

West Liberty Public Library Minutes

Date, time: September 15, 2021 7:00pm

Present at meeting: Dick Brand, Aly Henderson, Araceli Hernandez Flores, Fr. Dennis Martin, Virginia Mieke, Larry Miller, library director Allie Paarsmith, and member of the public Carly Duytchaver.

- I) **Call to Order** by President Mieke at 7:01pm
- II) **Approval of Agenda:** Approval: Brand, Miller 5-0
- III) **Approval of Minutes:** Approval: Miller, Brand 5-0
- IV) **Public Discussion:** Director Paarsmith mentioned that there have been public comments made to her about the rowdiness of young patrons. She discussed the staff approach to this situation. Director Paarsmtih also mentioned that Rotary Club has inquired how the library is handling cleaning and sanitizing. Public member Carly Duytchaver asked if the new library hours were posted on the front door.
- V) **Financial Report:** Approval: Miller, Hernandez Flores 5-0
 - a. **Review Upcoming expenses:** This was not an item to motion on, it was informational regarding upcoming expenses including: converting exterior lights to LEDs as well as some interior, emergency lights needing replaced, concrete work still needs done, the meeting room renovations, and the purchase of two book carts. Later on, the library will be looking at roof repair and gaming equipment.
- VI) **Director's Report:** The report included that Director Paarsmith is expecting and there will need to be a review of the Personnel Policy in the near future, the newspapers will be digitized in 8-10 weeks, there was a purchase of licenses for a reboot software, and that the Children's Festival was a success but would have benefited with additional support.
- VII) **Announcements from Members:** none
- VIII) **Old Business:**
 - a. **Library Shelver Job Description:** approve the job description as written: Approval: Brand, Henderson 5-0
 - b. **Adults Services: Job Description:** approve policy as written with minor changes: Approval: Miller, Martin 5-0
 - c. **Policy Review: Hours of Service Policy:** approve policy of new hours: Approval: Miller, Martin 5-0
- IX) **New Business**
 - a. **Policy Review: Meeting Rooms:** approve policy as written with minor changes regarding the fees incurred on the guidelines section: Approval: Miller, Brand 5-0
 - b. **Policy Review: Exhibits and Display:** approve policy as written: Brand, Henderson 5-0
- X) **Adjournment by** Brand, Hernandez Flores at 7:45pm.