

**Mitchellville Public Library  
Board of Trustees Regular Meeting  
Monday, May 24, 2021 @ 6:30 PM  
205 Center Avenue North, Mitchellville, Iowa 50169**

**Meeting called to order by:** Joan Allsup @ 6:31 pm

**Roll Call:** Present: Marguerite Helvey, Jerry Butler and Allsup

**Absent:** Deb Thomas Biggs and Ivan Madson

**Also Present:** City Administrator Tammi Dillavou and Library Director Ellen Heather

**Agenda:** Motion by Butler, second by Helvey to approve the agenda with the change of moving MOTT before the City Liaison on the agenda. Motion passed.

**City Liaison:** Not present

**Public Audience:** None

**Library Minutes:** Motion by Butler, second by Helvey to approve the April 29, 2021 Library Minutes. Motion passed.

**Financial:** Motion by Butler, second by Helvey to approve the city financial. Motion passed.

**Monthly Bills:** Motion by Helvey, second by Butler to approve May 2021 bills for \$1793.69. Motion passed.

**Library Statistics:** Motion by Helvey, second by Butler to approve the May Statistics. Motion passed.

**Director's Report:**

**MOTT Copier:** Motion by Butler, second by Helvey to approve the lease with MOTT starting July 1, 2021. Motion passed.

**New part time hire:** To be discussed at June 28, 2021 with more information added to job description.

**Senior Lunches:** Norwoodville lunches will end the end June. Wesley Life will provide senior lunches for seniors and income qualifying residents but they must apply and be approved.

**Bikes:** Bikes may be available to check out following insurance information being reviewed.

Motion by Butler, second by Madson to approve the May Director's Report. Motion passed.

**Other Business:**

**Masks:** Motioned by Butler, second by Helvey to approve wearing masks optional for the City Library. Motion passed.

**Veterans Day:** Will be included as a holiday for employees per city handbook, the library will be closed.

**Curb Project:** Build three new recycling bins for library cans and bottles collection. Pricing benches for this area.

**Staff Parking:** Board asked that we return to pre-pandemic policy that staff not park in front of library during open business hours. They must park on the street.

Salaries will be discussed at June 14, 2021 library meeting.

**Board Evaluation:** Since we had poor Board attendance at this meeting it will be delayed till next meeting.  
**Recruiting New Board Members:** The process for recruiting new board members will be discussed at June 28, 2021 library meeting.

**New Toilets:** Toilets will be installed the week of June 24, 2021.

**Bylaws:** Allsup raised a question in regards to library director being present at meetings needs to be discussed at June 28, 2021 library meeting.

**Bay Window:** Window repair estimates are available and will decide which contactor next meeting.

**Directors Comments:** None

**Trustee Comments:** None

**Meeting Adjourned:** Motion to adjourn at 7:40 by Helvey, second by Butler. Motion passed.

**Respectfully submitted by:** Marguerite Helvey. Board Secretary

**Mitchellville Public Library  
Board of Trustees Regular Meeting  
Friday June 11, 2021 @ 6:30 pm  
205 Center Avenue North, Mitchellville, Iowa 50169**

**Meeting called to order by:** Joan Allsup @ 6:31 pm

**Roll Call:** Present: Allsup, Marguerite Helvey, Ivan Madson and Jerry Butler

**Absent:** Deb Thomas Biggs

**Also Present:** Library Director Ellen Heather and City Administrator Tammi Dillavou

**Agenda:** Motion by Butler, second by Madson to approve agenda. Motion passed

**Public Audience:** None

**Monthly Bills:** Motion by Butler, second by Madson to approve the year end bills totally \$443.09. Motion passed.

**Other Business:**

**Heather pay increase:** Motion by Butler, second by Madson to approve 3% salary increase for Library Director. Motion passed.

**Auer pay increase:** Motion by Butler, second by Madson to approve 3% salary increase for Library Clerk. Motion passed.

**Clerk Job description:** Updated clerk job description updates were needed. Heather advised Board that the job had been posted and interviews were processed. Board did not see the final job description. It was not posted through city.

**Bike Policy:** Will be discussed on June 28, 2021 library meeting after Madson has a chance to review.

**Bay Window:** The bids are past the 30 day window. There were still questions whether the comparisons were apples to apples or apples to oranges. Helvey will follow up. Hopefully we will have the answers for the June 28, 2021 meeting.

**Grant:** The State Library is offering \$5,000.00 grants for technology. The Library pays for the tech upfront and it is then reimbursed by the State. Heather suggested that we apply for the grant to be used for the Advantage System which includes things such as Wonder Books (overdrive for books on-line). Motion by Madson, second by Butler to apply for the grant. Motion passed.

**Director's Comments:** None

**Trustee Comments:**

**Meeting Adjourned:** Motion to adjourn by Joan Allsup at 6:59 pm

**Respectfully submitted by:** Marguerite Helvey. Board Member