**West Liberty Public Library Minutes**

**Date, time:** January 20, 2021 7:00pm

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

**Present at meeting**: Dick Brand, Kelly Daufeldt, Aly Henderson, Fr. Dennis Martin, Virginia Miehe, Larry Miller, Adriana Moreno, library director Allie Paarsmith, member of the public Carly Duytschaver, and member of the public Deb Lowman.

1. **Call to Order** by President Miehe at 7:03pm
2. **Approval of Agenda:** Approval: Brand, Miller 6-0
3. **Approval of Minutes:** Approval: Miller, Moreno 6-0
4. **Public Discussion:** Carly Duytschaver commented on hearing positive things about the library being open for appointment browsing and continuing with pick up services.
5. **Financial Report:** Approval: Miller, Henderson 6-0
6. **Director’s Report:** The report included that catalog errors are being found and fixed, browsing is going “very well”, staff are busy with making adjustments to appointment browsing, a monthly e-newsletter is being implemented to patrons, and the revised budget proposal was submitted to West Liberty City Hall.
7. **Announcements from Members:** President Miehe mentioned that the Director Evaluation is to be done yearly and we should work towards completing that soon. Director Paarsmith will send out the evaluation form which board members are to complete and return to President Miehe by next meeting.
8. **Old Business:** none
9. **New Business**
	1. **Atalissa FY22 Contract:** motion to approve Atalissa proposed contract: Moreno, Martin 6-0
	2. **Trustee Appointments 2021**: Director Paarsmith informed the board that one board member’s term will expire in April 2021 and two board members’ terms will expire in October 2021. To have a full board, these positions will need to be filled. Director Paarsmith is interested in suggestions of potentially interested people and will consider an article in the West Liberty Index to help promote interest.
10. **Adjournment** at 7:40pm by Brand, Miller 6-0