**Mitchellville Public Library**

**Board of Trustees** **Regular Meeting**

**Tuesday, December 28, 2021 @ 6:30 pm**

**205 Center Avenue North, Mitchellville, Iowa 50169**

**Meeting called to order by:** Joan Allsup at 6:34

**Roll Call:** Present: Allsup, Marguerite Helvey and Deb Biggs

Absent: Jerry Butler, Ivan Madson, Ellen Heather

Note: Staff at the library informed Butler the meeting had been cancelled.

**Agenda:** Motion by Helvey, second by Biggs to approval of agenda. Motion passed.

**Public Audience:** Allsup read the section from the State Handbook for public audience participation.

**City Administrator:** Tammi Dillavou: The 22-23 library budget will be presented to the City Council in January with changes in salary to reflect 5% increase rather than 3% for a change in the total budget from $107,016.18 to $110,113.18.

**City Liaison:** Nicholas Murrow: A new trustee board member will be appointed in January by the mayor and approved by the council. A new library liaison will also be appointed to replace Nick. Allsup asked if he needed anything from the BOT, he indicated he would like a copy of the Mitchellville Handbook and the State Handbook. Dillavou said she would like copies as well.

**Library Minutes:** Motion by Biggs second by Helvey to approve November 29, 2021 meeting minutes. Motion passed.

**City Financial:** No final November report available yet.

**Monthly Bills:** The December bills not available yet. Correction of

**Library Statistics:** Motion by Biggs, second by Helvey to accept and file November Stats Report. Motion passed.

**Director’s Report:** Motion by Helvey, second by Biggs to accept and file the December 14 and December 23 Director’s Reports. Motion passed.

**Financial Reports needed at this meeting:**

A. Update of Grant History: No change

B. Detail of Grants/Donations with Balances Remaining: Included in Directors report.

C. December Monies Paid to City: $1,017.20

D. Explanation of State Report Allsup signed September 27 and asked for a copy, 2nd request October 12 and received copy from Heather November 28 in January.

E. Copy of Community Calendar and estimated cost of a mailing info at January meeting

**Unfinished Business:**

A.Motion by Helvey, second by Biggs to approve changes in library hours to Tuesday thru Friday 10:00 am to 6:00 pm and Saturday 9:00 am to 2:00 pm. Motion passed.

Returning to protocol on early closings will be discussed at the next regular meeting.

B. City Financial/Heather financial differences, errors in monthly bills.

C. Brief explanation of how the library finances work will be covered in the January meeting.

D. Explanation of change in donations to “The Redman Giving Tree” & “Community Shares” was discussed. We are waiting for guidance from the state on how to correct errors.

E. Board of Trustees Evaluation Discussion was postponed.

F. Explanation of the can/bottle redemption program will be covered at January meeting.

Winterset Redemption will pick up on the 29th because Pella was still closed.

**New Business:**

A. Physical and flow set up for BOT meetings was discussed and the majority would like to return to the activity room with 4 tables for the Board and Director with chairs at the end for the public.

B. Board will set the date for Heather evaluation. Last evaluation was March 22, 2021. Allsup will edit the current evaluation for board approval, once approved it will go to the board and Heather. When all parties have completed the evaluation and returned it to Allsup it will be compiled for the evaluation in March.

C. February Board Training: Boardroom Series: The Art and the Science of the Board Meeting

D. Change in Bylaws to add policy on public comment at meetings at January meeting.

E. Discuss at the January meeting change to bylaws to add statement on BOT education

F. Other: Motion by Biggs, second by Helvey to approve library closure on January 6, to install generator. Motion passed.

**Public Audience:**

**Angela Bosworth Cowman** wondered if we made enough money on the cans/bottles to make it worthwhile and wondered about it going down to 4 cents and how much was coming in normally.

**Allsup** replied it was about $7,000.00 annually.

**Bosworth-Cowman** asked if there was a way to get a volunteer with a pickup to take the cans/bottles to the redemption center.

**Allsup** responded yes, but they would have a full pickup load every week.

**Bosworth-Cowman** responded to the suggestion to changes in the setup for BOT meetings going back to the activity room. She felt as a person who has attended meetings that the activity room would be a better choice, a better setup and wondered if there was a reason it didn’t work anymore.

**Biggs** responded it was cold in that room.

Allsup responded the board never suggested the change from the activity room and did not know why it had been moved.

**Bosworth-Cowman** that her vote as a constituent who plans on attending meetings regularly was for the activity room.

**Director’s Comments:** None, absent

**Trustee Comments:** Website needs updated has months old council agenda posted among other things. If it is not kept current those things should not be posted at all.

**Adjournment:** Motion by Biggs, second by Helvey to adjourn the meeting at 7:52.

Motion passed.

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