

**Mitchellville Public Library
Board of Trustees Zoom Regular Meeting
Thursday, December 31, 2020 @ 6:30 pm
205 Center Avenue North, Mitchellville, Iowa 50169**

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

Roll Call: Present: Joan Allsup, Marguerite Helvey, Ivan Madson and Biggs

Absent: Jerry Butler

Also Present: Tammi Dillavou, Library Director Ellen Heather and Trent Auer

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

City Liaison: Absent

Public Audience: Tammi Dillavou

Library Minutes: Motion by Helvey, second by Madson to approve the Library minutes for November 23, 2020. Motion passed.

Treasurers Report: Motion by Madson, second by Helvey to approve the Treasurers Report. Motion passed.

Monthly Bills: Motion by Allsup, second by Helvey to approve November bills totaling \$1,979.82 and December bills totaling \$2,640.24. Motion passed.

Library Statistics: Motion by Allsup, second by Helvey to accept and file the Monthly Statistics with correction change of children's programs from 118 to 116. Motion passed.

Director's Report: We need to hire a plumber to install toilets and electrician to fix the light by the alley door. Heather will get estimates for both projects. We will use Clement Trust Funds to finish these projects. Heather will apply for Polk County Betterment Grant to use for future projects. Motion by Madson, second by Helvey to accept and file. Motion passed

Other Business:

- a. Library hours will remain the same for now. City will meet on January 4, 2021 and will discuss further COVID closures or extensions.
- b. Employee's will work no more than 40 hours each per week, no new part time hire at this time.

Director's Comments: None

Trustee Comments:

- a. Meeting will be scheduled to work on 21-22 budget.
- b. Evaluation for Library Director due: Biggs will organize this.
- c. Update Mitchellville Public Library Handbook: Committee of Allsup and Helvey will work on this.
- d. Trustees need to review new City Handbook for approval at next meeting.

Meeting Adjourned: Motion to adjourn by Madson, second by Helvey @ 6:30 pm. Motion passed

Respectfully submitted by: Marguerite Helvey, Trustee Secretary

Next Regular Meeting January 25, 2021