**West Liberty Public Library Minutes**

**Date, time:** October 19, 2020 7:00pm

Due to the corona virus pandemic, the October meeting was virtual via Zoom.

**Present at meeting**: Dick Brand, Kelly Daufeldt, Aly Henderson, Fr. Dennis Martin, Virginia Miehe, Adriana Moreno, library director Allie Paarsmith, WLPL staff member Lily Smtih, interim City Manager Elizabeth Hanson, Charla Schafer with Community Foundation, and member of the public Carly Duytschaver.

1. **Call to Order** at 7:05 pm by President Miehe.
2. **Approval of Agenda:** Approval: Moreno, Daufeldt 6-0
3. **Approval of Minutes:** Approval: Daufeldt, Moreno 6-0
4. **Public Discussion:** Member of the public, Carly Duytschaver, commented that she had heard from other community members that they are ready for the library to be open. Lily Smith, Children’s Librarian, expressed that when the Board discusses reopening that caution is considered. One concern is that if WLPL opens too early, we may have to shut down again.
5. **Financial Report:** motion to approve and pay bills: Approval: Daufeldt, Henderson 6-0
6. **Director’s Report:** The report included the date and plans for an upcoming staff in-service, the launch of the updated catalog, purchase order from Gaylord for the Keynote Display Case and the delivery fees included, adult book clubs and D&D are more successful, State and County deposits will be received soon, and testing of a hotspot is upcoming.
7. **Announcements from Members:** none
8. **Old Business:**
   1. **Community Foundation Fund Establishment:** Charla Schafter explained how this works and what is provided. Examples of her explanation include but are not limited to, the outreach, the history, the benefits, the growth of the foundation, and community benefits. This is not an action item, but it was recommended that the Financial Committee meet by next meeting with more details and guidance.
   2. **Pandemic Plan Assessment:** Director Paarsmith will create a plan/make adjustments to current plan outlining how WLPL will move forward with reopening and will send out to Board members for comments and questions.
   3. **Edit to FY21 Calendar:** motion to add New Year's Day as holiday: Approval: Brand, Martin 6-0
   4. **Administration Policies**: motion to approve that the added policies be added: Approval: Moreno, Daufeldt 6-0
   5. **Space Needs Update:** motion to table this decision until there is a more detailed dollar amount for spending: Approval: Brand, Henderson 6-0
9. **New Business**
   1. **Equipment Revolving Plan and Capital Improvement Plan:** Elizabeth Hanson explained the worksheets and advantages to this plan. Motion to submit the ERP and CIP to City and adjust as needed in future: Approval: Brand, Henderson 6-0
   2. **Johnson Controls Contract Renewal:** Motion to approve the signing to continue this contract and amount included in this renewal: Approval: Daufeldt, Brand 6-0
   3. **Climate Engineers Preventative Maintenace:** motion to accept and sign contracts: Approval: Brand, Martin 6-0
   4. **DC Taylor Preventative Maintenance Contract:** Motion to table until Director Paarsmith and City Attorney review: Approval: Martin, Daufeldt 6-0
10. **Adjournment** at 8:57pm. Brand, Martin 6-0