

**City of West Liberty Public Library
Notice and Call of Public Meeting
West Liberty Public Library Board of Trustees
October 20, 2021, at 7 pm:
West Liberty Public Library Meeting Room and
Online via Zoom -- Meeting ID: 889-369-1600
Public Notice is hereby given**

To attend the meeting via Zoom:

<https://zoom.us/j/8893691600>

Meeting ID: 889-369-1600 Phone: +1 312 626 6799 US

That the above-mentioned governmental body will meet at the date, time, and place about set out. The tentative agenda for said meeting is as follows:

- I. Call to Order**
- II. Approval of Agenda**
- III. Approval of Minutes**
- IV. Public Discussion**
- V. Financial Report**
- VI. Director's Report**
- VII. Announcements from Members**
- VIII. Old Business**
- IX. New Business**
 - 1. Policy Review- Personnel: Parental Leave Policy**
 - 2. Board Continuing Education: Iowa Library Trustee's Handbook Chapters 11 and 4**
- X. Adjourn Meeting**

Next meeting Wednesday, November 17 at 7 pm.

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 Miehe, Larry Miller, library director Allie Paarsmith, and member of the public Carly Duytchaver.

- I) **Call to Order** by President Miehe 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.

	CASH	INVESTMENTS	TOTAL CASH & INVESTMENTS	INTEREST REVENUE
001-GENERAL FUND	(314,048.32)	0.00	(314,048.32)	281.04
002-SPECIAL LAW ENFORCEMENT	1,412.23	0.00	1,412.23	0.51
005-CREES CEMETERY FUND	12,337.00	25,000.00	37,337.00	26.98
007-EMPLOYEE BENEFITS	26,239.81	0.00	26,239.81	0.00
008-EMERGENCY FUND	1,321.15	0.00	1,321.15	0.00
110-ROAD USE TAX FUND	441,464.30	0.00	441,464.30	0.00
120-SPECIAL REVENUE FUND	16,030.00	0.00	16,030.00	0.00
121-LOCAL OPTION SALES TAX	166,833.63	0.00	166,833.63	0.00
125-TIF URBAN REVENAL/SP REV	(27,321.49)	0.00	(27,321.49)	9.71
130-DUTTON COMPLEX T & A	0.00	0.00	0.00	0.00
131-FIRE T & A	365,768.59	10,000.00	375,768.59	136.86
134-LIBRARY TRUST	377,814.51	0.00	377,814.51	139.72
135-INSURANCE RESERVE FUND	153,980.16	30,000.00	183,980.16	79.07
136-AMBULANCE RESERVE	275,773.50	375,000.00	650,773.50	426.86
137-FIRE RESERVE	159,130.80	0.00	159,130.80	57.94
138-PARK AND RECREATION TRUST	87,621.37	0.00	87,621.37	0.00
200-DEBT SERVICE	953,284.24	0.00	953,284.24	267.50
300-STREET IMPROVEMENT FUND	400,689.52	0.00	400,689.52	0.00
304-LIBRARY IMPROVEMENT FUND	0.00	0.00	0.00	0.00
306-FIRE/AMB IMPROVEMENT FUND	0.00	0.00	0.00	0.00
500-PERPETUAL CARE FUND	0.00	67,981.09	67,981.09	0.00
600-WATER UTILITY FUND	1,149,056.23	370,000.00	1,519,056.23	382.37
610-SEWER UTILITY FUND	3,119,455.21	150,000.00	3,269,455.21	1,193.83
630-ELECTRIC UTILITY FUND	2,793,694.07	1,531,895.00	4,325,589.07	194.24
670-SOLID WASTE FUND	469,546.53	30,000.00	499,546.53	6.27
830-CASH CLEARING FUND	0.00	0.00	0.00	0.00
986-PAYROLL CLEARING	0.00	0.00	0.00	0.00
ALL FUNDS TOTAL	10,630,083.04	2,589,876.09	13,219,959.13	3,202.90

*** END OF REPORT ***

CITY OF WEST LIBERTY
 REVENUE REPORT (UNAUDITED)
 AS OF: SEPTEMBER 30TH, 2021

001-GENERAL FUND
 CULTURE & RECREATION LIBRARY 25.00% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>TAXES</u>					
001-4-410-4-4090 LOCAL OPTION SALES TAX	80,000.00	0.00	0.00	0.00	80,000.00
TOTAL TAXES	80,000.00	0.00	0.00	0.00	80,000.00
<u>USE OF MONEY & PROPERTY</u>					
001-4-410-4-4302 INTEREST INCOME - LIBR	500.00	0.00	0.00	0.00	500.00
TOTAL USE OF MONEY & PROPERTY	500.00	0.00	0.00	0.00	500.00
<u>INTERGOVERNMENTAL</u>					
001-4-410-2-4470 COUNTY LIBRARY ALLOCATI	14,000.00	0.00	0.00	0.00	14,000.00
001-4-410-2-4471 LOCAL COMM LIBRARY ALLO	4,000.00	0.00	0.00	0.00	4,000.00
001-4-410-4-4433 STATE SHARED REVENUE/EN	0.00	0.00	0.00	0.00	0.00
TOTAL INTERGOVERNMENTAL	18,000.00	0.00	0.00	0.00	18,000.00
<u>MISCELLANEOUS</u>					
001-4-410-1-4799 OTHER MISC REVENUE	70,000.00	0.00	20.00	0.03	69,980.00
001-4-410-2-4705 CONTRIBUTIONS - GIFTS/G	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS	70,000.00	0.00	20.00	0.03	69,980.00
<u>OTHER FINANCING USES</u>					
001-4-410-4-4821 CAPITAL LOAN PROCEEDS	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER FINANCING USES	0.00	0.00	0.00	0.00	0.00
TOTAL LIBRARY	168,500.00	0.00	20.00	0.01	168,480.00

CITY OF WEST LIBERTY
REVENUE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2021

134-LIBRARY TRUST
CULTURE & RECREATION
LIBRARY

25.00% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>MISCELLANEOUS</u>					
134-4-410-2-4705 CONTRIBUTIONS - GIFTS/G	0.00	0.00	16,500.00	0.00 (16,500.00)
134-4-410-2-4710 RAGBRAI FUNDRAISING	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS	0.00	0.00	16,500.00	0.00 (16,500.00)
<u>OTHER FINANCING USES</u>					
134-4-410-4-4830 TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER FINANCING USES	0.00	0.00	0.00	0.00	0.00
TOTAL LIBRARY	0.00	0.00	16,500.00	0.00 (16,500.00)

CITY OF WEST LIBERTY
 REVENUE REPORT (UNAUDITED)
 AS OF: SEPTEMBER 30TH, 2021

134-LIBRARY TRUST CULTURE & RECREATION LIBRARY BUILDING PROJECT		25.00% OF YEAR COMP.			
REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>TAXES</u>					
134-4-411-4-4090 LOCAL OPTION SALES TAX	0.00	0.00	0.00	0.00	0.00
TOTAL TAXES	0.00	0.00	0.00	0.00	0.00
<u>USE OF MONEY & PROPERTY</u>					
134-4-411-4-4300 INTEREST INCOME	500.00	0.00	139.72	27.94	360.28
134-4-411-4-4302 INTEREST INCOME - LIBR	0.00	0.00	0.00	0.00	0.00
TOTAL USE OF MONEY & PROPERTY	500.00	0.00	139.72	27.94	360.28
<u>MISCELLANEOUS</u>					
134-4-411-2-4705 CONTRIBUTIONS - GIFTS/G	0.00	0.00	25.00	0.00 (25.00)
134-4-411-2-4707 CONTRIBUTIONS - BUILDIN	0.00	0.00	0.00	0.00	0.00
134-4-411-2-4710 REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS	0.00	0.00	25.00	0.00 (25.00)
TOTAL LIBRARY BUILDING PROJECT	500.00	0.00	164.72	32.94	335.28

CITY OF WEST LIBERTY
EXPENDITURES REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2021

001-GENERAL FUND
CULTURE & RECREATION
LIBRARY

25.00% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
PERSONAL SERVICES					
001-6-410-1-6010 WAGES-FULL TIME	154,360.00	12,578.21	46,314.89	30.00	108,045.11
001-6-410-1-6020 WAGES-PART TIME	30,800.00	2,817.65	10,876.35	35.31	19,923.65
001-6-410-1-6040 WAGES-OVER TIME	500.00	59.54	543.94	108.79	43.94
TOTAL PERSONAL SERVICES	185,660.00	15,455.40	57,735.18	31.10	127,924.82
EMPLOYEE BENEFITS					
001-6-410-1-6110 FICA-CITY CONTRIBUTION	9,975.00	1,212.31	4,336.87	43.48	5,638.13
001-6-410-1-6130 IPERS-CITY CONTRIBUTION	11,800.00	1,451.43	5,195.79	44.03	6,604.21
001-6-410-1-6140 ICMA-CITY CONTRIBUTION	7,200.00	191.25	641.25	8.91	6,558.75
001-6-410-1-6150 GROUP MEDICAL INSURANCE	35,000.00	2,766.20	10,257.21	29.31	24,742.79
001-6-410-1-6152 GROUP MEDICAL INSURANCE	0.00	0.00	0.00	0.00	0.00
001-6-410-1-6160 WORKER'S COMPENSATION I	1,900.00	0.00	0.00	0.00	1,900.00
001-6-410-1-6181 UNIFORMS,ALLOWANCES	50.00	0.00	0.00	0.00	50.00
TOTAL EMPLOYEE BENEFITS	65,925.00	5,621.19	20,431.12	30.99	45,493.88
STAFF DEVELOPMENT					
001-6-410-1-6210 DUES & MEMBERSHIP FEES	100.00	0.00	0.00	0.00	100.00
001-6-410-1-6220 SUBSCRIPTIONS, PUBL & E	3,300.00	0.00	0.00	0.00	3,300.00
001-6-410-1-6230 TRAINING	0.00	0.00	0.00	0.00	0.00
001-6-410-1-6240 CONFERENCE & TRAVEL EXP	0.00	0.00	0.00	0.00	0.00
TOTAL STAFF DEVELOPMENT	3,400.00	0.00	0.00	0.00	3,400.00
REPAIR, MTNCE, UTILITIES					
001-6-410-2-6310 BUILDING/GROUND MAINTEN	2,200.00	429.17	604.54	27.48	1,595.46
001-6-410-2-6350 EQUIPMENT REPAIRS/MAINT	10,000.00	920.50	920.50	9.21	9,079.50
001-6-410-2-6371 UTILITY SERVICES-ELEC,G	10,000.00	240.00	1,780.53	17.81	8,219.47
001-6-410-2-6373 TELEPHONE EXPENSE	3,000.00	0.00	249.88	8.33	2,750.12
TOTAL REPAIR, MTNCE, UTILITIES	25,200.00	1,589.67	3,555.45	14.11	21,644.55
CONTRACTUAL SERVICES					
001-6-410-2-6407 PROFESSIONAL & CONS FEE	7,000.00	0.00	1,800.00	25.71	5,200.00
001-6-410-2-6408 TORT LIABILITY INSURANC	1,900.00	0.00	0.00	0.00	1,900.00
001-6-410-2-6415 RENTALS & LEASES	1,100.00	386.28	386.28	35.12	713.72
001-6-410-2-6426 ENRICHMENT PROGRAMS	1,000.00	11.96	255.57	25.56	744.43
001-6-410-2-6429 PROPERTY TAX EXPENSE	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	11,000.00	398.24	2,441.85	22.20	8,558.15
COMMODITIES					
001-6-410-2-6502 BOOKS,AUDIOVISUAL,MATER	15,000.00	1,876.77	6,866.96	45.78	8,133.04
001-6-410-2-6504 MINOR EQUIPMENT	3,800.00	0.00	0.00	0.00	3,800.00
001-6-410-2-6507 OPERATING SUPPLIES	2,140.00	66.57	1,089.91	50.93	1,050.09
001-6-410-2-6508 POSTAGE	100.00	0.00	0.00	0.00	100.00
001-6-410-2-6521 JANITORIAL SUPPLIES	0.00	0.00	0.00	0.00	0.00
001-6-410-2-6599 MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	21,040.00	1,943.34	7,956.87	37.82	13,083.13

CITY OF WEST LIBERTY
 EXPENDITURES REPORT (UNAUDITED)
 AS OF: SEPTEMBER 30TH, 2021

001-GENERAL FUND
 CULTURE & RECREATION
 LIBRARY

25.00% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>CAPITAL OUTLAY</u>					
001-6-410-3-6726 CAPITAL EQUIP RESERVE	0.00	0.00	0.00	0.00	0.00
001-6-410-3-6727 CAPITAL EQUIPMENT	0.00	0.00	0.00	0.00	0.00
001-6-410-3-6728 CAPITAL IMPROVEMENTS	63,000.00	0.00	0.00	0.00	63,000.00
TOTAL CAPITAL OUTLAY	63,000.00	0.00	0.00	0.00	63,000.00
TOTAL LIBRARY	375,225.00	25,007.84	92,120.47	24.55	283,104.53

CITY OF WEST LIBERTY
 EXPENDITURES REPORT (UNAUDITED)
 AS OF: SEPTEMBER 30TH, 2021

134-LIBRARY TRUST
 CULTURE & RECREATION
 LIBRARY

25.00% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>CONTRACTUAL SERVICES</u>					
134-6-410-2-6407 PROFESSIONAL & CONS FEE	0.00	806.98	806.98	0.00 (806.98)
134-6-410-2-6426 LIBRARY TRUST ENRICHMEN	0.00	57.33	57.33	0.00 (57.33)
TOTAL CONTRACTUAL SERVICES	0.00	864.31	864.31	0.00 (864.31)
<u>COMMODITIES</u>					
134-6-410-2-6502 BOOKS,AUDIOVISUAL,MATER	0.00	0.00	0.00	0.00	0.00
134-6-410-2-6504 MINOR EQUIPMENT	0.00	5,043.44	35,129.47	0.00 (35,129.47)
134-6-410-2-6507 OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00
134-6-410-2-6509 RAGBRAI EXPENSES	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	0.00	5,043.44	35,129.47	0.00 (35,129.47)
<u>CAPITAL OUTLAY</u>					
134-6-410-3-6728 CAPITAL IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
TOTAL LIBRARY	0.00	5,907.75	35,993.78	0.00 (35,993.78)

West Liberty Public Library
FY to Last Month Profit & Loss
 July through September 2021

	Jul - Sep 21
Ordinary Income/Expense	
Income	
4700 · Misc	
4705 · Contributions - Gifts	16,525.00
4799 · Other Misc Revenue	20.00
Total 4700 · Misc	16,545.00
Total Income	16,545.00
Gross Profit	16,545.00
Expense	
6000 · Personal Services	
6010 · Wages-Full Time	46,314.89
6020 · Wages-Part Time	10,876.35
6040 · Wages-Over Time	543.94
Total 6000 · Personal Services	57,735.18
6100 · Employee Benefits	
6110 · FICA-City Contribution	4,336.87
6130 · IPERS-City Contribution	5,195.79
6140 · ICMA-City Contribution	641.25
6150 · Group Medical Insurance	8,178.56
Total 6100 · Employee Benefits	18,352.47
6300 · Repair, Mtnc, Utilities	
6310 · Building/Ground Maintenance	582.20
6350 · Equipment Repairs/Maintenance	949.45
6371 · Utility Services	2,020.53
6373 · Telephone Expense	249.88
Total 6300 · Repair, Mtnc, Utilities	3,802.06
6400 · Contractual Services	
6407 · Professional & Consortia Fees	2,606.98
6415 · Rentals & Leases	386.28
6426 · Enrichment Programs	864.19
Total 6400 · Contractual Services	3,857.45
6500 · Commodities	
6502 · Books, Audiovisual Materials	7,679.24
6504 · Minor Equipment	51,955.88
6507 · Operating Supplies	827.45
Total 6500 · Commodities	60,462.57
6700 · Capital Outlay	
6728 · Capital Improvements	4,922.80
Total 6700 · Capital Outlay	4,922.80
Total Expense	149,132.53
Net Ordinary Income	-132,587.53
Net Income	-132,587.53

West Liberty Public Library
Profit & Loss Detail
 September 2021

Type	Date	Num	Name	Memo	Paid Amount
Ordinary Income/Expense					
Expense					
6000 · Personal Services					
6010 · Wages-Full Time					
General Jo...	09/10/21	P01601		PY ending 9/4/21	6,643.71
General Jo...	09/24/21	P01604		Payroll ending 09/18/2021	5,934.50
Total 6010 · Wages-Full Time					12,578.21
6020 · Wages-Part Time					
General Jo...	09/10/21	P01601		PY ending 9/4/21	2,172.00
General Jo...	09/24/21	P01604		Payroll ending 09/18/2021	645.65
Total 6020 · Wages-Part Time					2,817.65
6040 · Wages-Over Time					
General Jo...	09/10/21	P01601		PY ending 9/4/21	55.85
General Jo...	09/24/21	P01604		Payroll ending 09/18/2021	3.69
Total 6040 · Wages-Over Time					59.54
Total 6000 · Personal Services					15,455.40
6100 · Employee Benefits					
6110 · FICA-City Contribution					
General Jo...	09/10/21	A26305		FICA W/H	43.25
General Jo...	09/10/21	A26305		FICA W/H	539.26
General Jo...	09/10/21	A26305		Medicare W/H	10.11
General Jo...	09/10/21	A26305		Medicare W/H	126.11
General Jo...	09/27/21	A26404		FICA W/H	400.03
General Jo...	09/27/21	A26404		Medicare W/H	93.55
Total 6110 · FICA-City Contribution					1,212.31
6130 · IPERS-City Contribution					
General Jo...	09/27/21	A26405			65.84
General Jo...	09/27/21	A26405			798.59
General Jo...	09/27/21	A26405			587.00
Total 6130 · IPERS-City Contribution					1,451.43
6140 · ICMA-City Contribution					
General Jo...	09/10/21	A26306			112.50
General Jo...	09/27/21	A26409		Deferred Comp	78.75
Total 6140 · ICMA-City Contribution					191.25
6150 · Group Medical Insurance					
General Jo...	09/27/21	A26413			92.49
General Jo...	09/27/21	A26413			2,078.65
General Jo...	09/27/21	A26413			-2,078.65
General Jo...	09/27/21	A26413			58.10
General Jo...	09/27/21	A26413			536.96
Total 6150 · Group Medical Insurance					687.55
Total 6100 · Employee Benefits					3,542.54
6300 · Repair, Mtnc, Utilities					
6310 · Building/Ground Maintenance					
Bill	09/09/21	149	PineTree Interiors	Trim for youth department	120.64
General Jo...	09/09/21	A26319			16.20
Bill	09/13/21	521454	Dan's Doors	Fix the lowering mechani...	269.99
Total 6310 · Building/Ground Maintenance					406.83
6350 · Equipment Repairs/Maintenance					
Bill	09/09/21	19313	Climate Engineers	PM Contract	920.50
Total 6350 · Equipment Repairs/Maintenance					920.50

West Liberty Public Library
Profit & Loss Detail
September 2021

Type	Date	Num	Name	Memo	Paid Amount
6371 · Utility Services					
General Jo...	09/09/21	A26340	MidAmerican En...		240.00
General Jo...	09/09/21	A26340	MidAmerican En...		240.00
Total 6371 · Utility Services					480.00
Total 6300 · Repair, Mtncce, Utilities					1,807.33
6400 · Contractual Services					
6407 · Professional & Consortia Fees					
Bill	09/09/21	08132021	Antelope Lendin...	Bookmobile	806.98
Total 6407 · Professional & Consortia Fees					806.98
6415 · Rentals & Leases					
Bill	09/09/21	450168547	Marco Technolo...	Printer	386.28
Total 6415 · Rentals & Leases					386.28
6426 · Enrichment Programs					
Bill	09/09/21	1TQG-7VW...	Amazon	SRP Programming	538.00
Bill	09/09/21	1KCQ-WH1...	Amazon	Submitted 6/2/21	8.62
Bill	09/09/21	1VVR-KXG...	Amazon	Board game	11.96
Total 6426 · Enrichment Programs					558.58
Total 6400 · Contractual Services					1,751.84
6500 · Commodities					
6502 · Books, Audiovisual Materials					
Bill	09/09/21	2035835519	Baker & Taylor	Backordered titles from J...	13.28
Bill	09/09/21	2035835519	Baker & Taylor	Titles for Racial Justice ...	215.79
Bill	09/09/21	2035856636	Baker & Taylor	Submitted 6/2/21	213.12
Bill	09/09/21	1KDT-GKM...	Amazon	1 DVD Patron Request	5.99
Bill	09/09/21	1P3K-LPK4-...	Amazon	3 Patron Requests	49.81
Bill	09/09/21	16HV-13KW...	Amazon	34 DVD/Blu-ray	498.25
Bill	09/09/21	1JYR-H7JG...	Amazon	1 DVD/Blu-ray	13.59
Bill	09/09/21	2035979067	Baker & Taylor	1 teen book	5.99
Bill	09/09/21	2035979067	Baker & Taylor	1 childrens book	10.05
Bill	09/09/21	500507087	Midwest Tape	13 DVDs to be itemized l...	173.87
Bill	09/09/21	500569493	Midwest Tape	DVDs to be itemized	857.25
Bill	09/09/21	500611586	Midwest Tape	DVDs to be itemized	43.21
Bill	09/09/21	500631574	Midwest Tape	DVDs to be itemized	81.94
Bill	09/09/21	500670954	Midwest Tape	DVD to be itemized	11.99
Bill	09/09/21	500704817	Midwest Tape	DVD	5.99
Bill	09/09/21	500765642	Midwest Tape	DVD	34.99
Bill	09/09/21		West Liberty Index	2 year subscription	55.00
Bill	09/09/21	2036051258	Baker & Taylor		239.04
Bill	09/09/21	2036070399	Baker & Taylor		159.90
Total 6502 · Books, Audiovisual Materials					2,689.05
6504 · Minor Equipment					
Bill	09/09/21	7336	Library Furniture...	Submitted 6/2/21	21,869.85
Total 6504 · Minor Equipment					21,869.85
6507 · Operating Supplies					
Credit Card...	09/03/21	1478747433	Adobe		31.79
Bill	09/09/21	1XRM-JWC...	Amazon	Staff supplies	76.82
Bill	09/09/21	17PN-PQX...	Amazon	Children's masks	47.95
Bill	09/09/21		IASL	Award Supplies	15.50
General Jo...	09/09/21	A26325	Fred's Feed		3.12
Total 6507 · Operating Supplies					175.18
Total 6500 · Commodities					24,734.08

West Liberty Public Library
Profit & Loss Detail
September 2021

Type	Date	Num	Name	Memo	Paid Amount
6700 · Capital Outlay					
6728 · Capital Improvements					
Bill	09/09/21	6421-1	V&K Inc		4,922.80
Total 6728 · Capital Improvements					4,922.80
Total 6700 · Capital Outlay					4,922.80
Total Expense					52,213.99
Net Ordinary Income					-52,213.99
Net Income					-52,213.99

West Liberty Public Library
Unpaid Bills Detail
All Transactions

Type	Date	Num	Memo	Due Date	Aging	Open Balance
Baker & Taylor						
Bill	08/04/21	2036090834	Submitted 9/29/21	09/03/21	42	225.27
Bill	08/04/21	2036111979	Submitted 9/29/21	09/03/21	42	92.97
Bill	08/13/21	2036134436	Submitted 9/29/21	09/12/21	33	268.91
Bill	08/19/21	2036133082	Submitted 9/29/21	09/18/21	27	91.76
Bill	08/25/21	2036154281	Submitted 9/29/21	09/24/21	21	172.69
Bill	09/08/21	2036178742	Submitted 9/29/21	10/08/21	7	109.19
Bill	09/23/21	2036197631	Submitted 9/29/21	10/23/21		209.39
Bill	10/01/21	2036218729		10/31/21		52.24
Bill	10/06/21	2036247169		11/05/21		24.17
Total Baker & Taylor						1,246.59
Climate Engineers						
Bill	04/19/21	18563	Submitted 9/29/21	05/19/21	149	325.87
Bill	04/19/21	18646	Submitted 9/29/21	05/19/21	149	920.50
Bill	09/21/21	20130	Submitted 9/29/21	10/21/21		712.45
Total Climate Engineers						1,958.82
Dan's Doors						
Bill P...	09/13/21	A26383	Submitted by 7/15/...			-142.18
Total Dan's Doors						-142.18
Demco						
Bill	10/12/21	7022983		11/11/21		72.89
Total Demco						72.89
Faronics						
Bill	08/19/21	INUS0208934	Submitted 9/29/21	08/29/21	47	576.45
Total Faronics						576.45
Johnson Controls						
Bill	10/01/21	22544319		10/31/21		2,991.14
Total Johnson Controls						2,991.14
Kone						
Bill	09/01/21	959962667	Submitted 9/29/21	10/01/21	14	3,077.76
Total Kone						3,077.76
Overdrive						
Bill	08/27/21	CD0649721333246	Submitted 9/29/21	08/27/21	49	972.48
Total Overdrive						972.48
Quill						
Bill	07/08/21	17914059	Submitted 9/29/21	08/07/21	69	178.52
Total Quill						178.52
Swank Movie Licensing						
Bill	09/22/21	3080100	Submitted 9/29/21	10/02/21	13	447.00
Total Swank Movie Licensing						447.00
V&K Inc						
Bill	08/27/21	6421-2		09/06/21	39	1,872.00
Bill	09/24/21	6421-3	Submitted 9/29/21	10/04/21	11	3,834.00
Total V&K Inc						5,706.00
TOTAL						17,085.47

Library Director's Report

October 2020

Agenda:

Today we will be reviewing Board terms and contact information. For new business we will be addressing a Parental Leave Policy and two chapters of our continuing education.

Board of Trustees

I have emailed Becky Heil regarding the discrepancy between our ordinance and our Trustee term expiration dates. I will provide an update on how we can get back on track with appointing 1/3 of our members every two years in January to appropriately stagger terms.

Building and Technology:

We have started the annual inventory of our technology for the City's insurance policy. We will use that information to formulate a usable equipment revolving plan.

All American Concrete came out to assess the work we would like done. It sounds like the majority of the work will need to wait until next spring, but I have expressed the urgency of getting the railings installed for the front stairs.

The exterior door opening button was broken due to the abuse it takes on a regular basis. Dan's Doors came on Thursday to fix that problem. They addressed the issues regarding the front doors squeaking and looked at the gasket, which is fine, and the handle, which will potentially cost \$400-500 to replace. The problem isn't causing major issues, so we won't be addressing that at this time.

I have reached out to the City representative for Dell to get a quote on replacing my 7-year-old desktop computer and to acquire a desktop computer for the Youth Librarian. We budgeted for these replacements in the FY22 budget, however his quote has come in much higher. I will work with him on right sizing the needs of the library with our budget and have that quote available for approval in November.

I'm still waiting on an estimate from Roth Electric for the various work that we need completed.

The new shelving should be arriving within this month or next month. After that, we will receive a final invoice for the installation and I will present a report on the cost and outcomes of the space renovation.

Staff and Volunteers:

I have received applications for the shelver position and I will be calling to schedule interviews on 10/18. We will be focusing on hiring Spanish speakers for these positions.

We are working on finding resources to better communicate with our tween and teen patrons to establish expectations of existing in a public space and to establish healthy boundaries. I'm in communication with United Action for Youth out of Iowa City to see if they can provide us with resources or training.

Collections and Materials:

I am working with Lily and Ali to develop an acquisitions budget for this fiscal year. This budget will be based on circulation statistics, desired and attainable collection size goals, and our deaccessioning plans for the year.

Catalog wrangling still takes a considerable amount of time but is an ideal task to work on while staffing the circulation desks. I will be training the rest of the collections staff on this process soon. The result of this work will be a more accurate and usable catalog.

We have almost completed relabeling the picture book collection and will be moving on to relabeling DVDs after the collection is assessed.

Finances:

City Clerk Lee Geertz and I will be meeting within the month to discuss our financial workflows and to adjust as needed.

Programming and Outreach:

We have seen a significant drop off in attendance at the bookmobile stops, so we are exploring options to increase promotion and attendance. This is to be expected when introducing a new service.

Our take and make kits for adults have been successful while in person programming for adults has still been slow. Our kids' programs have been well attended and successful and the teen D&D group is still going strong.

Statistics:

Library Materials	Added		Withdrawn	
	Sep '21	Sep '20	Sep '21	Sep '20
Books	81	141	17	0
Audio	0	0	0	0
Video	1	4	0	0
Other	0	0	0	0
Total Physical	82	145	17	0

New Borrowers	Sep '21	Sep '20
Atalissa	2	0
Rural Muscatine County	0	2
Nichols	0	3
Open Access	1	0
West Liberty	5	4
Total New	8	9
BRIDGES		12

Programs	#	Attendance
Children's	11	131
YA	5	29
Adult/Family	4	31

Facilities Usage	Sep '21	Sep '20
WiFi Visits	1044	329
Door Count	1698	N/A

Circulation	Sep '21	Sep '20
Audiobooks	1	5
Books	816	432
Computer	273	0
DVD/Blu-Ray	65	16
Equip	0	0
Video Games	9	0
Inter Library Loans	19	46
Periodicals	1	0
Total Physical	1184	499

E-Books	170	268
E-Audio	183	186
E-Video	8	0
E-Magazine	34	11
Total Digital	397	465

Atalissa	7	0
Rural Muscatine County	199	158
Nichols	15	11
Open Access	47	0
West Liberty	903	330

Action Form- Personnel: Parental Leave Policy

History:

Neither the City nor the Library have a Parental Leave Policy. The City provides short-term disability insurance as maternity leave.

When researching parental leave policies, there is a trend towards a significant increase in paid leave offered to new parents. When typing "parental leave recommendation, Google turns up with professional organizations and the various articles recommending between 12-52 weeks of paid leave for the health of the parent(s), child, and for the economic benefits to women. This policy was the sample Paid Parental Leave Policy from the Society for Human Resource Management (SHRM) website. I chose 16 weeks based on the attached Timeline of Paid Family Leave and the maximum amount of time I feel comfortable being away from the library.

I submitted this policy for review by our City Manager and City Clerk, the correspondence I have also attached. City Hall is concerned that the policy is too progressive and does not reflect our industry locally, which upon more practical research, is accurate. I was only able to find the administrative policies of Iowa City, Coralville, Davenport, and Cedar Rapids, and none of them have parental leave policies. Also, the University only offers six weeks of paid leave for birth mothers and one week for adoptive parents. As stated in my reply email, I was incredibly disheartened to see such a drastic difference between theory and practice. National corporations with nearby locations were the only organizations with policies close to the guidance I found. P&G offers eight weeks for either parent and an additional six weeks for birth mothers. Amazon offers four weeks pre-partum and ten weeks post-partum for birth parents and six weeks of parental leave for all parents.

Again, as stated in my emails with City Hall, I believe that we have an opportunity to do better by our employees and offer benefits that will draw people and families to our community. Also, offering more robust benefits compensates for our inability to compete with other wages. If we can't provide better benefits, we will continue to lose exceptional talent to better opportunities.

Budget Impact:

Potential increase in part-time wages if adopted.

Options:

Approve the policy as written

Form a committee to discuss the issue further

Table the issue until the City has updated the Employee Handbook

Staff's Recommended Action:

I recommend that the Board wait until the City has updated the Employee Handbook to take action on any Personnel Policies. This should happen by the end of November.

Parental Leave Policy

Policy Created: 10/2021

Policy Revised:

Purpose/Objective

The West Liberty Public Library will provide up to 16 weeks of paid parental leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable.

Eligibility

Eligible employees must meet the following criteria:

- Have been employed with the company for at least 12 months (the 12 months do not need to be consecutive).
- Have worked at least 1,250 hours during the 12 consecutive months immediately preceding the date the leave would begin.
- Be a full- or part-time, regular employee (temporary employees and interns are not eligible for this benefit).

In addition, employees must meet one of the following criteria:

- Have given birth to a child.
- Be a spouse or committed partner of a woman who has given birth to a child.
- Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger). The adoption of a new spouse's child is excluded from this policy.

Amount, Time Frame and Duration of Paid Parental Leave

Eligible employees will receive a maximum of 16 weeks of paid parental leave per birth, adoption or placement of a child/children. The fact that a multiple birth, adoption or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the 16-week total amount of paid parental leave granted for that event. In addition, in no case will an employee receive more than 16 weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that 12-month time frame.

Each week of paid parental leave is compensated at 100 percent of the employee's regular, straight-time weekly pay. Paid parental leave will be paid on a biweekly basis on regularly scheduled pay dates.

Approved paid parental leave may be taken at any time during the 12-month period immediately following the birth, adoption or placement of a child with the employee. Paid parental leave may not be used or extended beyond this 12-month time frame.

In the event of a female employee who herself has given birth, the 16 weeks of paid parental leave will commence at the conclusion of any short-term disability leave/benefit provided to the employee for the employee's own medical recovery following childbirth.

Personnel Policies

Employees must take paid parental leave in one continuous period of leave and must use all paid parental leave during the 12-month time frame indicated above. Any unused paid parental leave will be forfeited at the end of the 12-month time frame.

Upon termination of the individual's employment at the company, he or she will not be paid for any unused paid parental leave for which he or she was eligible.

Coordination with Other Policies

Paid parental leave taken under this policy will run concurrently with leave under the FMLA; thus, any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child due to adoption or foster care, the leave will be counted toward the 12 weeks of available FMLA leave per a 12-month period. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave—whether paid or unpaid—granted to the employee under the FMLA exceed 12 weeks during the 12-month FMLA period. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.

After the paid parental leave (and any short-term disability leave for employees giving birth) is exhausted, the balance of FMLA leave (if applicable) will be compensated through employees' accrued sick, vacation and personal time. Upon exhaustion of accrued sick, vacation and personal time, any remaining leave will be unpaid leave. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.

The company will maintain all benefits for employees during the paid parental leave period just as if they were taking any other company paid leave such as paid vacation leave or paid sick leave.

If a company holiday occurs while the employee is on paid parental leave, such day will be charged to holiday pay; however, such holiday pay will not extend the total paid parental leave entitlement.

If the employee is on paid parental leave when the company offers administrative leave (known as an "admin day"), that time will be recorded as paid parental leave. Administrative leave will not extend the paid parental leave entitlement.

An employee who takes paid parental leave that does not qualify for FMLA leave will be afforded the same level of job protection for the period of time that the employee is on paid parental leave as if the employee were on FMLA-qualifying leave.

Requests for Paid Parental Leave

The employee will provide his or her supervisor and the human resource department with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must complete the necessary HR forms and provide all documentation as required by the HR department to substantiate the request.

As is the case with all company policies, the organization has the exclusive right to interpret this policy.

A Timeline of Paid Family Leave: 0-6 Weeks After Childbirth

	Paid Family Leave Milestones	Maternal Health Milestones	Infant Health Milestones
Week 0		<ul style="list-style-type: none"> 14 per 100,000 births: 2015 U.S. maternal mortality rate, higher than Bosnia, Greece, Libya, and Kazakhstan. 	<ul style="list-style-type: none"> Infant's brain begins to form 1 million new neural connections per second through experience
Week 1	<ul style="list-style-type: none"> Average time new fathers in U.S. take paid or unpaid leave. 	<ul style="list-style-type: none"> Time during which postpartum depression can set in. 	
Week 2	<ul style="list-style-type: none"> Time at which 1 in 4 U.S. mothers have returned to work. 		
Week 6	<ul style="list-style-type: none"> Time that insurance companies and some states will reimburse women for the "temporary disability" associated with childbirth by vaginal delivery and postpartum recovery. Length of paid parental leave proposed by the Trump administration. Minimum length of paid family leave recommended by the American College of Obstetricians and Gynecologists for all workers at 100 percent pay. 	<ul style="list-style-type: none"> The traditional medical perspective on the amount of time established for organs to return to a nonreproductive state, which has since been contested. 	<ul style="list-style-type: none"> Age at which most child care centers accept infants. The National Association for the Education of Young Children recommends one caregiver take care of no more than 3 or 4 infants for safety and quality. Infant is the most expensive kind of child care, outstripping the cost of toddler care by 12% and costing more than in-state college tuition in 33 states.
Week 8	<ul style="list-style-type: none"> Length of job-protected paid family leave to be offered in Washington, D.C. by 2020 Time that insurance companies and some states will reimburse women for the "temporary disability" associated with childbirth by C-section delivery and postpartum recovery. 	<ul style="list-style-type: none"> Time when 76% of U.S. mothers still experience fatigue, associated with postpartum depressive symptoms and breastfeeding issues. Mothers also report back, head, cesarean incision, and perineal pain, as well as hemorrhoids, constipation, urinary incontinence, disturbed sleep, sleeping disorders, lack of sexual desire, and painful intercourse. 	<ul style="list-style-type: none"> Infants begin to recognize faces, smile, and respond to sounds.

A Timeline of Paid Family Leave: 8-12 Weeks After Childbirth

	Paid Family Leave Milestones	Maternal Health Milestones	Infant Health Milestones
Week 10	<ul style="list-style-type: none"> • Average length of paid and unpaid maternity leave women take in the United States. 	<ul style="list-style-type: none"> • The traditional medical perspective on the amount of healing time needed following Cesarean section surgery for women to perform vigorous physical activity, which has since been contested. 	
Week 12	<ul style="list-style-type: none"> • Amount of unpaid care leave available to eligible employees under the federal Family Medical Leave Act. • Minimum amount of paid leave endorsed by the American Public Health Association, the American Academy of Pediatrics and the Pediatric Policy Council. • Length of job-protected paid family in New York by 2021. • Amount of paid family leave in the Family Act proposed by Democrats in Congress. 	<ul style="list-style-type: none"> • Time at which most U.S. mothers have returned to work. 	<ul style="list-style-type: none"> • Infants begin to recognize caregiver's voice, smell and face. • One study found that mothers returning to work full time before 12 weeks was associated with an increase in problem behaviors and poorer language development by age 3 or 4.
Week 14	<ul style="list-style-type: none"> • Length of uninterrupted paid leave the EU guarantees women before and/or after delivery with payment or an allowance at least equivalent to sick pay. 		
Week 15	<ul style="list-style-type: none"> • Length of paid leave at which U.S. long run productivity would increase by 1.1%. 		
Week 16	<ul style="list-style-type: none"> • Length of parental leave under EU Law workers are entitled to after the birth or adoption of a child. 		<ul style="list-style-type: none"> • Infants begin to copy facial movements, express wider range of emotions, babble, and play. Infants can hold their heads steady unsupported.

A Timeline of Paid Family Leave: 8-12 Weeks After Childbirth

	Paid Family Leave Milestones	Maternal Health Milestones	Infant Health Milestones
Week 26	<ul style="list-style-type: none"> Minimum amount of paid leave Waldfogel, Dagher, Aitkin, Hewitt, Rossin-Slater, Dreyer, and other experts recommend mothers and/or fathers take for ideal outcomes. 	<ul style="list-style-type: none"> Time when pain still limits physical activity for women following C-section deliveries or assisted vaginal deliveries compared to those who had spontaneous deliveries. Full postpartum recovery period length. Yet some research finds physical and emotional issues are prevalent 6 to 7 months after childbirth, and that women underreport these symptoms. Point at which 95% of mothers have returned to work. 	<ul style="list-style-type: none"> Infants respond to other people's emotions, respond to their own names, can roll over, and begin to sit unsupported. Infants begin to form healthy or unhealthy attachment patterns to caregivers, a powerful predictor of future social and emotional outcomes Length of time the American Academy of Pediatrics and the World Health Organization recommend for exclusive breastfeeding. Only 13 percent of new mothers do. If 90 percent of mothers could, the U.S. would save \$13 billion a year and prevent 911 infant deaths. 90 percent of all Sudden Infant Death Syndrome (SIDS) cases, the leading cause of infant death in the U.S., occur by six months, most between one and four months. The U.S. has one of the highest rates of SIDS deaths in the world.
Week 26			<ul style="list-style-type: none"> Optimal duration of job-protected paid leave to have the greatest reductions in infant mortality.

Information abbreviated from the following report: <https://www.newamerica.org/better-life-lab/reports/paid-family-leave-how-much-time-enough/a-timeline-of-paid-family-leave>

Additional information and sources available at that website.

PAID PARENTAL LEAVE AND FAMILY-FRIENDLY POLICIES

An evidence brief

Introduction

Research has documented that children's experiences and exposures during their early years play a critical role in shaping their chances for long-term health and well-being. While parents need time, access to resources and support services to be able to provide nurturing care during early childhood and beyond, infancy is a particularly vulnerable period. Paid parental leave provides working parents with time off from work around the birth or adoption of a child with replacement of some or all of their usual earnings. Parental leave provides parents with time to care for and bond with their infant, establish routines for feeding and care, and attend to their medical care needs, while also providing mothers who have been through childbirth time to recover physically.

There is strong evidence that among the most effective strategies for supporting healthy development are increasing exclusive breastfeeding, adequate nutritional intake, and on-time immunization during infancy. In 2000, the importance of parental leave was recognized in International Labour Organization Convention (ILO) 183, which calls for 14 weeks of leave for mothers of infants. The accompanying Recommendation 191 calls for 18 weeks. This brief consists of a review of the evidence on the impact of breastfeeding and adequate nutrition, and the receipt of immunizations to infant health, as well as whether paid parental leave can raise the rates of each, thereby supporting healthy early childhood development. It also includes a review of global trends in the provision of paid parental leave and recommendations for governments and the private sector.

Evidence

BREASTFEEDING AND INFANT HEALTHY DEVELOPMENT

The World Health Organization (WHO) recommends six months of exclusive breastfeeding for optimal support of infant health and development.¹ Evidence from countries at all levels of economic development shows that breastfeeding has benefits for children's health, development and survival. Breastfeeding allows for the passive transmission of the mother's immunity to various illnesses, exposes infants to fewer pathogens and delivers higher-quality nutrition than formula. Studies from a wide range of countries have found that breastfed infants have lower rates of a number of infections than infants who were not breastfed. Studies have also shown that six months of exclusive breastfeeding has especially strong effects, including a reduction in the risk of ear infections by 50 per cent, upper respiratory infections by 63 per cent, and diarrhoea by 64 per cent, compared with infants who were not breastfed.² Breastfeeding is also associated with improved neurocognitive development.³ Ac-

ording to one study of 75 low- and middle-income countries (LMICs) with high child mortality rates, more than 800,000 deaths of children under the age of 2 could be prevented if breastfeeding became a near-universal practice.⁴

A number of studies examining the effectiveness of interventions to increase breastfeeding rates have found that once women return to work after childbirth, they are less likely to begin or continue breastfeeding.⁵ Studies report that among the most commonly cited reason mothers stop breastfeeding early is not a lack of interest or milk supply, but their early return to work and the conditions they face once back on the job.⁶

IMMUNIZATION AND OTHER PREVENTIVE CARE AND HEALTHY DEVELOPMENT

Research has shown the clear benefits of immunization during childhood. While children are most vulnerable to life-threatening infections during the neonatal phase (first 28 days), they face heightened risk during the first 12 months of life as they experience substantial development of their immune system.⁷ Studies from a wide range of countries have shown that the introduction of vaccinations markedly reduces the rates of infectious diseases such as influenza,⁸ measles⁹ and gastroenteritis,¹⁰ diseases that are among the leading causes of child mortality.¹¹ The global variation in immunization rates is due in part to the availability of vaccines and the population's understanding and awareness of their benefits; however, studies have found that even when vaccinations are provided free of charge and made widely available, immunization rates fall below 100 per cent.¹² Barriers that have been identified include the availability of transportation and distance to clinics, poverty and parental work schedules.¹³ In research from countries as diverse as Haiti, Indonesia and the United States, difficulties due to parents' work schedules are commonly cited as a reason that parents have not vaccinated their children.¹⁴

THE ROLE OF PAID PARENTAL LEAVE

A review of the evidence base suggests that paid parental leave can contribute to infants' healthy development and survival by facilitating breastfeeding, by enhancing parents' ability to obtain immunizations and other medical care in the postnatal period. A wealth of evidence from countries at all income levels has found that longer periods of maternal leave reduce infant mortality rates.¹⁵ A range of studies from high-income countries have found that extending the duration of paid leave increases rates of breastfeeding for at least the first six months of an infant's life.¹⁶ Few studies of paid leave and breastfeeding have been conducted in LMICs. A recent study by Chai, Heymann and Nandi (2018) examining nearly 1 million births between 1996 and 2014 in 38 LMICs found that a one-month increase in the duration of maternity leave was associated with a 5.9 percentage point increase in the prevalence of exclusive breastfeeding and a 2.2-month increase in breastfeeding duration.¹⁷ It is worth noting that one global study found that guarantees of six months of breastfeeding breaks (paid time off during the work day for mothers to breastfeed their infant) are asso-

ciated with higher rates of exclusive breastfeeding.¹⁸ These findings raise the possibility that complementing paid parental leave with breastfeeding breaks would enable more mothers to reach WHO's recommended six months of exclusive breastfeeding, thereby increasing infants' immunity to infections, which may reduce parents' need to take time off from work.

Paid parental leave, both by supporting lengthier breastfeeding and by providing needed income, is likely to improve nutritional outcomes that are essential to healthy development. A longitudinal study of nearly 1 million births occurring over an 18-year period (1996–2014) in 40 LMICs found that a one-month increase in the duration of paid maternity leave was associated with a 35 per cent reduction in the risk of bloody diarrhoea.¹⁹

Several studies from high-income countries have found that more generous paid maternal leave was associated with higher immunization rates,²⁰ although one study found that in countries where immunization rates were already relatively high and there was limited change in the leave policies, no effect was found.²¹ A more recent global study of 185 countries found that even after controlling for country income and health-care expenditures, more generous paid maternal leaves (measured in full-time equivalent weeks) were associated with higher childhood immunization rates.²² Recent studies examining LMICs have found that the length of leave, and the timing and type of vaccines, determine the strength of the effect.²³

Yet other evidence suggests that paid parental leave can contribute to the prevention of family violence. For example, research from Australia found that access to paid maternity leave was associated with reduced odds of intimate partner violence in the first year after birth,²⁴ which is detrimental to the health of both mothers and children. A study of California's paid parental leave policy using a difference-in-differences approach found that child maltreatment and physical abuse decreased after the introduction of the policy.²⁵

There is also evidence raising the possibility that paternity leave may indirectly affect children's health. Studies have found that fathers who take paternity leave are more involved in childcare and other unpaid labour at home,²⁶ which may support mothers' breastfeeding²⁷ and reduce the likelihood of post-partum depression,²⁸ which in turn benefits infant health. A study using a difference-in-differences

methodology to examine a policy reform in Norway that reserved a portion of parental leave for fathers found that the reform led to higher children's test scores at age 15, with particularly strong effects for children in families where the father's education level exceeded the mother's.²⁹

When paid parental leave is accompanied by paid leave for children's health needs, parents are given the opportunity to minimize the risk and duration of illness beyond infancy. Studies from high-income countries have shown that parental care of sick children is associated with faster recovery, shorter hospital stays, lower risks of re-hospitalization, and better health outcomes.³⁰ No studies from LMICs were found.

ECONOMIC BENEFITS OF PAID PARENTAL LEAVE FOR WOMEN, FAMILIES, BUSINESSES AND COUNTRIES

Rigorous research using quasi-experimental designs on the economic effects of paid leave, primarily conducted in high-income countries, find that paid parental leaves of moderate length support women's economic empowerment, from increased wages and earnings, work experience, tenure, employment and labour force participation. For example, one study of the implementation of a one-year paid parental leave policy in Germany found that the reform increased the likelihood of maternal employment by 12 per cent,³¹ while in another study the policy led to higher employment probabilities three to five years after childbirth among women who took longer leaves.³² A multilevel analysis of 19 countries found that longer parental leaves of up to a year were associated with a lower employment gap between mothers and non-mothers.³³ A study from Denmark found that a policy reform extending paid parental leave from 14 to 20 weeks led to an increase in mothers' incomes.³⁴ Cross-national studies find that leaves of moderate length, from 8 months to 1 year, reduce the gender earnings gap.³⁵

Studies also find that paid parental leave benefits families' economic well-being. For example, a study of 21 countries across the Organisation for Economic Co-operation and Development (OECD) found that in countries providing more than 24 weeks of paid leave, women contributed a higher proportion to household income.³⁶ For some families, paid parental leave may help prevent a drop in income that places a family in poverty. Cross-national comparative

studies of OECD countries find that more generous parental leave policies are associated with a lower risk of poverty among two-parent³⁷ and single-mother families.³⁸ These findings suggest another pathway through which paid parental leave can support children's health and development. By reducing the risk of poverty, paid parental leave can help to reduce a child's risk of exposure to conditions that if experienced for a long period of time can be harmful to physical, cognitive and emotional development. These include poor air quality, limited access to healthy food and exposure to violence.³⁹

A small number of studies, primarily from the United States and Europe, suggest that paid parental leave and other family-friendly policies may benefit employers' competitiveness and sustainability by enhancing their ability to attract and retain a diverse workforce⁴⁰ and increasing employee productivity and morale.⁴¹ These studies generally do not demonstrate causality and, in some cases, are subject to other methodologic issues (*see the brief by Jayasekaran and Kaempfer for a full discussion*). Ultimately, paid parental leave supports overall economic growth, by increasing women's economic empowerment and their ability to contribute to family income, increasing resources for children, with benefits for the labour force in the long term, and potentially enhancing the growth and competitiveness of businesses. According to one recent estimate, increasing women's overall equality could add US\$12 trillion (11 per cent) to global annual gross domestic product (GDP) by 2025.⁴² By another estimate, increasing women's employment in OECD countries to the rate in Sweden could add more than US\$6 trillion to global GDP.⁴³

COVERAGE AND IMPLEMENTATION

It is worth noting that even in countries with legal rights to parental leave, not all adults will have access. The ILO estimates that of all employed women globally, 45 per cent work in the formal sector and, because legislation frequently contains provisions that limit coverage to women in formal employment, the remaining 55 per cent of women will not have access if maternity leave is legally available. Beyond limiting coverage to formal sector workers, legislation often contains qualifying conditions such as minimum contribution requirements that disadvantage women with intermittent work histories and those who are employed part time.⁴⁴ Moreover, these figures will overestimate effective access if the laws are not well implemented and enforced.

Moreover, the benefits of paid parental leave can be realized only if parents who are covered by law can afford to take up the leave in practice. Studies of the unpaid national policy in the United States and the relatively low-wage replacement policy in the state of California found that a common reason for not taking leave when it was needed was that the low wage replacement made taking leave unaffordable.⁴⁵ Studies from LMICs on the determinants of leave use were not identified. Take-up of parental leave may also be influenced by perceived or real penalties or discrimination. Studies in high-income countries have found that workers with caregiving responsibilities, who are more likely to need leave, were significantly more likely to report experiencing wage and job loss related to those responsibilities.⁴⁶ Research from a range of middle- and high-income countries as diverse as Hungary, Spain, Venezuela and the United States also suggests that mothers face discrimination in terms of pay, promotions, hiring and firing.⁴⁷

DECENT FAMILY WAGES ON RETURN TO WORK

It is also important for the health and well-being of workers and their children that when parents return to work after a parental leave, they are able to earn enough to meet their families' needs. As noted above, income is one of the most important social determinants of health,⁴⁸ and poverty increases children's risk of poor health, developmental and educational outcomes. One method for ensuring sufficient family income is to establish an adequate minimum wage rate. A number of studies have found that small increases in the minimum wage are associated with higher earnings. In cross-national studies, high-

er minimum wages were associated with lower rates of family poverty.⁴⁹ Moreover, research from middle- and high-income countries has demonstrated that raising the minimum wage can increase earnings in the informal as well as formal sector,⁵⁰ and may benefit workers earning slightly above the minimum wage (whose wages rise as the wage floor rises).⁵¹ Research in a range of countries has shown that increasing the minimum wage by a typical amount led to little or no significant employment effects.⁵²

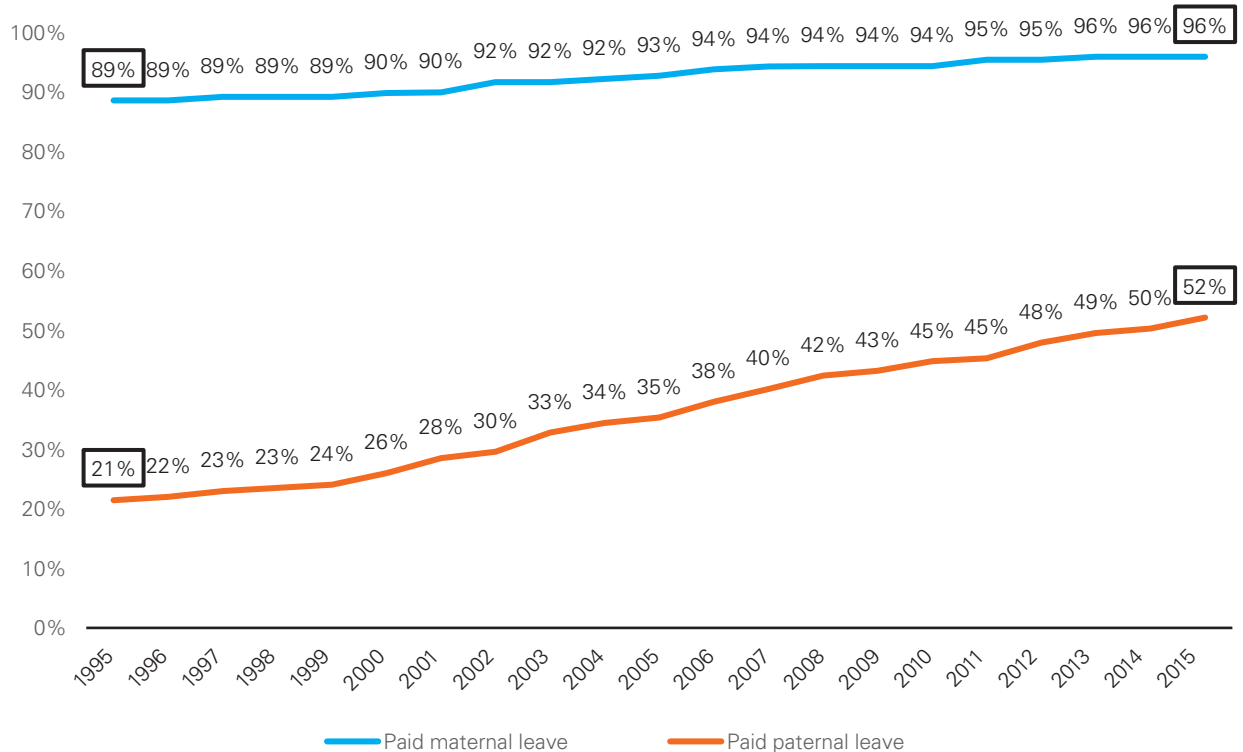
A series of studies using longitudinal data and rigorous methods have found that increases in the minimum wage are associated with positive effects on children's health. For example, a study of 23 LMICs using 10 years of data found that increases in the minimum wage were associated with significant decrease in child stunting and failure to thrive (though no effect on underweight and wasting).⁵³ Studies from the United States examining variation in state minimum wage levels have found that increases are associated with decreased risk of child maltreatment⁵⁴ and low birthweight, and an increased likelihood of higher birthweights.⁵⁵ Other studies have found positive effects on workers' physical health⁵⁶ and mental health,⁵⁷ which could in turn benefit children's development.

Policy adoption

Global data from the WORLD Policy Analysis Center shows clear and meaningful progress on provision of paid parental leave over the past two decades, most significantly a slow, steady rise in the number of countries providing paid leave for fathers. From 1995 to 2015, the share of countries guaranteeing paid paternal leave (paid paternity leave, or leave

reserved for fathers of infants, and/or paid parental leave, leave available to either parent) rose from 21 percent to 52 percent. The share of countries guaranteeing paid maternal leave (paid maternity leave, or leave reserved for mothers of infants, and/or paid parental leave) rose from 89 per cent to 96 per cent. (Figure 1)

Figure 1.
How has the percentage of countries guaranteeing paid maternal and paternal leave changed from 1995 to 2015?



Notes: Paid maternal leave includes both paid maternity leave, which is leave reserved for mothers of infants, and paid parental leave, which is leave available to either parent. Paid paternal leave includes both paid paternity leave, which is leave reserved for fathers of infants, and paid parental leave.

Source: WORLD Policy Analysis Center Adult Labor database and the PROSPERED longitudinal Adult Labour Policy database (McGill University).

Between 1995 and 2015, a total of 9 countries enacted maternal leave and 55 increased the duration of paid maternal leave. Though further progress is needed, more than half of all countries, 54 per cent, now meet the ILO standard of at least 14 weeks of paid maternal leave, up from 38 per cent in 1995 (Table 1), and 30 per cent now meet the ILO recommended duration of 18 weeks. As of 2015, 27 per cent provide mothers of infants with six months or more of paid leave up from 12% in 1995 (Table 1 and Figure 2).

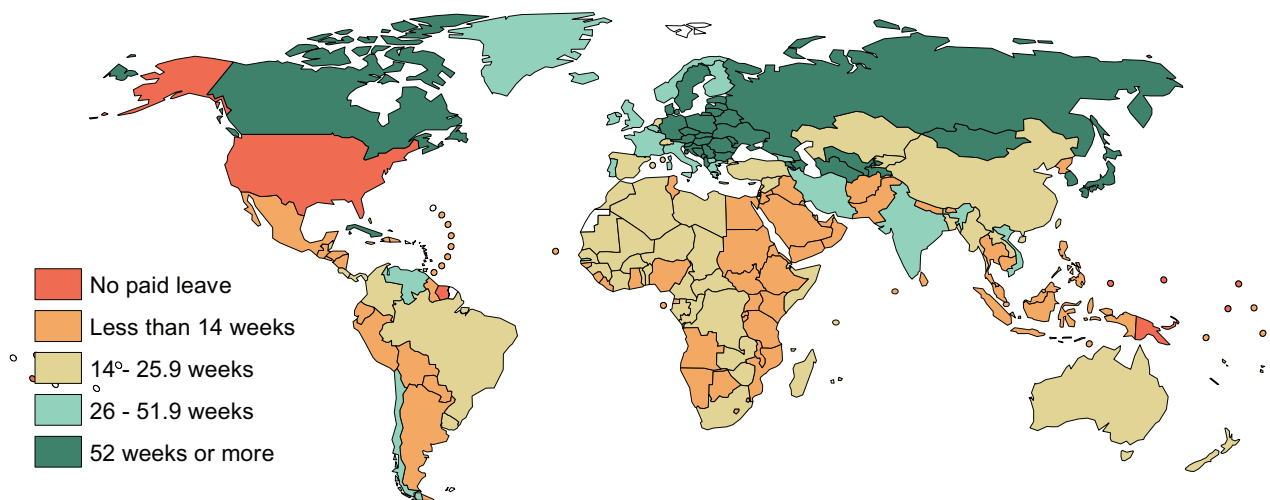
Table 1.
Global availability of paid maternal leave, 1995–2015

	1995		2000		2005		2010		2015	
	Number of countries	Per cent	Number of countries	Per cent	Number of countries	Per cent	Number of countries	Per cent	Number of countries	Per cent
No paid leave	21	12%	19	10%	14	7%	11	6%	8	4%
Less than 14 weeks	91	50%	91	49%	91	48%	85	44%	81	42%
14 – 25.9 weeks	49	27%	49	27%	49	26%	52	27%	52	27%
26 – 51.9 weeks	5	3%	7	4%	9	5%	14	7%	19	10%
52 weeks or more	17	9%	20	11%	28	15%	31	16%	33	17%
Total	183		186		191		193		193	

Note: Totals may not sum to 100 per cent due to rounding. *Paid maternal leave* includes both paid maternity leave, which is leave reserved for mothers of infants, and paid parental leave, which is leave available to either parent.

Source: WORLD Policy Analysis Center Adult Labor database and the PROSPERED Longitudinal Adult Labour Policy database (McGill University).

Figure 2.
Is paid leave available for mothers of infants?



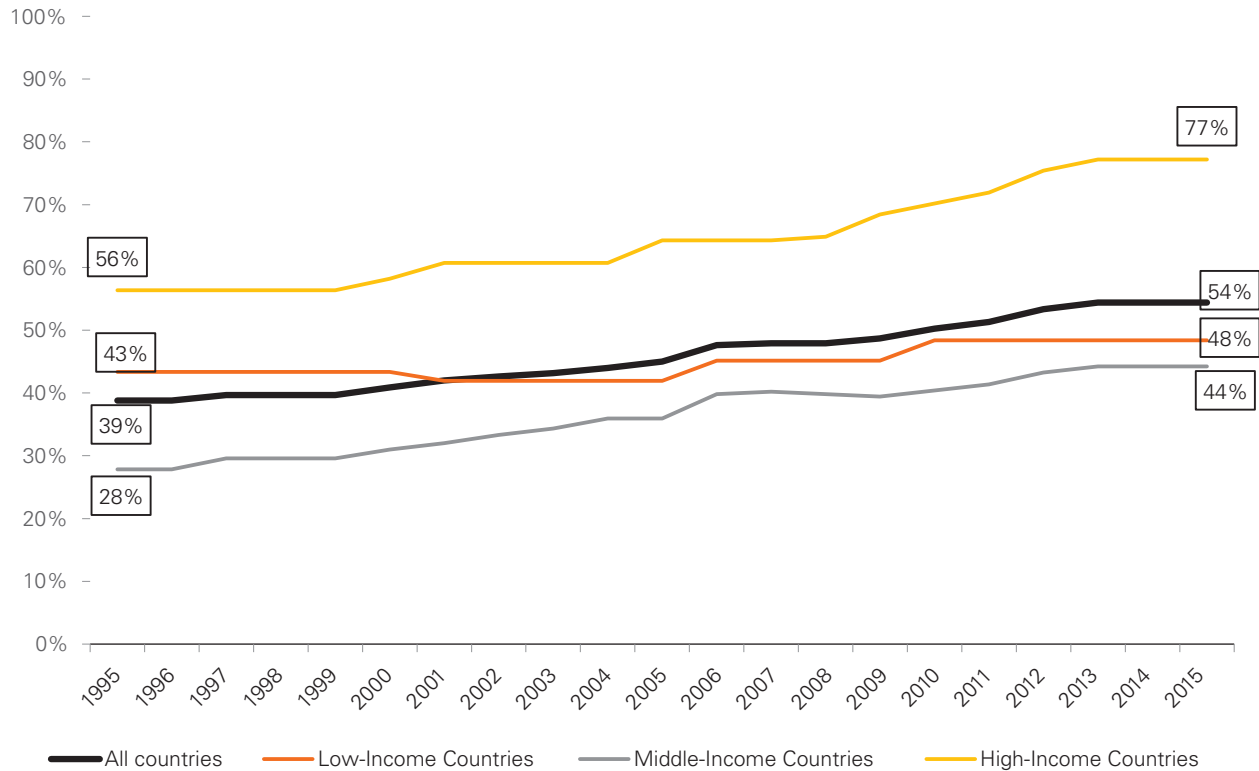
Notes: *Paid leave for mothers of infants or maternal leave* includes both paid maternity leave, which is leave reserved for mothers of infants, and paid parental leave, which is leave available to either parent.

Source: WORLD Policy Analysis Center Adult Labor database

While overall, the length of maternal leave guaranteed in national legislation has increased over the past two decades, there are important differences by income level (Figure 3). In 1995, a considerably higher percentage of high-income countries guar-

anteed at least 14 weeks, compared with low-income countries: 56 per cent vs. 28 per cent. By 2015, the gap had grown in magnitude: 44 per cent vs. 77 per cent.

Figure 3.
By country income, how has the percentage of countries with 14 weeks of paid maternal leave changed from 1995 to 2015?



Notes: Paid maternal leave includes both paid maternity leave, which is leave reserved for mothers of infants, and paid parental leave, which is leave available to either parent.

Source: WORLD Policy Analysis Center Adult Labor database and the PROSPERED longitudinal Adult Labour Policy database (McGill University)

The share of countries providing the 18 weeks of leave for mothers called for in ILO Recommendation 191 rose similarly, but the rates are consistently lower. By 2015, only 30 per cent of countries globally met the ILO recommended duration. The disparity between high-income and low-income countries with 18 weeks is even larger than the share with 14 weeks. There were no low-income countries with at least 18 weeks from 1995 until 2009, at which point it increased to just 3 per cent. In contrast, in high-income countries, more than a third (35 per cent) already provided at least 18 weeks of maternal leave in 1995. By 2015, more than half of the high-income countries (56 per cent) met the ILO recommendation.

Although sover – a total of 43 countries enacted paid paternal leave between 1995 and 2015 – the length of leave has remained far shorter than the length provided to mothers. About half of countries that provided any paid leave for fathers provided less than 3 weeks throughout the 1995-2015 period. (Table 2) However, the percentage of countries with paid paternal leave that provided 14 weeks or more rose from 10% in 1995 to 22% in 2015. (Figure 4) It is important to note that the countries with longer leaves are those with parental leaves available to both mothers and fathers. When examining paternity leave, leave available only to fathers, and excluding parental leave, no country provides more than 14 weeks, and the vast majority (92%) provide less than 3 weeks.

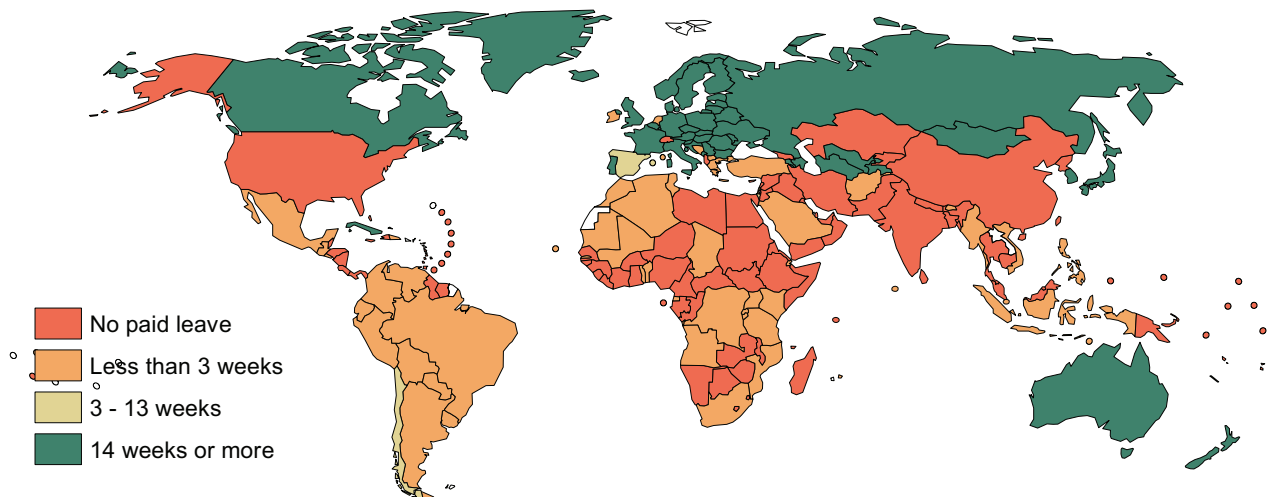
Table 2.
Global availability of paid paternal leave, 1995–201

	1995		2000		2005		2010		2015	
	Number of countries	Per cent	Number of countries	Per cent	Number of countries	Per cent	Number of countries	Per cent	Number of countries	Per cent
No paid leave	143	79%	137	74%	121	65%	105	55%	92	48%
Less than 3 weeks	17	9%	21	11%	29	16%	44	23%	53	28%
3 – 13.9 weeks	3	2%	4	2%	2	1%	4	2%	4	2%
14 weeks or more	19	10%	23	12%	35	19%	37	20%	43	22%
Total	182		185		187		190		192	

Note: Totals may not sum to 100 per cent due to rounding. *Paid maternal leave* includes both paid maternity leave, which is leave reserved for mothers of infants, and paid parental leave, which is leave available to either parent.

Source: WORLD Policy Analysis Center Adult Labor database and the PROSPERED Longitudinal Adult Labour Policy database (McGill University).

Figure 4.
Is paid leave available for fathers of infants?

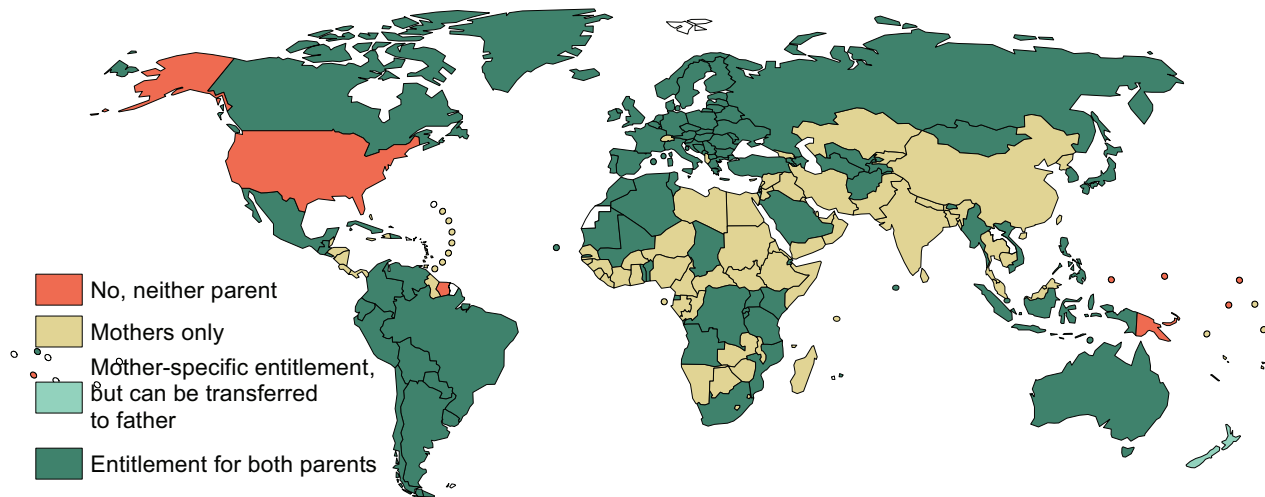


Notes: Paid leave for fathers of infants or paternal leave includes both paid paternity leave, which is leave reserved for fathers of infants, and paid parental leave, which is leave available to either parent.

Source: WORLD Policy Analysis Center Adult Labor database

Despite the marked rise in the number of countries guaranteeing paid parental leave for fathers, important gaps remain. As of 2015, just 52 per cent of all countries provided an entitlement to paid parental leave to both mothers and fathers (Figure 5).

Figure 5.
Is paid leave available to both mothers and fathers of infants?



Notes: Paid leave for mothers or maternal leave includes both paid maternity leave, which is leave reserved for mothers of infants, and paid parental leave, which is leave available to either parent. Paid leave for fathers or paternal leave includes both paid paternity leave, which is leave reserved for fathers of infants, and paid parental leave.

Source: WORLD Policy Analysis Center Adult Labor database

Substantial differences exist in the provision of parental leave for mothers and fathers across countries by income (Table 3). Currently, 68 per cent of

high-income countries provide paid leave to both mothers and fathers, compared with 38 per cent in low-income countries.

Table 3.
Is paid leave available for both mothers and fathers of infants globally?

	Low income countries (%)	Middle income countries (%)	High income countries (%)
No, neither parent	0%	6%	3%
Mothers only	62%	46%	25%
Mother-specific entitlement, transferable to father	0%	0%	3%
Entitlement for both	38%	47%	68%
Total(N)	36	100	56

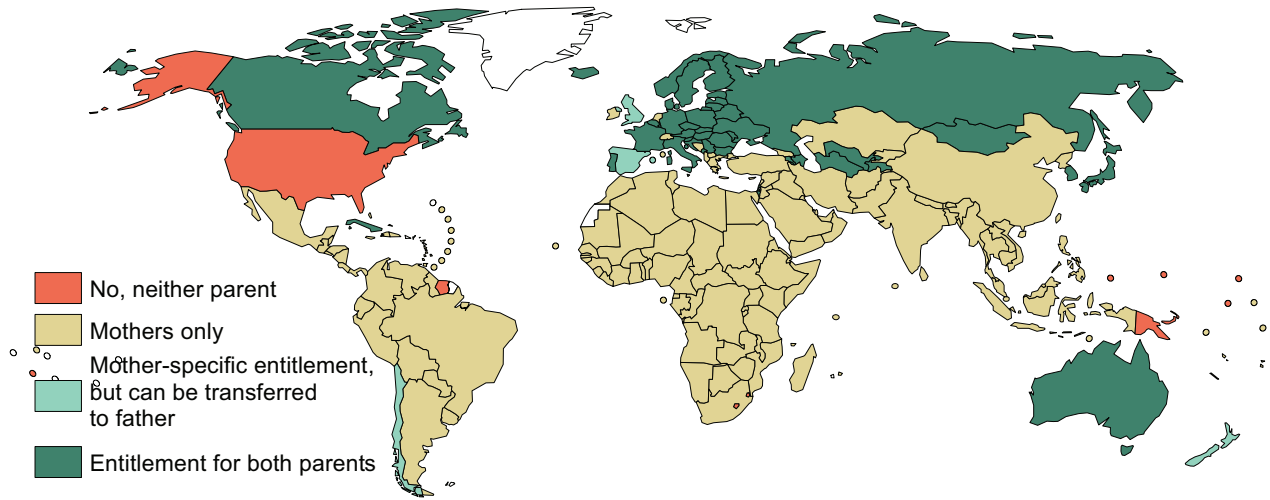
Note: Paid leave for mothers or maternal leave includes both paid maternity leave, which is leave reserved for mothers of infants, and paid parental leave, which is leave available to either parent. Paid leave for fathers or paternal leave, includes both paid paternity leave, which is leave reserved for fathers of infants, and paid parental leave, which is leave available to either parent.

Source: WORLD Policy Analysis Center Adult Labor database (2015/6)

A far larger gender gap appears when examining how often mothers and fathers receive at least four weeks of leave (Figure 6). Seventy per cent of countries globally provide four weeks or more of paid parental leave

to mothers, while just 22 per cent of countries provide at least four weeks of parental leave to both mothers and fathers. Another 3 per cent provide leave to mothers that can be transferred to fathers.

Figure 6.
Are at least four weeks of paid leave available to both mothers and fathers?



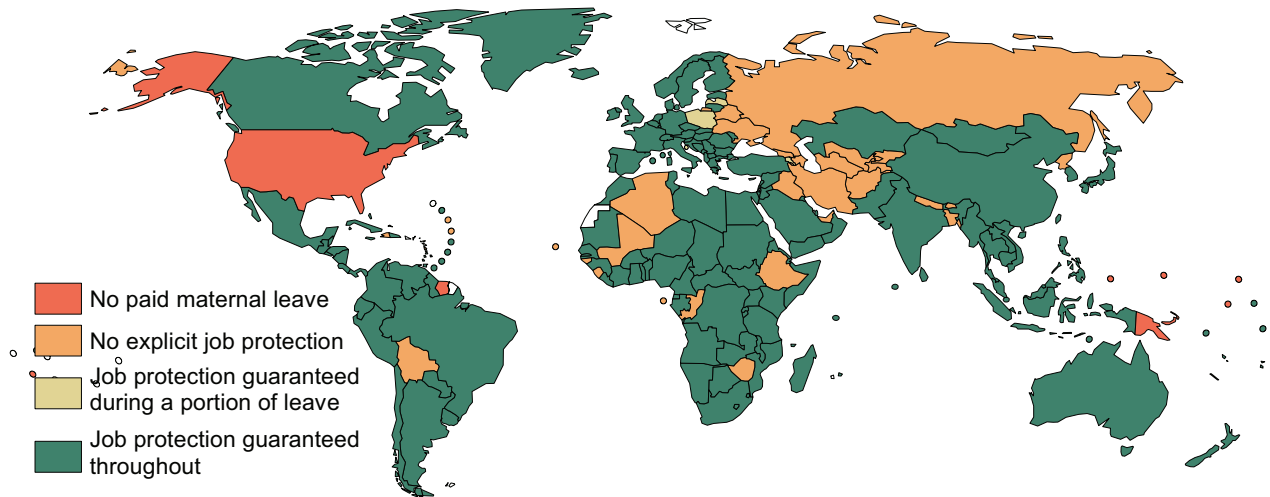
Notes: *Paid leave for mothers or maternal leave* includes both paid maternity leave, which is leave reserved for mothers of infants, and paid parental leave, which is leave available to either parent. *Paid leave for fathers or paternal leave* includes both paid paternity leave, which is leave reserved for fathers of infants, and paid parental leave.

Source: WORLD Policy Analysis Center Adult Labor database

A large majority of countries provide job protection throughout the entire length of maternal leave (78 per cent). Some 15 per cent provide no explicit protection, and 2 per cent provide job protection for only a portion of maternal leave (Figure 7).

Although a majority of low-income countries provide job protection throughout maternal leave, a substantially higher percentage of high-income countries provide this same guarantee (87 per cent versus 67 per cent).

Figure 7.
Is job protection guaranteed for mothers throughout paid maternal leave?



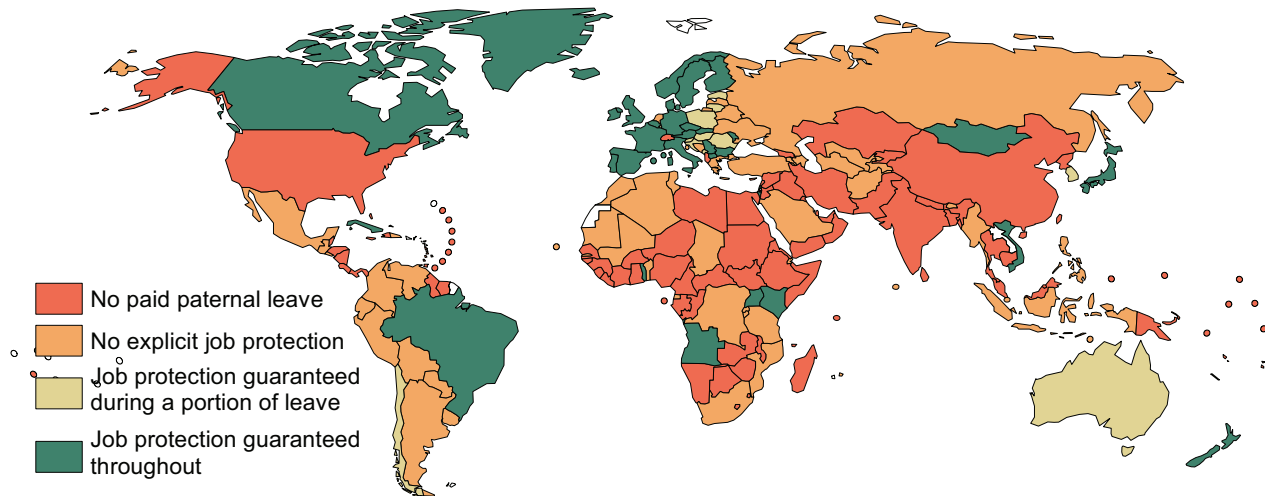
Notes: *Paid maternal leave* includes both paid maternity leave, which is leave reserved for mothers of infants, and paid parental leave, which is leave available to either parent.

Source: WORLD Policy Analysis Center Adult Labor database

Again a gender gap exists. A considerably smaller share of the countries providing paternal leave guar-

antee job protection compared with maternal leave (19 per cent vs. 78 per cent) (Figure 8).

Figure 8.
Is job protection guaranteed for fathers throughout paid paternal leave?



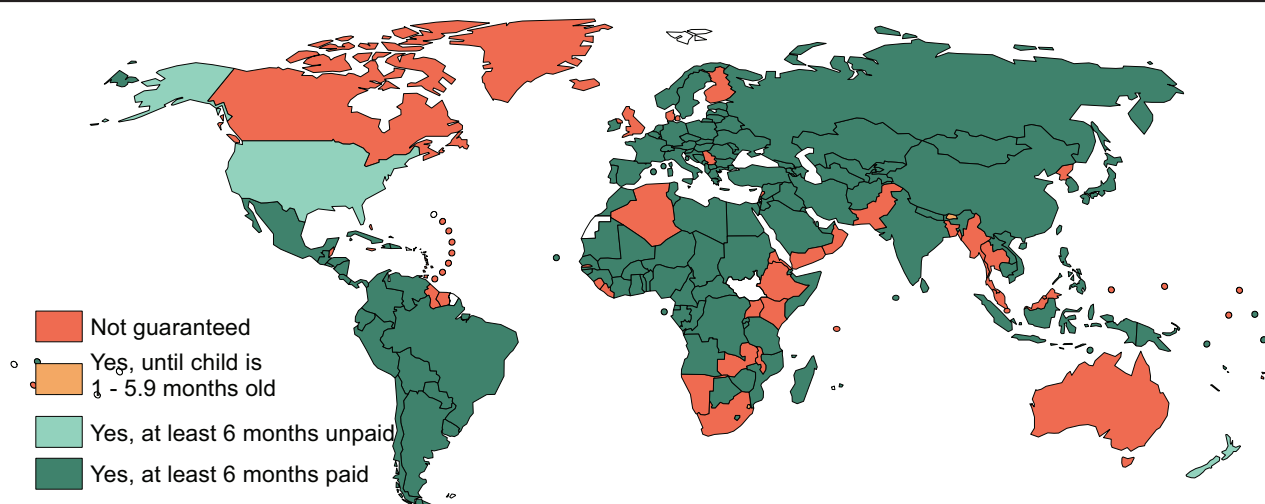
Notes: *Paid paternal leave* includes both paid paternity leave, which is leave reserved for fathers of infants, and paid parental leave, which is leave available to either parent.

Source: WORLD Policy Analysis Center Adult Labor database

Most countries provide mothers with breastfeeding breaks at work (73 per cent) and of those that do, virtually all (98 per cent) provide breaks with pay and

until the child is 6 months old, in line with the WHO recommended duration of exclusive breastfeeding (Figure 9).

Figure 9.
Are mothers of infants guaranteed breastfeeding breaks at work?



Notes: *Guaranteed breastfeeding breaks* reflect the legal right to breaks for breastfeeding upon a mother's return to work after childbirth, requiring workplaces to provide at least unpaid time for a mother to feed her infant or express milk.

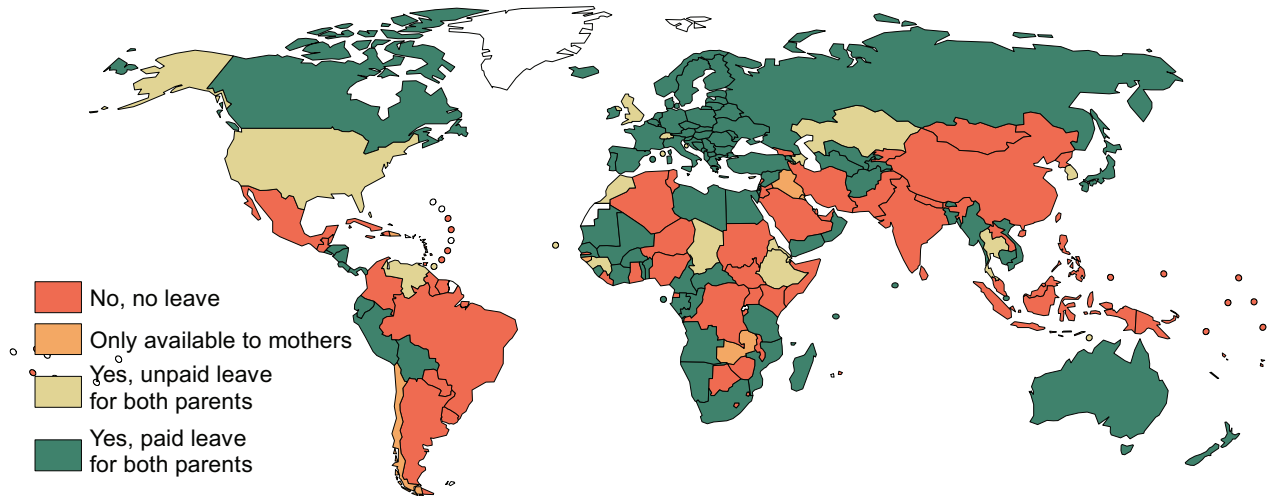
Source: WORLD Policy Analysis Center Adult Labor database

Leave for children's health needs facilitates parents' continuing participation in their children's care after parental leave has ended. Some 48 per cent of countries provide paid leave for children's health needs either in the form of leave specifically for this pur-

pose or other leave that can be used for this purpose such as leave for "family needs." A small minority provide unpaid leave (11 per cent) and 3 per cent (six countries) provide this type of leave that can only be used by mothers (Figure 10).

Figure 10.

Are working women and men guaranteed any leave for children's health needs?



Notes: Any paid leave for children's health needs includes both leave specifically designated for children's health needs including cases where leave is available only for serious illnesses, hospitalization, or urgent health needs, as well as discretionary, family needs, and emergency leave which may be used for health needs.

Source: WORLD Policy Analysis Center Adult Labor database

Recommendations

The following policy recommendations build on the research evidence surrounding children's healthy development.

Government plays a central role in ensuring paid parental leave is available to all families.

- Infant health is best supported by exclusive breastfeeding for six months (WHO recommendations based on research evidence). The best way to support this is to provide at least six months of paid maternity leave. Where this is not possible, a minimum of 18 weeks of paid maternity leave should be provided (consistent with current ILO recommendations) and paid breastfeeding breaks at work should be guaranteed for at least 8 weeks, and aspire to provide breaks until the child is 2 years old (consistent with WHO recommendations regarding duration of breastfeeding).
- Fathers should be provided with paid paternity leave of adequate length to support bonding with the infant, establish a role for the father in the care of the child, and support children's health development and gender equality. There is substantial evidence that paternity leave increases a father's involvement, reduces gender inequality, and benefits both infant and maternal health.
- Total paid parental leave (maternity, paternity and parental) should be long enough to ensure access to all preventive care and to ensure high-quality infant care at least until the age at which affordable, quality non-parental care is available. This should be at least 6 months and in many settings should total 9–12 months.

- Paid parental leave should be structured to better cover the informal sector given the high rate of employment in the sector in many countries.
- Working adults supporting families must receive an adequate wage. Governments should establish a minimum wage that enables a family to meet essential needs.

The private sector plays an important role in all policies and programmes related to employment. In the case of parental leave, businesses should:

- Include job protection with paid parental leave. Both working parents and their employers gain when parents are able to maintain their jobs, return to their pre-leave employers, and accrue tenure and work experience. Without job protection, parents may find it too risky to take leave or use all they need.
- Support their workers' continuation of breastfeeding once parental leave has ended by providing a location for breastfeeding mothers, and/or adequate time to go home to the infant, and refrigerated storage for those mothers who are pumping/expressing milk during breaks.
- Take steps to prevent or limit discrimination against working parents. Policies and practices must be comprehensive in scope, as there are multiple forms of discrimination at work, including those related to pay, promotions, hiring and firing, among other things. Among the useful strategies are training middle management and supervisors to prevent discrimination, and about the economic benefits of paid parental leave for employers.
- Pay all workers an adequate wage.
- Provide leave specifically for the care of a child or allow paid sick days to be used to care for family members. Once parents have returned to work, children are in the care of others who may not be able to care for a sick child. Paid sick leave facilitates parents' ability to obtain timely care and to be present, which may shorten recovery from illness and allow parents to return to work more quickly.

In order to fully realize the benefits of paid parental leave, policy designs need to account for the composition of the workforce, different types of employment relationships, different establishment sizes and the interconnected nature of the production of goods, among other factors. Among the most important of these is the large employment in the informal sector in many developing countries. Financing paid parental leave through a social insurance system can help to ensure that workers in both the formal and informal sector can have access to paid parental leave. There are a range of options for funding a social insurance system, including contributions from government (through general tax revenue), employers, individuals, or a combination of these entities.

Also important to achieving the benefits of paid parental leave is the collection of data on the implementation challenges that both national governments and employers have faced. These data are needed to identify where supplementary regulations, resources and education ought to be focused. Equally important is expanding the availability of data on take-up of policies, including information about which sub-groups are most likely to experience difficulties in making use of available policies, whether and which eligibility requirements limit access, and what barriers are most significant. This information can be used to guide policymakers and employers in shaping and prioritizing efforts to reduce barriers to accessing paid parental leave.

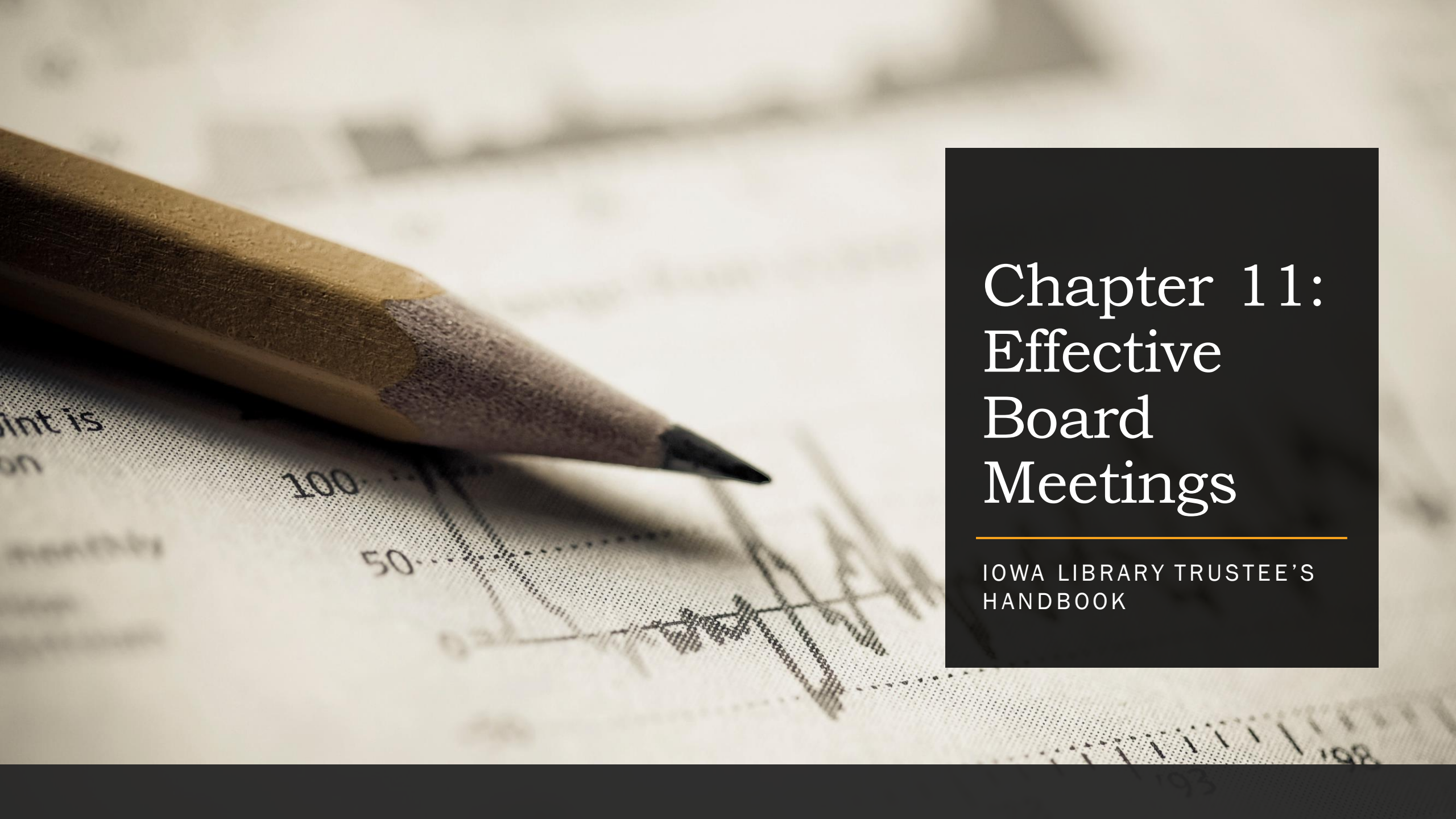
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Chapter 11: Effective Board Meetings

IOWA LIBRARY TRUSTEE'S
HANDBOOK

Open Meetings Law

- Public libraries are subject to Open Meeting Laws, which requires all meetings of government bodies to be held in public to protect the public from secret dealings. This will be covered in Ch. 13. Here's how to function well in the open and within the law.
- Keep in mind that you have been chosen to represent a large number of people.
- Have a clear policy regarding public comment.
- Understand that your board meeting is a meeting conducted in public, not a public meeting.

Responsibilities of Board Members During Meetings

- Prepare for and attend all meetings
- Arrive on time
- Take an active part in discussions, but not dominate or get the board off track
- Use parliamentary procedure and abide by any state laws that apply to your meetings
- Practice the arts of listening and compromise; work towards consensus on issues
- Focus deliberations on the mission of the library and the best interests of the community
- Publicly support the board decision, even if you disagree with the final decision. The board speaks with one voice.

Parliamentary Rules

- Meetings should be conducted according to parliamentary rules as stated in the bylaws, ours specify the most recent Robert's Rules of Order.
- The rules are intended to set a businesslike and courteous tone, allow for ample discussion of the issues, protect the right of all board members to be heard on the issues, and not allow the discussion to get out of control.
- The library does own a copy of Robert's Rules and there is a staff copy of the In Brief edition in my office.

Agendas

Meetings are guided by a published agenda prepared by the director and the board president.

When the agenda is approved, members agree to discuss the issues on the approved agenda in the order listed.

All members have the right to place items on the agenda prior to the meeting.

Motions

A motion is a formal request or proposal for the board to take action.

To make a motion, simply address the board president and “I move that...” and state the action you wish the board to take. Most motions require another board member support the request for action by seconding the motion.

Once the motion is seconded, it is restated by the president and then discussed by the board. By requiring a motion on an issue prior to discussion, the board focuses discussion only on agenda items and is better able to stay on track.

You should not vote if you have a conflict of interest.

Minutes

The minutes when approved by a vote are the official legal record of what happened at the board meeting.

Minutes are not an exact record of what was said, they are a record of what was done.

Board members may request corrections to the minutes before voting to accept them, but they do not have the right to demand that their reason for voting a certain way or their detailed views be recorded. Trustees have the opportunity to express their views prior to a vote and a “Yes” or “No” represents their individual views on the issue in a roll-call vote.

Reports

Reports provide background and information needed to deal with issues on the agenda, often recommending action for the board.

The director, committees, and staff provide reports.

Those presenting reports should highlight information, clarify items, and answer questions.

Bylaws

Bylaws are rules written and adopted by the board for operating its own meetings or affairs. They are an internal document outlining how the board conducts its business.

Bylaws must be consistent with the ordinance and not more restrictive.

Because bylaws are not a legal document, they may be changed by a vote of the board as often, or as infrequently as necessary.

Board Officers and Elections

Board officers must be well respected and it's best if officers are the more experienced members of the board. The purpose of electing officers is to place the best people into leadership positions. It shouldn't be a popularity contest, a power struggle, or just "whoever will say yes."

President: The duties of the president are typically to chair the meetings, set the monthly agenda with the director, keep to the agenda during the meeting, and ensure fruitful discussion.

Vice President: Traditionally serves as the backup for the board president. VPs are usually assigned additional duties such as chairing committees, taking charge of board development activities, or preparing for special board events.

Secretary: One board member traditionally serves as secretary. However, since library business is more complex and all board members are needed to participate in deliberations, perhaps the traditional role of the board secretary needs to be reexamined. For example, all trustees could share this task by using a template to record the actions and votes. From the template, either the director or designated secretary can type up the minutes in preparation for next month's meeting.

Committees

The issues facing the library cannot always be handled efficiently by the full board. The purpose of creating a committee is to extend the capabilities of the board.

Committees are advisory bodies, described in bylaws, that make recommendations to the full board for consideration and action. Committees have no power or authority beyond what is granted to them by the full board.

If the board decides to appoint a subcommittee, the subcommittee must meet in open sessions as long as it is doing deliberative work. Subcommittees can investigate matters, then bring those issues before the entire board for discussion and approval.

Robert's Rules of Order – the Basics

(This sheet should not be a substitute for *Robert's Rules of Order, Newly Revised*, 11th Edition, but is meant to supplement the full set of rules.)

Parliamentary procedure is a set of rules for conducting orderly meetings that accomplish goals fairly. Most PTAs use Roberts Rules of Order. Benefits of parliamentary procedure include the following:

- Justice and courtesy for all
- Maintenance of order
- Consideration of one item at a time
- All sides get heard
- Ability for each member to provide input
- Majority rule
- Protection of the rights of all members including the minority

Basic Principles

- All members have equal rights, privileges and obligations
- No person can speak until recognized by the chair
- Personal remarks during debate are out of order
- Only one question at a time may be considered, and only one person may have the floor at any one time
- Members have a right to know what the immediately pending question is and to have it restated before a vote is taken
- Full and free discussion of every main motion is a basic right
- A quorum must be present for business to be conducted
- A majority decides a question except when basic rights of members are involved or a rule provides otherwise.
- A 2/3 vote is required for any motion that deprives a member of right in any way (e.g., cutting off debate)
- Silence gives consent. Those who do not vote allow the decision to be made by those who do vote.
- The Chair should always remain impartial

Basic Definitions

Motion – A formal proposal made to bring a subject before an assembly for its consideration and action. Begins with “I move that...”

Second – A statement by a member who agrees that the motion made by another member be considered. Stated as “Second,” or “I second the motion.”

Amendment – Before the vote is taken on a motion, it may be amended by:

- Striking out words
- Inserting or adding words
- Striking out words and inserting others in their place
- Substituting one (1) paragraph or resolution for another

Quorum - the minimum number of members who must be present in order for a PTA to conduct business. The quorum can be found in the local unit's bylaws. For boards and committees, unless stated in the bylaws, the quorum is a majority of the members. PTAs cannot take votes on business matters unless a quorum is present.

Presiding officer/Chair – The individual who facilitates the meeting, usually the President. In the absence of the President, if none of the Vice Presidents are in attendance, the Secretary calls the meeting to order and conducts an election for a Chairman Pro Tem (a presiding officer for that meeting only).

Role of the Presiding officer

- To remain impartial during debate – the presiding officer must relinquish the chair in order to debate the merits of a motion and may not chair the meeting again until after a vote has been taken on the motion has been disposed of
- To vote only to create or break a tie (or 2/3 for matters requiring a 2/3 vote) – exception: the presiding officer may vote on any vote by ballot
- To introduce business in proper order per the agenda
- To recognize speakers
- To determine if a motion is in order
- To keep discussion germane to the pending motion
- To maintain order
- To put motions to a vote and announce results

General procedure for Handling a Main Motion

- A member must obtain the floor by being recognized by the chair
- Member makes a main motion
- A motion must be seconded by another member before it can be considered
- If the motion is in order, the chair will restate the motion and open debate
- The maker of a motion has the right to speak first in debate
- The main motion is debated along with any secondary motions that are debatable.
- Debate on Subsidiary, Privileged and Incidental motions (if debatable or amendable) take precedence over debate on the main motion and must be decided before debate on the main motion can continue.
- Debate is closed when:
 - Discussion has ended, or

- A 2/3 vote closes debate (“call the previous question” or “call the question”)
- The chair restates the motion, and if necessary clarifies the consequences of affirmative and negative votes
- The chair calls for a vote by asking “All in favor?” Those in favor say “Aye.” Then asking “All opposed?” Those opposed will say “no”
- The chair announces the result

General rules of Debate

- No member may speak until recognized by the chair
- All discussion must be relevant to the immediately pending question
- No member can speak more than twice to each debatable motion. The second time takes place after everyone wishing to debate the motion has had an opportunity to speak once
- No member can speak more than ten minutes or as decided by members. Many PTAs limit debate to three (3) minutes per speaker by general consent at the beginning of the meeting.
- All remarks must be addressed to the chair – no cross debate is permitted
- It is not permissible to speak against one’s own motion (but one can vote against one’s own motion)
- Debate must address issues not personalities – no one is permitted to make personal attacks or question the motives of other speakers
- The presiding officer must relinquish the chair in order to participate in debate and cannot reassume the chair until the pending main question is disposed of
- When possible, the chair should let the floor alternate between those speaking in support and those speaking in opposition to the motion
- Members may not disrupt the assembly
- Rules of debate can be changed by a 2/3 vote or general consent without objection

Example of Handling a Main Motion:

Member rises and addresses the chair:

Madam (Mister) President.

Chair recognizes member (by title or name).

Member makes the motion.

I move that...

Another member seconds the motion (without recognition).

Second [or] I second the motion.

The chair states the motion and opens debate.

It is moved and seconded that...

Is there any debate? Or Are you ready for the question?

Chair recognizes members wishing to speak.

After debate concludes. Chair restates the motion and puts the question to a vote.

The question is on the motion to...

Those in favor of the motion say "aye." Those opposed say "no."

Chair announces the result of the vote and what action will be taken.

The "ayes" have it, and the motion is adopted. We will [stating action to be taken].

The chair continues with the next business in order.

Common methods of taking a vote:

General consent:

"If there is no objection, we will..." (Pause) "Since there is no objection, we will..."

Voice vote: *"As many as are in favor, say "aye." As many opposed, say "no." The "ayes/noes" have it and the motion is adopted/lost."*

Rising vote (not counted): *"Those in favor will rise. Thank you, be seated. Those opposed will rise. Thank you, be seated. There is a majority (or 2/3) in the affirmative and the motion is adopted." Or "There is less than a majority (or 2/3) in the affirmative and the motion is lost."*

Methods of Amending

By striking out: "I move to amend the motion by striking out the word "Denver."

By inserting: "I move to amend the motion by inserting the word 'Las Vegas' after the word 'Portland' and before the period."

By striking out and inserting: "I move to amend the motion by striking out the word '\$35' and inserting the word '\$50.'"

Helpful terminology

- Recommendations, bylaws, rules, resolutions, budgets, and audits are **adopted**.
- Reports are **filed**.
- Resignations are **accepted**.
- Bills and minutes are **approved**.
- If corrections were made to the minutes, the minutes are then **approved as corrected**.
- Treasurer's statement is neither approved nor adopted; but after questions are answered regarding any item as reported, it is **placed on file for audit** as stipulated in the bylaws.
- Motions are recorded as **"adopted"** or **"lost."**

- It is highly recommended that main motions be put in writing (dated and signed). If so, number motion slips, and note on the slips whether the motion was “**adopted**” or “**lost**.”

Robert’s Rules Help Get Things Done!

- *Make Motions – that are in order*
- *Obtain the floor – properly*
- *Speak – clearly and concisely*
- *Obey – the rules of debate*

And most of all, be courteous! That’s always in order!

CHAPTER 4: HIRING A LIBRARY DIRECTOR

IOWA LIBRARY TRUSTEE'S HANDBOOK



WHAT DO PUBLIC LIBRARY DIRECTORS DO?

- Act as an advisor to the library board of trustees on policy, finances, planning, library performance, and laws affecting libraries.
- Hire and supervise staff
- Implement and interpret board policy to staff and the public
- Administer the library budget
- Develop the collection
- Manage library services and programming
- Supervise outreach services to the community
- Manage and maintain the physical facility, computer technology, the library's automation system, and other equipment
- Represent the library in the community by promoting its services and programs
- Instruct users how to access, evaluate, and use information resources

CONDUCT A PRELIMINARY ASSESSMENT

- What is the role of the library in the community?
- Have community needs changed? Has the library kept pace?
- What direction does the library need to go?
- What qualifications are needed in the next director?
- What is the reason for the job opening?
- Was the previous director dissatisfied? Why?
- Was the board dissatisfied with the previous director? Why?

DEVELOP A TIMELINE

- Should include:
 - Appointing the search committee (should be less than a quorum).
 - Reviewing the current job description and updating if necessary.
 - Writing the job advertisement and sending it through various communication channels
 - Determining the deadline for applications
 - Reviewing the applications and deciding on persons to interview
 - Determining interview schedule and questions.
 - Determining the time needed for the board to make a decision and offer the job to the candidate.
 - Determining the timeframe for the candidate to respond.

SET UP THE SEARCH COMMITTEE

- The board as a whole can function as the search committee or form a committee of board members and staff to review the applications and recommend candidates for the board to interview.
- The board or a committee must still follow open meeting laws, but confidentiality of candidates. Contact your consultant from the State Library of Iowa or the Iowa Public Information Board with questions.



REVIEW AND UPDATE THE JOB DESCRIPTION

- A job description should indicate the minimum requirements for education and work experience and desirable areas of expertise. Delineate these as required vs. preferred. The board should not hire a person with less than the minimum requirements.
- Include the following in a job description:
 - Minimum requirement for education and previous work experience
 - Primary management duties
 - Desirable areas of expertise including technology skills
 - Salary and benefits
 - Probationary period
 - Physical and environmental requirements of the job

DETERMINE SALARY AND BENEFITS

- The first step in achieving pay commensurate with work performed, otherwise known as “pay equity,” is to understand the job duties and responsibilities. Library directors and staff are often undervalued and unfairly compensated compared to other city employees who do comparable work with comparable education.
- In small towns, the library director’s position is comparable to the city clerk, while in a larger city, the position is more comparable to another city department head.
- Also compare the education requirements and job responsibilities of the library director with that of the school district or county government workers.
- Since Library salaries are low across the board in small towns, use caution regarding data from nearby towns of similar size.
- Talk with the City about the benefit available and if they have information on their comparable cities.



ADVERTISE THE POSITION

- Use the job description to write the job advertisement as comprehensively as possible.
- Request a resume and professional references.
- Check with the city about equal employment opportunities and how to post the position and if there is a city application required.
- Talk with Becky Heil

REVIEW APPLICATIONS

- Often, the city will receive the applications to ensure all requirements are complete and then send the applications to the library board.
- Mark each application with the date of arrival to determine whether it falls within your timeline.
- Develop evaluation criteria and rank each application.

INTERVIEW PROCESS

- Set up “stand alone” sessions, not regular board meetings. If an interview is conducted during a closed session, make sure to review Iowa Code 21.5 subsections 2, 3, 4, and 5.
- The search committee should provide an information packet to each candidate that includes: the library mission statement; planning documents; recent budgets; community demographics; employers, shopping, schools, churches, recreation, higher education, and any other information that will inform candidates about the library and community.
- Develop a list of questions to be asked of every candidate and apply the questions consistently. Note that it is illegal to ask certain questions of candidates, review Iowa Workforce Development’s Successful Interviewing Guide.
- As part of the interview, arrange a tour of the library, a meeting with staff, and an opportunity for the candidate to learn about the community.



EVALUATE THE CANDIDATES

- Some qualifications to consider in ranking candidates:
 - Library service attitude and philosophy; enthusiasm for librarianship
 - Knowledge of foundational library principles, such as intellectual freedom, patron privacy, etc.
 - Knowledge of current library trends and literature
 - Direct yet thorough responses to questions
 - Evidence that the applicant has done some research for the position
 - Ability to explain how their experience and talent can be used as library director
 - Understanding the role of trustees and successful record of working with board and community leaders.
 - Successful record of staff supervision.
 - Comfort level with technology, automation systems, online learning, social media, etc.
 - Experience being involved in the community and comfort level with public relations
 - Commitment to continuing education for self; support continuing education for staff and board

MAKING THE HIRING DECISION

- Finally, decide if one or more of the candidates should be offered the job or if the search needs to be reopened.
- The top candidate should be offered the position by telephone.
- When a candidate accepts the position, follow up with a letter of agreement indicating date employment begins, salary, benefits, etc. The board may want to consider a formal employment contract.
- Soon after the job offer has been accepted, notify the other candidates.



Job Title	Algona	Forest City	Harlan	Independence	Milford	New Hampton	Osage	Story City	Tipton	Wilton	WL Current	Average	Median
City Clerk/Treasurer	\$57,262.00	N/A	\$69,534.00	\$55,563.00	N/A	\$57,242.00	\$71,388.00	\$62,420.00	\$50,681.00	\$47,000.00	\$67,872.00	\$59,884.67	\$57,262.00
Library Director	\$55,369.00	\$56,534.00	\$58,968.00	\$73,412.00	\$55,640.00	\$43,680.00	\$46,272.00	\$60,106.00	\$43,992.00	\$45,240.00	\$46,363.00	\$53,234.18	\$55,369.00
Parks and Recreation Director	\$52,000.00	\$62,650.00	\$56,389.00	\$74,438.00	\$52,146.00	\$60,632.00	\$49,040.00	\$66,404.00	\$50,329.00	N/A	\$56,195.00	\$58,022.30	\$56,292.00
Police Chief	\$74,921.00	\$74,755.00	\$82,742.00	\$73,119.00	\$79,500.00	\$61,901.00	\$68,266.00	\$78,565.00	\$81,390.00	\$67,500.00	\$74,169.00	\$74,257.09	\$74,755.00
Electric Superintendent	N/A	\$80,870.00	N/A	N/A	N/A	\$94,182.00	N/A	\$95,473.00	\$76,136.00	\$82,243.00	\$88,587.00	\$86,248.50	\$85,415.00
Wastewater Superintendent	\$62,545.00	\$73,528.00	\$89,814.00	\$65,000.00	N/A	\$64,917.00	\$47,445.00	N/A	\$63,958.00	N/A	\$77,254.00	\$68,057.63	\$64,958.50
Water Superintendent	N/A	\$73,528.00	N/A	N/A	N/A	\$47,674.00	\$47,445.00	\$63,775.00	\$63,958.00	\$59,600.00	\$57,948.00	\$59,132.57	\$59,600.00
Street Superintendent/Public Works Director	\$63,731.00	\$73,362.00	\$64,002.00	N/A	\$63,898.00	\$51,147.00	\$51,917.00	\$62,289.00	\$65,657.00	\$61,000.00	\$64,937.00	\$62,194.00	\$63,814.50