

CAMANCHE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

April 3, 2024, at 4:00 PM

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

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

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

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

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

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

DIRECTORS REPORT:

- **FINANCIAL- Discuss payment of library insurance.**
 - Motion made By Trustee Foster to pay the library insurance bill. Trustee Blaess seconded. Motion passed with all ayes.

- **PERSONNEL – Discuss making the new library clerk an employee.**
 - Employee Avery has been working at the library since December 2023. Director Anna states that she is doing a good job and would like to add her as a library employee. President McManus made a motion to add Avery as an employee with the wage of \$12.75/per hour as approved from the Jan 2024 meeting notes. Trustee Foster seconded. Motion passed unanimously.
 - Library Directors Assistants retirement - Retirement party for Nancy on April 26. There will be cake.

- **PROGRAMMING-** Nothing to note.
- **COLLECTION DEVELOPEMENT-** Nothing to note.
- **FACILITIES -Discuss the library renovation development.**

- The next meeting with the architects will be on April 11, 2024 @ 9:30AM. Encouraged Director Evans to forward Trustee Blaess the information received so far. Director Evans agreed.
- **SUMMER READING PROGRAM** – Updates -
 - Director Evans reports that she’s been purchasing prizes and working on activities and shared that some companies donate gift cards for the children.
- **MISCELLANEOUS- Welcome the new Trustee to the Library Board.**
 - Trustee Blaess attended tonight’s meeting. Trustee Hoerschelmann was approved and will attend the next meeting.
 - Discuss approval of MakerSpace policy. – Director Evans shared the MakerSpace policy. Motion to approve the MakerSpace policy was made by Trustee Foster. Trustee Blaess seconded the motion, and it passed unanimously.

OLD BUSINESS: Discuss payment for the library parking lot.

- Motion made By Trustee Foster to pay the library insurance bill. Trustee Blaess seconded. Motion passed with all ayes.

NEW BUSINESS: Accept James Griswold’s resignation. - President McManus made a motion to accept the resignation. Trustee Blaess seconded the motion, passed unanimously.

Discuss the quotes for new library cards. Director Evans presented a new company from which to purchase Library cards. She will request samples to review. Tabled for now until the Board can see samples and discuss.

Time Clock to be purchased and used by all staff at the library. (Per Shannon) – Discussed the need for a time clock to be used by all staff to deter any further timing issues. Policy to be made to advise all staff to Punch In / Punch Out personally. Director Evans has already purchased a time clock and will install, effective immediately.

Time Clock timesheets will be reviewed for discrepancies (Per Shannon) – Library President will work with City Clerk to review times and determine that they match with time sheets turned in. Encouraged Director Evans to have all staff physically sign their own timesheet and not let the computer do an auto sign. She agreed.

Working from home for all staff must now be reported to the Board and will be approved on a case-by-case basis (Per Shannon) – Work should be done in the workplace. The Board understands that there will be times where working from home is ideal (meetings), but the bulk of the work should be completed onsite. Director Evans agreed.

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

ADD to next Agenda:

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

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

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

- A motion to move into closed session was made by President McManus. Trustee Blaess seconded and was passed unanimously.
 - Roll Call: Director Anna Evans, City Attorney Randy Carrant, Trustee Bambi Blaess, Trustee Linda Foster, President Shannon McManus, City Liaison Dave Bowman, and City Administrator Andrew Kida.
 - Closed Session ended at 6:25pm
 - A motion was made by President McManus to return to open session. Trustee Foster seconded. Passed with all ayes.

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

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

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

PUBLIC MEETING: Nothing to report.

NEXT MEETING:

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

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

Respectfully submitted,

Shannon McManus, President