

**Mitchellville Public Library  
Board of Trustees Regular Meeting  
Monday, February 22, 2021 @ 6:30 PM  
205 Center Avenue North, Mitchellville, Iowa 50169**

**Meeting called to order by:** Deb Thomas-Biggs @ 6:35 pm

**Roll Call:** Present: Marguerite Helvey, Joan Allsup, Thomas-Biggs, Ivan Madson, & Jerry Butler

**Absent:**

**Also Present:** City Administrator Tammi Dillavou, Library Director Ellen Heather, staff member Trent Auer and community members.

**Agenda:** Motion by Butler, second by Madson to approve the agenda with the amendments in changes to bill approvals for the months of November and January. Motion passed.

**City Liaison:** Absent

**Public Audience:** Tammi Dillavou

**Library Minutes:** Motion by Butler, second by Madson to approve the library minutes with changes to the January bill total from \$2,022.26 to \$2,011.36. Motion passed.

**Treasurers Report:** Allsup gave an update on can and bottle redemptions over the last few years. Motion by Butler, second by Madson to approve treasurers report with correction to the November bills from \$1,979.82 to \$2209.82. Motion passed.

**Monthly Bills:** The February bills are not ready yet for approval.

**Library Statistics:** Motion by Allsup second by Helvey to accept and file the Monthly Statistics. Motion passed.

**Director's Report:** Motion by Madson, second by Butler to accept and file. Motion passed.

**Other Business:**

- a. Motion by Allsup, second by Butler to continue not collecting late fines at this time. Motion passed.
- b. Motion by Allsup, second by Butler to adopt Mitchellville City Employee Handbook. Motion passed.
- c. Allsup has been working to update the MPL Handbook and has come upon discrepancies with the Library Ordinance (adopted in 2004), our MPL Handbook and the State of Iowa Trustees Handbook. Allsup has spoken with Maryann Mori with Iowa Library Services as well as Mandy Easter with the State Legal Library. Allsup provided the Trustees with Ms. Easter's legal advice. The advice given was that per State Law and our City Ordinance that the T&A account must be transferred out of the Trustees hands. Allsup upon learning this had brought the matter to the attention of the City Administrator to determine the best path forward. Per our discussion Tammi will add this to the Agenda for the next council meeting to approve the transfer. Motion by Butler, second by Madson to approve closing the Library T& A account at Legacy Bank and transferring all funds to the city library general fund. The Board will no longer have a treasurer per advice from legal council. Motion passed.
- d. Evaluation for Library Director meeting will be held on Tuesday, March 2.
- e. Board evaluations past due.

- f. Heather raised an issue with the ordinance regarding the section on missed board meetings by Trustees. After much discussion Allsup made a motion, second by Butler to allow flexibility with board meeting attendance in the ordinance for board members due to covid. Motion passed. Allsup will contact State Legal Library to see what our legal options are on this issue and report back to the Board.

**Director's Comments:**

**Trustee Comments:** Allsup suggested that the Board and Staff think about since the can/bottle money the Library has raised this year came from the community whether we want to use any of it for a special project for the community.

**Meeting Adjourned:** Motion to adjourn by Madson, second by Helvey @ 7:46 pm. Motion passed.

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