board members was done through roll call.

Book orders in the amount of \$891.02 were approved to order from Ingram.

New Bills for May 2023 approved for payment:

- Amazon (books/supplies) \$480.92
- MicroMarketing (books/audio/DVD) \$269.82
- CenterPoint \$221.38
- PlayAway (audio books) \$219.97
- Demco (library supplies) \$54.51
- MidAmerica \$228.01
- Alliant \$383.62
- Culligan \$10.00
- PrestoX \$38.50
- Sparklean \$125.00
- Quill \$332.68

Total of bills including Ingram: \$2364.41

Director's Report:

Financial: no report

Personnel/Operational: Librarian Evans introduced the new library clerk, Pam Deluhery. They are working on training her in order to be fully trained and able to help with the summer reading program in a month.

Programming: Librarian Evans reported she has been working with the Friends of the Library on a photography contest. This contest would consist of 3 groups and would start at the end of school and run through August. They would announce the winners on August 14th and they have been discussing possible locations to

showcase these winners such as city hall. More information will be forthcoming as the details are finalized.

Collection Development: Librarian Evans reported she had ordered some books for the Summer Reading Program, but has questions about the Summer Reading Program budget lines. Librarian Evans reported she will discuss this with Toni at City Hall and update the board.

Facilities: no report given

Summer Reading Program: Librarian Evans showed the board the wall display and handouts Children's Librarian Kudelka had prepared to encourage participation in the summer reading program. Librarian Evans explained some of the activities and encouraged the board to share the information as well as participate in the activities.

Miscellaneous: Librarian Evans reported City Administrator Andrew Kida read a story during story time in the last month and it went well. She also reported she and Trustee Griswold went to the Board of Trustee Dinner held in DeWitt at the end of April. Both Librarian Evans and Trustee Griswold reported it went well and allowed them the opportunity to learn and network with other boards in the county. There will be future board dinners held and they would encourage the other board members to attend.

Old Business:

- Librarian Evans brought up the participation in the Midwest Pano program and stated at some point, every county (and library) will be doing this program. Librarian Evans reported she had not been informed by her contact at Midwest Pano that the price had increased, but it probably had from the earlier estimates. There was no motion made from the Trustees to purchase this program.
- Librarian Evans inquired if the board would consider going fine free. Other libraries in the county (Clinton and DeWitt) are fine free and she believes patrons are going to other libraries due to the fine free status. She explained overdue fines were a road block for some individuals as they cannot afford to pay them, therefore, do not utilize the library services. Librarian Evans stated the library does not generate a significant revenue from the fines. Trustee Griswold made a motion to proceed with the fine free per Librarian Evan's recommendation and a second was made by Trustee Reuter. All trustees aye.

New Business:

Librarian Evans reported Trustee Haines had submitted his resignation letter to the city council. She has contacted a potential trustee candidate who has filled out the necessary paperwork to be considered by the city council to fill this spot.

Liaisons Report:

Council member Bowman provided a brief report before he was called out of the meeting on an emergency. He stated at the next meeting of the city council there would be amendments to this year's budgets made for approval.

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

The next meeting of the Camanche Public Library Board of Trustees will be held on June 7th, 2023 at 4:00 pm at the Camanche Public Library

Respectfully submitted,
Janeen Reuter, secretary

June 7, 2023
Camanche Public Library
Trustees

June meeting of the trustees of Camanche Public Library was called to order by L. Foster, vice president. Roll call was held and members present were J Griswold, L Foster, A Evans, director, and D Bowman, city liaison. A majority of trustees not in attendance.

No changes regarding the May 3 minutes.

Discussion and review of the June bills. L Foster and J Griswold signed on behalf of the Trustees, including payroll.

Review of the Revenue & Expense Report. Code 6315-property insurance, \$6818.60 expensed but \$3800 budgeted. J Griswold to discuss with city hall and report.

No other questions regarding the Revenue & Expense report.

Reviewed and discussed new book orders. No outstanding issues noted.

Acceptance of \$1000 from Rotary Club. This is/will be earmarked for 2023/24 Summer Reading Program.

Discussion and review of Camanche Public Library Circulation Policy. All questions were answered to the satisfaction of attending trustees.

Trustees are in need of a 5th member. City hall/mayor feel that a well-known resident with accounting/financial skills should fill the position.

Please read and understand the Iowa Library Statement on HF718. Camanche Library is not currently operating/funded by the current law.

No other discussion was brought before the committee, and we adjourned.

J Griswold, trustee.

July 5th, 2023

The July meeting of the Board of Trustees of the Camanche Public Library was called to order by

President Shannon McManus. Roll call was held and members present were McManus, Griswold, Foster, and Reuter, along with Librarian Evans, and City Council liaison Dave Bowman. There is a trustee appointment which is available at this time.

A motion to approve the agenda was made by Trustee Foster and a second was made by Trustee Griswold. All trustees aye. A motion to approve the minutes from the May 2023 meeting was made by Trustee Griswold and a second was made by Trustee Foster. All trustees were aye. A motion was made to approve the actions from the June 7th, 2023 committee was made by Trustee Griswold and a second was made by Trustee Foster. All trustees aye.

Financials for June 2023 were discussed and Trustee Griswold will be following up on questions from that discussion at the next meeting, therefore, the matter was tabled. Trustee Griswold made a motion to approve the claims of \$5512.28 (bills/book orders) with Trustee Foster seconding the motion. All trustees aye.

Book orders in the amount of \$1097.86 were approved to order from Ingram.

New Bills for July 2023 approved for payment:

- Amazon (\$506.47 books/ \$673.69 supplies) \$1180.16
- MicroMarketing (books/audio/DVD) \$263.89
- OverDrive (Libby/OverDrive) \$1259.70
- CenterPoint \$247.35
- MidAmerica \$399.98
- Alliant \$43.72
- Culligan \$10.00
- PrestoX \$35.00
- Sparklean \$250.00
- City Water Bill \$74.91
- Quill (Library Supplies) \$541.82
- Microsoft for Anna's computer (1 year) \$74.89
- New Life Computers \$60.00

Total of bills including Ingram: \$5512.28

Director's Report:

Financial: no report

Personnel/Operational: Trustee Griswold has been exploring a contract for Librarian Evans as the city considers Librarian Evans a head of the library department, but is not for contract raises. Her raises are decided by the library trustees. Librarian Evans reported she has checked with other libraries and the State Library and reported other libraries do not have contracts. Trustee Griswold

stated he will have the proposed/example contract typed up for the next meeting for discussion by the trustees.

Librarian Evans reported the new employee, Pam Deluhrey, started at the library on May 1, 2023 and her 90 days is up in August 2023. Librarian Evans would like to offer her the position full time. Trustee Griswold made a motion to proceed with offering Pam Deluhrey part time employment as a permanent employee effective September 1, 2023 and a second was made by Trustee Foster. All trustees aye. Programming: The trustees reviewed the June 2023 activity report provided by Librarian Evans.

Collection Development: no report given

Facilities: Librarian Evans reported the committee reviewed the request for Architect Proposals before the trustee meeting and will continue to work on the referendum for renovations.

Summer Reading Program: Librarian Evans reported the summer reading program is going well and the programs have been well attended. Trustee Griswold seconded this through personal experience.

Librarian Evans reported they have been discussing possible changes to signing up for the activities next year to assist in determining the number of participants. They have also changed this year to having the children enter their reading minutes into a computer program to assist in the reporting of minutes.

Miscellaneous: Librarian Evans reported the Camanche library is participating in the United Way School Supplies drive as a drop off location. Librarian Evans and Trustee Reuter explained the drive and Trustee Reuter reported the Camanche Elementary School is anticipating receiving supplies from this drive for their students.

Old Business:

- Librarian Evans brought up the participation in the Midwest Pano program and stated at some point, every county (and library) will be doing this program. A motion was made by Trustee Foster to accept the bid of \$189 to start (\$39.95 pictures/\$189 a year) with a second being made by Trustee Reuter. A roll call of the trustees was made with Trustee Foster voting aye, but Trustee Reuter and Griswold voting no.
- Librarian Evans inquired if the trustees would approve participating in Niche Academy as it would free up staff from having to repeatedly explain how to do things (such as Libby) to patrons. It would also provide staff training and is \$790 a year. A motion was made by Trustee Reuter to accept the bid of \$790 to participate in Niche Academy and a second was made by Trustee Foster. A roll call of the trustees was made with all trustees voting no.
- Librarian Evans reported the parking lot is completed, but it is not what the city or she expected how it would be completed. There are holes in the parking lot and Librarian Evans has talked with the owner of the company. He has stated he will send a crew to fix the parking lot when they are in Clinton County. Liaison

Bowman reported he will be discussing this matter at the city council meeting. The bill has been paid (\$11,000).

New Business:

- Librarian Evans stated the board needs to approve the fine free policy which is part of the circulation policy. There is only a slight change in the policy, therefore, requiring approval. A motion was made by Trustee Griswold to approve the updated circulation policy effective July 5, 2023 and a second was made by Trustee Foster. All trustees aye.
- Librarian Evans would like the trustees to consider her attending the ALA and PLA conferences in 2024. The ALA (American Library Association) conference will be held in California at the end of June, while the PLA (Public Library Association) conference will be held in Ohio in April. Discussion was held regarding cost, coverage at the library, and benefits from attending the conferences was held and Librarian Evans will provide a "proposal" for the next meeting to provide more information regarding costs, etc.

Liaisons Report:

Council member Bowman stated the state has changed legislation which limits property taxes. This will decrease the cities' ability to raise money to fund city budgets, which means budgets need to be monitored closely.

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

The next meeting of the Camanche Public Library Board of Trustees will be held on August 2nd, 2023 at 4:00 pm at the Camanche Public Library

Respectfully submitted,

Janeen Reuter, secretary

September 6th, 2023

The September meeting for the Board of Trustees of the Camanche Public Library was called to order by President Shannon McManus. Roll call was held and members present were Griswold, Foster, and McManus, Librarian Evans, and City Council member Paul Varner, along with City Administrator Andrew Kida.

A motion to approve the agenda was made by Trustee Griswold and a second made by Trustee Foster. All Trustees' ayes. A motion to approve the minutes from July and August 2023 was made by Trustee Foster and a second was made by Trustee Griswold.

Financials for July and August 2023 Trustee Griswold made a motion to approve the July and August Financials and a second was made by Trustee Foster. Trustee Foster made a motion to approve the claims of \$5293.13 (bills/book orders) with Trustee Griswold seconded the motion. The unanimous consent of the board members was done through roll call.

Book orders in the amount of \$1287.72 were approved to order from Ingram.

New Bills for August 2023 approved for payment:

- Amazon (books/supplies) \$1446.10
- MicroMarketing (books/audio/DVD) \$355.02
- CenterPoint \$225.93
- PlayAway (audio books) 0
- MidAmerica- 537.82
- Alliant \$34.53
- Culligan \$10.00
- PrestoX \$35.50
- Sparklean \$250.00
- New Life Computer- \$50.00
- World Trade Press- (Website) \$818.6
- Cat Express- \$106.50
- Coast to Coast- \$155.41

Total of bills including Ingram: \$5293.13

Director's Report:

Financial: no report

Personnel/Operational: A discussion was held about possible agreement with Camanche Schools. For Librarians Evans to be able to help in the school libraries as needed. Upcoming leave for staff was also discussed. Librarian Evans will look into hiring a part-time person in December.

Programming: No report given

Collection Development: No report given.

Facilities: Trustee Griswold made a motion to hire a carpet cleaner for up to \$1000.00, Trustee Foster seconded. Librarian Evans will continue to investigate bids. Motion approved by all trustees. Discussion

was held about buying a new water fountain. Librarian Evans will see if the Friends of the Library would be able to pay for half the cost or can be added to the budget for FY2024.

Summer Reading Program: No report

Miscellaneous: Discuss closing the library for an Inservice day, and employee training on Martin Luther King Jr. Day. The trustees approved.

Old Business:

- Trustee Griswold and City Administrator will work on a contract for the board to approve for the library director Evans.

New Business:

- Discussion on the library building insurance evaluation.
- Time sheets will be cleared up between librarian Evans, City Clerk, and the city billing department, due to confusion about times sheets.

Liaisons Report:

City Administrator Kida provided a brief report about the PFAS.

There were no public comments.

President McManus adjourned the meeting.

The next meeting of the Camanche Public Library Board of Trustees will be held on October 4th, 2023, at 4:00 pm at the Camanche Public Library

Respectfully Trustee,

Linda Foster

October 4th, 2023

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

A motion to approve the agenda was made by Trustee Griswold and a second was made by Trustee Reuter. All trustees aye. A motion to approve the minutes from the September 2023 meeting was made by Trustee Griswold and a second was made by Trustee Reuter. All trustees were aye.

Financials for September 2023 were discussed and Trustee Griswold made a motion to approve the financials with the question regarding \$12860.10 for repairs/improvements and a second was made by Trustee Reuter. All trustees aye. Trustee Griswold made a motion to approve the claims of \$3648.22 (bills/book orders) with Trustee Reuter seconding the motion. All trustees aye.

Book orders in the amount of \$1212.71 were approved to order from Ingram.

New Bills for October 2023 approved for payment:

- Amazon (\$657.09 books/ \$515.13 supplies) \$1172.22
- MicroMarketing (books/audio/DVD) \$394.38
- General Book Cover \$60.00
- CenterPoint \$227.21
- MidAmerica no bill
- Alliant no bill
- Culligan \$10.00
- PrestoX \$35.50
- Sparklean \$250.00
- City Water Bill no bill
- New Life Computer \$50.00
- AirControl (cover for gas pipe) \$236.20

Total of bills including Ingram: \$3648.22

Director's Report:

Financial: Fiscal year budget 2024 – 2025 were discussed. Librarian Evans reported the library does have a “guilt jar” on the counter for donations.

Personnel/Operational: Librarian Evans introduced the topic of increasing hourly pay for new employees. She stated Pam Deluhery should have received a raise as her 90 days is up and she would like to increase her wage which would be a raise. A motion was made by Trustee Griswold to increase Pam Deluhery's wage to \$12.75 and a second was made by Trustee Reuter. All trustees aye.

Librarian Evans informed the trustees Kerri Kudelka, the current children's librarian, has taken another position and her last day is tomorrow. Librarian

Evans reported Pam Deluhery will be covering this position until another librarian could be hired. Librarian Evans would like to start the process of hiring another librarian and would like to utilize Temp Associates again. She would also like to increase the wage starting out to between \$15 and \$16 an hour. Trustee Griswold made a motion to utilize Temp Associates to hire another librarian starting at \$15 an hour. There was no second so the motion died. Trustee Griswold amended the motion to start \$15.50 an hour for another librarian through Temp Associates and a second was made by Trustee Reuter. All trustees aye.

Programming: no report given

Collection Development: no report given

Facilities: Librarian Evans reported the gas pipe has been covered. Trustee Griswold discussed the books the DeWitt public library utilized regarding their expansion and encouraged all trustees to look at the books.

Summer Reading Program: no report given

Miscellaneous: Librarian Evans updated the trustees regarding the timesheet issues with the city clerk. Librarian Evans reported she has talked with Pam Deluhery regarding time sheets and feels as if the situation has been handled. Trustee Griswold inquired if Librarian Evans had met with City Clerk Toni and Librarian Evans reported the meeting had not happened. A meeting between City Clerk Toni and Librarian Evans still needs to occur and the trustees instructed Librarian Evans to schedule a meeting within the next week and then training will occur with City Clerk Toni and all staff.

Old Business:

Librarian Evans reported the radon level is at 4 at the last testing. This is in the acceptable range.

New Business:

Librarian Evans and Council member Bowman reported a new trustee was approved by the city council last night. The new trustee will be Bill Goble and his first meeting will be in November 2023.

Liaisons Report:

There were no public comments.

Vice President Foster adjourned the meeting.

The next meeting of the Camanche Public Library Board of Trustees will be held on November 1st, 2023
at 4:00 pm at the Camanche Public Library

Respectfully submitted,
Janeen Reuter, secretary

November 1st, 2023

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

A motion to approve the agenda was made by Trustee Griswold and a second was made by Trustee Foster. All trustees aye. A motion to approve the minutes from the October 2023 meeting was made by Trustee Foster and a second was made by Trustee Griswold. All trustees were aye. Financials for October 2023 were not available due to the meeting being held on the first of the month therefore, this agenda item was tabled.

Trustee Griswold made a motion to approve the claims of \$3292.77 (bills/book orders) with Trustee Goble seconding the motion. All trustees aye.

Book orders in the amount of \$887.25 were approved to order from Ingram.

New Bills for November 2023 approved for payment:

- Amazon \$1673.01 (minus \$399.20 for 100 day of Kindergarten books paid by Friends of Library)
- MicroMarketing (books/audio/DVD) \$388.65
- CenterPoint \$123.98
- MidAmerica \$251.56
- Alliant \$72.02
- Culligan \$10.00
- PrestoX \$35.50
- Sparklean \$250.00

Total of bills including Ingram: \$3691.97

Paid by the Friends of the Library: \$399.20

Total: \$3292.77

Director's Report:

Financial: Librarian Evans reported a heating/cooling unit went out and will need to be repaired.

Personnel/Operational: Librarian Evans stated the city of Camanche offices are closed November 23rd through November 25th, 2023 and she would like the library to be closed also. She also introduced the new employees to the board.

Programming: no report given

Collection Development: no report given

Facilities: no report given

Summer Reading Program: no report given

Miscellaneous: no report given

Old Business:

- Librarian Evans stated she does have the new forms for Fiscal Year Budget 2024-2025 and she will send it out when she gets it. Trustee Reuter inquired if the meeting between Librarian Evans and Toni had occurred. Librarian Evans stated it had not as their schedules had not allowed for it to occur. The main issue, according to Librarian Evans, was banking time. Librarian Evans has talked with all employees about how to complete timesheets. Trustee Griswold made a motion stating "Librarian Director must provide time cards to be filled out as requested by the city clerk and the billing clerk." There was no second so the motion died.
- Trustee Griswold stated he would provide the library direction contract example to Librarian Evans who would then forward it to the trustees for review and discussion at a future meeting.

New Business:

Librarian Evans stated she would like to add Kanopy to the library database. She explained Kanopy is a streaming service for movies and tv series and would bill the library on what patrons use. The most would be \$100 maximum she reported. The trustees requested more information before a decision could be made about this service.

Liaisons Report:

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

The next meeting of the Camanche Public Library Board of Trustees will be held on December 6th, 2023 at 4:00 pm at the Camanche Public Library

Respectfully submitted,
Janeen Reuter, secretary

December 6th, 2023

The December meeting of the Board of Trustees of the Camanche Public Library was called to order by President Shannon McManus. Roll call was held and members present were McManus, Goble, Griswold, Foster, and Reuter, along with Librarian Evans, City Council liaison Dave Bowman, Becky Heil from the State Library of Iowa, and a public member.

A motion to approve the agenda was made by Trustee Foster and a second was made by Trustee Goble. All trustees aye. A motion to approve the minutes from the November 2023 meeting was made by Trustee Griswold and a second was made by Trustee Foster. All trustees were aye.

A motion to approve the financials for November 2023 was made by Trustee Foster and a second was made by Trustee Goble. Discussion was held regarding line items for Code 6310 Repairs & Improvements \$12,860.00 and Code 6315 Property Insurance \$2860. Trustee Griswold would like to approve the financials except for these two items. He feels these two issues need further discussion. City Council liaison Bowman said the Repairs & Improvement bill was too high and the library bill will be \$11,000 instead of \$12,860 and the property insurance is a fixed cost with the city paying the insurance by placing money in the library's budget for it. The motion to approve financials failed. Trustee Griswold made a motion to approve November 2023 financials with the exception of the two items (Code 6310 Repairs & Improvements \$12,860.00 and Code 6315 Property Insurance \$2860) and a second was made by Trustee Foster. All trustees aye. Trustee Foster made a motion to approve the claims of \$6335.05 (bills/book orders) with Trustee Griswold seconding the motion. All trustees aye.

Book orders in the amount of \$1061.57 were approved to order from Ingram.
New Bills for December 2023 approved for payment:

- Amazon \$810.47
- MicroMarketing (books/audio/DVD) \$267.95
- CenterPoint \$272.02
- PlayAway \$434.98
- MidAmerica \$218.57
- Alliant \$223.14
- Culligan \$10.00
- PrestoX \$41.58
- Sparklean \$125.00
- Penworthy (Children's) \$540.93 (\$200 from Enrich Iowa)
- Penworthy (Adult Cognitive kits) \$329.90 (\$100 Direct State Aid)
- ProQuest (HeritageQuest) \$997.56
- Coast to Coast (Coloring books for Summer Reading Program) \$207.08 (\$200 Direct State Aid)
- Libby (Direct State Aid) \$137.00

- OverDrive (Advantage account) \$139.99
- OverDrive (Advantage account) \$387.71
- Air Control (repair of heating/cooling unit) \$746.60

Total of bills including Ingram: \$6942.05

Paid by Enrich Iowa: \$200.00

Paid by Direct State Aid: \$417.00

Total: \$6325.05

Becky Heil from the State Library of Iowa provided a Trustee Orientation presentation. Trustee Goble left at 5 pm.

Director's Report:

Financial: The items listed on the agenda under this item were discussed during financials listed above.

Personnel/Operational: Librarian Evans stated Shaina will be going on leave due to medical reasons and would like to hire another employee to cover her leave.

Trustee Griswold made a motion to hire another employee 25 hours a week and Trustee Foster seconded it. All trustees aye.

Programming: no report given

Collection Development: no report given

Facilities: no report given

Summer Reading Program: no report given

Miscellaneous: no report given

Old Business:

- Librarian Evans stated she has been attempting to schedule a meeting with the City clerk and city administrator, but has not been successful. She stated she has emails if the trustees would like to look at them. Librarian Evans reported she is now being instructed to meet with all city hall staff and the meeting is to be held at city hall. Librarian Evans reported this is difficult due to having two new staff and one staff getting ready to go on medical leave and she would like Library Nancy to go with her. Discussion was held regarding this and how to resolve the matter. Trustee Reuter recommended going to city hall when they opened to discuss this as this meeting was to be scheduled from June 2023. Librarian Evans stated they would not meet with her then as she did not have a meeting. Trustee McManus inquired if City Council Liaison Bowman would assist in resolving this matter and report back to the board. He stated he would
- City Council Liaison Bowman inquired why the board was looking at a contract for the library director. Trustee Reuter stated she thought it was to make the library director the same as other city department heads. Librarian Evans reported she did not want a contract. Trustee Griswold stated he would meet with Trustee Reuter to review the contract and the matter was tabled until the January meeting.

- Librarian Evans inquired if Kanopy could be added to the library database. Trustee Griswold made a motion to include it in the 2024 – 2025 budget and a second was made by Trustee Foster. All trustees aye.
- The budget for FY 2024 – 2025 was tabled until the next meeting.

New Business:

Librarian Evans stated she would like to have mediation or something with Trustee Reuter as she feels was being yelled at during the meeting tonight and is being informed Trustee Reuter is talking about her in the community. She stated she could not have Trustees talking about her in the community. Trustee Reuter stated she was resigning effective tonight. Librarian Evans instructed Trustee Reuter to notify the city council.

Liaisons Report:

City Council Liaison Bowman strongly urged the board to focus on the FY 2024 – 2025 budget next meeting.

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

The next meeting of the Camanche Public Library Board of Trustees will be held on January 3rd, 2024 at 4:00 pm at the Camanche Public Library

Respectfully submitted,

Janeen Reuter, secretary